



Payroll Bulletin

Office of the State Comptroller

Bureau of State Payroll Services

Date: March 23, 2010

Bulletin Number: 979

Subject April 2010 Performance Advances for Graded and NS Equated to Grade Employees Represented by the Public Employees Federation (PEF)

Purpose To explain OSC's automatic processing and to provide instructions for payments not processed automatically.

Affected Employees Eligible employees in Bargaining Unit 05.

Background Chapter 114 of the Laws of 2008, Article 8, Section 131.6 of the Civil Service Law and the 2007-2011 negotiated agreement between the State of New York and the Public Employees Federation provide for the payment of Performance Advances to eligible PEF employees.

The contract also provides for a Performance Advance to an increased Job Rate on the April 2010 salary schedule. Due to the order OSC will process April payments, the additional monies due to employees whose salaries upon application of a Performance Advance are moving to Job Rate or are currently at or above Job Rate of their salary grade will be processed with the application of the raise immediately following the Performance Advances. This payment will be explained in [Payroll Bulletin 980](#) (Salary Increase for Employees Represented by PEF).

Effective Date (s) 3/25/10 Institution - Paychecks dated 4/22/10, Pay Period 1L.
4/1/10 Administration - Paychecks dated 4/28/10, Pay Period 1L.

Contract Provisions and Eligibility Criteria **Performance Advance Requirements**
PEF employees whose annual salary is below the Job Rate of the employee's current grade on the 4/1/09 Salary Schedule are eligible for a Performance Advance if the employee:

- has completed one (1) year of service in such grade by April 1, 2010; **and**
- did not receive a Performance Advance in October 2009; **and**
- was rated "Satisfactory" or its equivalent on the employee's last annual evaluation date.

Unsatisfactory Ratings

Employees rated "Unsatisfactory" during Fiscal Year 2009-2010 are not eligible to receive a Performance Advance. Agencies must submit a Job Action Request using the Action/Reason code of **DTA/USP** (Data Change/Unsatisfactory Performance) and enter Increment Code **0003** to withhold a Performance Advance. The effective date should be the date of the employee's rating. These transactions should be entered as soon as practicable following the employee's evaluation date.

OSC Actions After payroll processing is completed for Pay Period 1L, OSC will process Performance Advances and Promotion Recalculations for eligible graded and NS equated to grade employees who are Active, on a Paid Leave of Absence (except Sick Leave) or on

Workers' Compensation Leave on 3/25/10 (Institution) or 4/1/10 (Administration).

Performance Advance (Increment Code **0001** and **Anniversary Date between 10/2 and 4/1**):

OSC will automatically insert a row in the employee's Job Data page effective 3/25/10 (Institution) or 4/1/10 (Administration) to reflect the Performance Advance (not to exceed the Job Rate) using the Action/Reason code of **PAY/PAV** (Pay Rate Change/Performance Advance).

Promotion Recalculation (Increment Code **0004**):

For employees who are entitled to a revised salary based on their **FIS** (Fixed Incremented Salary), OSC will automatically insert a row in the employee's Job Data page effective 3/25/10 (Institution) or 4/1/10 (Administration) to reflect the **FIS** amount displayed on the Job Data Compensation page using the Action/Reason code of **PAY/PMR** (Pay Rate Change/Promotion Recalculation). In addition, the **FIS** amount:

- must be equal to or greater than the Hiring Rate;
- must be greater than the employee's current salary;
- can exceed the Job Rate of the employee's current grade.

Workers' Compensation:

For employees who are receiving Workers' Compensation under the PEF Medical Evaluation Program, the supplement will be recalculated by OSC when processing payments for disability dates beginning 3/25/10 (Institution) or 4/1/10 (Administration).

Transactions processed automatically will appear on the NHRP520, Daily Outbound Transaction file.

Automatic Update of Increment Codes

OSC will automatically update the Increment Codes, as appropriate, on the inserted rows for employees who receive a Performance Advance or Promotion Recalculation. After the Performance Advances and Promotion Recalculations are processed in Pay Period 1L, OSC will automatically insert a row and update the Increment Codes of employees with Increment Code **0003** on the Job Data record using the Action/Reason code of **DTA/CIC** (Data Change/Correct Increment Code) effective 3/25/10 (Institution) or 4/1/10 (Administration) as follows:

Current Code	Update to
0001	0001 if the new salary is below Job Rate 2010 if the new salary is equal to Job Rate
0003	0001 if the current salary is equal to or greater than Hiring Rate and below Job Rate and the Anniversary Date is 10/2/XX-4/1/XX
0004	0001 if the new salary is below Job Rate and the Anniversary Date is 10/2/XX-4/1/XX 1001 if the new salary is below Job Rate and the Anniversary Date is 4/2/XX-10/1/XX 2010 if the new salary is equal to or greater than Job Rate

Control-D Report Available Prior to Processing

The following Control-D report will be available **after** processing of Pay Period 25 (3/26/10-Institution or 4/2/10-Administration) is completed. This will give agencies time to correct employees' records, if necessary, before the automatic processing takes place.

NHRP708 Mass Increment Payment Exception Report

This report identifies employees who will not receive an automatic Performance Advance or Promotion Recalculation based on information available at the close of Pay

Period 25. Fields on the report include EmplID, Employee Record Number, Employee Name, Grade, Bargaining Unit, Pay Basis Code, Part-time Percentage, Salary, FIS Amount and Increment Code. The report identifies the reason the employee's salary will not be increased with one of the following messages:

- NYS Position has both equated grade and NTE
- Position and job do not match
- FIS missing
- FIS at or below current
- FIS below hiring rate

These messages are based on the employee's current increment code:

- Increment code missing
- Increment code invalid
- Inc code not in Anniv Date range
- Sal below hiring rate
- Sal at or above job rate

If an employee appears on this report but is due a Performance Advance or Promotion Recalculation, the agency must:

- Submit the necessary corrections on the Job Action Request page to correct the data on the incorrect Job row(s) using the appropriate Action/Reason code(s). After the row(s) is corrected, the automatic Performance Advance or Promotion Recalculation will be applied.
- Submit a Position Change Request to the Position Management Unit if the data on the Position Data page is incorrect in PayServ but is correct in NYSTEP. The position will be updated to reflect the change and the automatic Performance Advance or Promotion Recalculation will be applied provided the agency's position request contains the same information as the position information in NYSTEP.

Agency Graded and NS Equated to Grade Employees

Actions - Pay Period 1 The following procedures must be used by the agency when submitting transactions in Pay Period 1L:

For Pay Changes, Position Changes and Transfers requested on the Job Action Request or Transfer Request **page** with an effective date **on or before** 3/25/10 (Institution) or 4/1/10 (Administration):

- The agency must **not** include the Performance Advance in the salary rate reported in the Pay Rate field.
- The agency must report the proper Increment Code for April 2010.

For Pay Changes, Position Changes and Transfers requested on the Job Action Request or Transfer Request page with an effective date **after** 3/25/10 (Institution) or 4/1/10 (Administration):

- The agency must include, if applicable, the Performance Advance in the salary reported in the Pay Rate field.
- The agency must report the **projected** Increment Code based on the employee's next performance advance cycle.

Employees who are on paid Sick Leave at the time of payment:

- Employees on paid Sick Leave will not receive payments automatically.
- The agency must enter a request on the Job Action Request page using the

appropriate Action/Reason code of **PAY/PAV (Pay Rate Change/Performance Advance)** or **PAY/PMR (Pay Rate Change/Promotion Recalculation)** for employees who became eligible for the payments before placement on paid Sick Leave.

Time Entry

To report miscellaneous earnings that are automatically calculated by the system (i.e. overtime), agencies must separate earnings by pay period so the earnings will not overlap the effective date of the Pay Change.

Control-D Reports Available After Processing

The following Control-D reports will be available for agency review **after** the automatic payments have been made. All reports will be sorted by agency code, then by employee name in alphabetical order.

NHRP704 Mass Increment Payment Report

This report identifies all employees who received the automatic Performance Advance or Promotion Recalculation. Fields on the report include EmplID, Employee Record Number, Employee Name, Effective Date, Effective Sequence, Grade, Bargaining Unit, Pay Basis Code, Part-time Percentage, Action Reason, Old Comprate, New Comprate and Increment Code.

NHRP708 Mass Increment Payment Exception Report

This report identifies employees who did not receive an automatic Performance Advance or Promotion Recalculation. Fields on the report include EmplID, Employee Record Number, Employee Name, Grade, Bargaining Unit, Pay Basis Code, Part-time Percentage, Salary, FIS Amount and Increment Code. The report identifies the reason the employee's salary was not increased with one of the following messages:

- NYS Position has both equated grade and NTE
- Position and job do not match
- FIS missing
- FIS at or below current
- FIS below hiring rate

These messages are based on the employee's current increment code:

- Increment code missing
- Increment code invalid
- Inc code not in Anniv Date range
- Sal below hiring rate
- Sal at or above job rate

Agency Actions - Pay Period 2

Beginning in Pay Period 2L, agencies that enter Rein Leave transactions on the Job Data page for eligible employees due a Performance Advance, Promotion Recalculation or Increment Code update who return from a Leave of Absence without Pay (except Workers' Compensation Leave) or a Paid Leave of Absence with a reason of Sick Leave or Military Stipend (MLS) must take the following actions to update the record:

If the effective date of the Rein Leave is **on or before** the first day of Pay Period 1, the agency must enter the Rein Leave on the Job Data page and submit a Job Action Request using the appropriate Action/Reason code indicated below effective 3/25/10 (Institution) or 4/1/10 (Administration).

- For a Performance Advance enter **PAY/PAV**
- For a Promotion Recalculation enter **PAY/PMR**
- For Increment Code update enter **DTA/CIC**

If the effective date of the Rein Leave is **after the first day of** Pay Period 1, the agency

must enter the Rein Leave on the Job Data page and submit a Job Action Request using the Action/Reason code of **PAY/CSL** (Pay Rate Change/Correct Salary) or **DTA/CIC** (Data Change/Correct Increment Code) and the effective date of the Rein Leave with the next effective sequence number.

Questions

Questions may be directed to the Salary Determination mailbox.