



# Contract Administration

**TO:** Executive Board Members  
Council Leaders

**FROM:** Elizabeth S. Hough  
Director of Contract Administration

**DATE:** May 20, 2010

**RE:** Payment of 2010 Salary Increases/May 26, 2010 Paychecks/  
Payroll Bulletin 993

---

The Office of the State Comptroller has issued Payroll Bulletin 993. This Bulletin provides for payment of the 2010 salary increases for the Administration Payroll in the upcoming May 26, 2010 paycheck. Payroll Bulletin 993 is attached.

Pursuant to Payroll Bulletin 993, the May 26 paychecks will reflect full implementation of the 2010 salary schedule. In other words, they will include both the 4% across the board salary increase and, for otherwise eligible PS&T Unit members, the job rate parity adjustment. The May 26 paychecks will include the 2010 new money for Administration Payroll Period 3 (April 29-May 12, 2010) only. They will not include retroactive payment of monies still owed for Administration Payroll Periods 1 and 2.

The temporary restraining order (TRO) which Judge Kahn issued in the federal court action bars the Governor from introducing any new emergency appropriation bills which exclude payment of the 2010 raises until the Court rules on our application for a preliminary injunction. The TRO does not require retroactive payment of monies which are still owed for previous pay periods at this time. However, both the federal court action and the statewide class action grievance regarding the withholding of the 2010 salary increases include claims which preserve our rights to recover the retroactive monies.

Payroll Bulletin 993 only addresses payment of the 2010 salary increases in the May 26, 2010 pay checks which are for employees on the Administration payroll. However, we anticipate that, once the Legislature passes the next emergency appropriation bill, OSC will issue another Payroll Bulletin providing for payment of the 2010 salary increases in the June 3, 2010 paychecks for the Institution Payroll. The June 3, 2010 Institution paychecks will cover Institution Payroll Period 4 (May 6-May 19, 2010).

Finally, we encourage everyone, and particularly those PS&T Unit members who received performance advances (increments or steps) in April, to double check their May 26, 2010 paycheck to verify that they have in fact received the 2010 new money that they are entitled to. Any questions regarding whether new money contained in the May 26, 2010 check was correctly calculated should first be directed to the appropriate local/agency payroll office. If members still question the accuracy of the new salary, please direct them to contact the appropriate PEF Field Representative for assistance. Other general questions should be directed to Contract Administration at (800) 342-4306 Ext. 223.



**Payroll Bulletin**  
**Office of the State Comptroller**  
**Bureau of State Payroll Services**

**Date:** May 20, 2010

**Bulletin Number:** 993

**Subject** 2010 Salary Increase for Employees Represented by the Public Employees Federation (PEF)

**Purpose** To explain OSC's automatic processing and to provide instructions for agency processing.

**Affected Employees** Employees in Bargaining Unit 05 who meet the eligibility criteria.

**Background** The emergency appropriations enacted by the New York State Legislature authorize the payment of the 4% increase for the payroll periods for which payment is made in paychecks dated May 26, 2010.

OSC will be processing the salary increase in paychecks dated May 26, 2010 (Administration).

**Effective Date (s)**

	Effective Date	Paycheck Date
Administration Lag	4/29/10	5/26/10
Administration Extra Lag	4/22/10	5/26/10

A bulletin for Agencies regarding the processing of the Institution Lag and Institution Extra Lag payroll cycles will be issued at a future date.

**Contract Provisions and Eligibility Criteria**

**General Salary Increase**

The legislation provides for a 4% salary increase for employees in graded and NS (SG 600) positions, trainees (SG 800) and hourly employees.

The agreement also provides for an additional increase to the job rate of certain salary grades on the 2010 salary schedule. Employees whose salaries are increasing to the Job Rate with the application of the 2010 performance advance and those already at Job Rate will be eligible.

- April 2010 Salary Schedule
- Grades 4 and 7 - 37 are affected by the increase to Job Rate.
- Annual employees whose salaries are below Job Rate receive a 4% increase rounded to the nearest dollar.
- Annual employees whose salaries are equal to Job Rate will be increased to the new Job Rate.
- Annual employees whose salaries are greater than Job Rate will receive a 4% increase rounded to the nearest dollar or the new Job Rate, whichever is greater.
- Hourly employees receive a 4% increase rounded to the nearest cent.

**Exceptions:**

- No increase for **FEE** basis employees, except for employees budgeted as per diem but paid as **FEE**.
- No increase for employees who were on a Leave of Absence (other than Workers' Compensation Leave) on the effective date of the increase until the employee returns from leave.

**OSC Actions:  
Automatic  
Processing of  
Increases**

After payroll processing for Pay Period 3 (Administration) is completed, OSC will process the 2010 salary increase for eligible employees whose Pay Basis Code is **ANN, 21P, CAL** or **HRV** as follows:

- OSC will automatically insert a row in the employee's Job Data page to reflect the salary increase using the Action/Reason code of **PAY/SAC** (Pay Rate Change/Mass Salary Increase) for employees who are Active, on a Paid Leave of Absence (except Military Stipend) or on Worker's Compensation Leave. The row will be inserted using the payment effective date.
- OSC will automatically insert a row in the employee's Job Data page to reflect the salary increase using the Action/Reason code of **PAY/CSL** (Pay Rate Change/Correct Salary) for annual employees and **PAY/CRT** (Pay Rate Change/Change Rate) for hourly employees who are Inactive or on a Leave of Absence (except Workers' Compensation Leave) only if the employee subsequently returns to Active status in an eligible position in Pay Period 3 (Administration) but after the effective date of the increase. The row will be inserted using the effective date of the Rehire or Return from Leave action.
- OSC will automatically insert a row in the employee's Job Data page to reflect the salary increase using the Action/Reason code of **PAY/CSL** (Pay Rate Change/Correct Salary) for annual employees and **PAY/CRT** (Pay Rate Change/Change Rate) for hourly employees who are newly appointed or who transfer into an eligible position in Pay Period 3 (Administration) but after the effective date of the increase. The row will be inserted using the effective date of the Hire, Position Change or Transfer action.
- OSC will automatically insert rows in the employee's Job Data page to reflect the salary increase using the Action/Reason code of **PAY/CSL** (Pay Rate Change/Correct Salary) for annual employees and **PAY/CRT** (Pay Rate Change/Change Rate) for hourly employees for all subsequent rows provided the employee remained in an eligible position.

**Exceptions:**

- If the employee's NYS Grade equals 600 and the Equated to Grade and Approved Salary Rate fields on Position Data are both populated, a row will not be automatically inserted.
- If the employee's Sal Admin Plan, Bargaining Unit or Grade on Job Data does not match the corresponding fields on Position Data; a row will not be automatically inserted.
- If the employee's salary on a Job row is less than the Hiring Rate of the grade on the existing 2009 Salary Schedule, a row will not be automatically inserted.
- If an employee has an increment code of 2222, a row will not be automatically inserted.

**Agency Actions** **Employees Who Receive an Increased Hiring Rate prior to the processing of the 2010 Salary Increase** Employees who receive an Increased Hiring Rate on or after the payment effective date may not be entitled to have the increase applied to their entire salary. OSC will manually update the salaries after the automatic increase is applied. If any additional corrections are needed, agencies should submit transactions as soon as possible in order to avoid an overpayment to the employee.

**Composite Salaries**

Employees with composite salaries will not be processed automatically. Beginning in Pay Period 4 (Administration and Pay Period 5 (Institution), agencies must review employees in composite positions (identified by Increment Code 2222) and submit a Job Action Request using the appropriate Action/Reason code indicated below to pay the proper salary increase. Agencies also should update General Comments.

1. **PAY/SAC** - For transactions effective on 4/29/10 (Administration)
2. **PAY/CSL** – For transactions effective after 4/29/10 (Administration)

Agencies also must update General Comments.

**Institution Agencies should continue** to use the 2009 Salary Schedule. The automatic validation salary warning message, "Requested salary rate must be at the hiring rate when Action of PAY and Reason of NEW is used," will appear as the new 2010 Salary Schedules will be loaded in PayServ. **Please ignore this warning message.**

**Agency  
Actions-  
Geographic Pay  
Differential  
Updates**

Pursuant to Article 8, Section 130.7 of the Civil Service Law, the combination of an employee's annual salary and Geographic Pay Differential (**GEO**) amount cannot exceed the combination of the Job Rate of their Grade plus the full **GEO** amount. Since the April 2010 Salary Schedule includes an increased Job Rate, employees with an annual salary that is greater than the Job Rate of the Grade must have their **GEO** reduced by the amount the employee's annual salary is above Job Rate. Therefore, agencies must review employees receiving **GEO** to determine if the employees' **GEO** pay needs to be updated as a result of the salary increase.

Agencies must insert a new row on the Additional Pay page using an effective date of the salary increase with the new **GEO** amount.

**Control-D  
Reports  
Available After  
Processing**

The following Control-D reports will be available for agency review after processing of the general salary increases:

**NHRP704 Mass Salary Increase Report**

This report identifies all employees who received the salary increase and identifies all employees' salaries that were automatically increased in an eligible bargaining unit. Other fields on the report include the EmplID, Employee Record Number, Employee Name, Effective Date, Effective Sequence, Grade, Bargaining Unit, Pay Basis Code, Part-time Percentage, Action Reason and Increment Code.

**NHRP709 Mass Salary Increase Exception Report**

This report identifies all employees who did not receive an automatic salary increase on one or more Job Data rows. Fields on the report include EmplID, Employee Record Number, Employee Name, Grade, Bargaining Unit, Pay Basis Code, Part-time Percentage and Salary. 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
- Salary below hiring rate

**Questions**

Questions regarding increases may be directed to the Salary Determination mailbox. Questions regarding position may be directed to the Position Management mailbox.

Questions about Deductions may be directed to the Payroll Deductions mailbox.

All other questions may be directed to the Payroll Audit Mailbox.



# Contract Administration

**TO:** Executive Board Members  
Council Leaders

**FROM:** Elizabeth S. Hough  
Director of Contract Administration

**DATE:** May 28, 2010

**RE:** Payment of 2010 Salary Increases/June 3, 2010 Paychecks/  
Payroll Bulletin 997

---

---

The Office of the State Comptroller has issued Payroll Bulletin 997. This Bulletin provides for payment of the 2010 salary increases for the Institution Payroll in the upcoming June 3, 2010 paycheck. Payroll Bulletin 997 is attached.

The June 3 2010 paychecks will reflect full implementation of the 2010 salary schedule for the Institution payroll. In other words, they will include both the 4% across the board salary increase and, for eligible PS&T Unit members, the job rate parity adjustment. The paychecks will include the 2010 new money for Institution Payroll Period 4 (May 6-May 19, 2010) only. They will not include retroactive payment of monies owed for Institution Payroll Periods 1 through 3.

Payroll Bulletin 997 only addresses payment of the 2010 salary increases in the June 3, 2010 pay checks. However, the preliminary injunction which Judge Kahn issued today in the federal court action bars the Governor from introducing any new emergency appropriation bills which exclude payment of the 2010 raises while the litigation continues. The preliminary injunction does not require retroactive payment of monies owed for previous pay periods at this time. However, both the federal court action and the statewide class action grievance regarding the withholding of the 2010 salary increases include claims which preserve our rights to recover the retroactive monies at a later date.

Finally, we encourage everyone, and particularly those PS&T Unit members who received performance advances (increments or steps) in April, to double check their June 3, 2010 paycheck to verify that they have in fact received the 2010 new money that they are entitled to. Any questions regarding whether new money contained in the June 3, 2010 check was correctly calculated should first be directed to the appropriate local/agency payroll office. If questions remain thereafter, members should then contact their PEF Field Representative for assistance. Other general questions may be directed to Contract Administration 1 (800) 342-4306 ext. 223.



**Payroll Bulletin**  
**Office of the State Comptroller**  
**Bureau of State Payroll Services**

**Date:** May 28, 2010

**Bulletin Number:** 997

**Subject** 2010 Salary Increase for Employees Represented by the Public Employees Federation (PEF) in Institution Agencies

**Purpose** To explain OSC's automatic processing and to provide instructions for agency processing.

**Affected Employees** Employees in Bargaining Unit 05 who meet the eligibility criteria.

**Background** The emergency appropriations enacted by the New York State Legislature authorize the payment of the 4% increase for the payroll periods for which payment is made in paychecks dated June 3, 2010.

OSC will be processing the salary increase in paychecks dated June 3, 2010 (Institution).

<b>Effective Date(s)</b>	<b>Effective Date</b>	<b>Paycheck Date</b>
Institution Lag	5/6/10	6/3/10
Institution Extra Lag	4/29/10	6/3/10

**Contract Provisions and Eligibility Criteria** **General Salary Increase**  
 The legislation provides for a 4% salary increase for employees in graded and NS (SG 600) positions, trainees (SG 800) and hourly employees.

The agreement also provides for an additional increase to the job rate of certain salary grades on the 2010 salary schedule. Employees whose salaries increased to the Job Rate with the application of the 2010 performance advance and those already at Job Rate will be eligible.

- April 2010 Salary Schedule
- Grades 4 and 7 - 37 are affected by the increase to Job Rate.
- Annual employees whose salaries are below Job Rate receive a 4% increase rounded to the nearest dollar.
- Annual employees whose salaries are equal to Job Rate will be increased to the new Job Rate
- Annual employees whose salaries are greater than Job Rate will receive a 4% increase rounded to the nearest dollar or the new Job Rate, whichever is greater.
- Hourly employees receive a 4% increase rounded to the nearest cent.

**Exceptions:**

- No increase for **FEE** basis employees, except for employees budgeted as per diem but paid as **FEE**.
- No increase for employees who were on a Leave of Absence (other than Workers' Compensation Leave) on the effective date of the increase until the employee returns from leave.

**OSC Actions:** After payroll processing for Pay Period 4 (Institution) is completed, OSC will process

**Automatic Processing of Increases**

the 2010 salary increase for eligible employees whose Pay Basis Code is **ANN, 21P, CAL** or **HRY** as follows:

- OSC will automatically insert a row in the employee's Job Data page to reflect the salary increase using the Action/Reason code of **PAY/SAC** (Pay Rate Change/Mass Salary Increase) for employees who are Active, on a Paid Leave of Absence (except Military Stipend) or on Worker's Compensation Leave. The row will be inserted using the payment effective date.
- OSC will automatically insert a row in the employee's Job Data page to reflect the salary increase using the Action/Reason code of **PAY/CSL** (Pay Rate Change/Correct Salary) for annual employees and **PAY/CRT** (Pay Rate Change/Change Rate) for hourly employees who are Inactive or on a Leave of Absence (except Workers' Compensation Leave) only if the employee subsequently returns to Active status in an eligible position in Pay Period 4 (Institution) but after the effective date of the increase. The row will be inserted using the effective date of the Rehire or Return from Leave action.
- OSC will automatically insert a row in the employee's Job Data page to reflect the salary increase using the Action/Reason code of **PAY/CSL** (Pay Rate Change/Correct Salary) for annual employees and **PAY/CRT** (Pay Rate Change/Change Rate) for hourly employees who are newly appointed or who transfer into an eligible position in Pay Period 4 (Institution) but after the effective date of the increase. The row will be inserted using the effective date of the Hire, Position Change or Transfer action.
- OSC will automatically insert rows in the employee's Job Data page to reflect the salary increase using the Action/Reason code of **PAY/CSL** (Pay Rate Change/Correct Salary) for annual employees and **PAY/CRT** (Pay Rate Change/Change Rate) for hourly employees for all subsequent rows provided the employee remained in an eligible position.

**Exceptions:**

- If the employee's NYS Grade equals 600 and the Equated to Grade and Approved Salary Rate fields on Position Data are both populated, a row will not be automatically inserted.
- If the employee's Sal Admin Plan, Bargaining Unit or Grade on Job Data does not match the corresponding fields on Position Data; a row will not be automatically inserted.
- If the employee's salary on a Job row is less than the Hiring Rate of the grade on the existing 2009 Salary Schedule, a row will not be automatically inserted.
- If an employee has an increment code of 2222, a row will not be automatically inserted.

**Agency Actions** **Employees Who Receive an Increased Hiring Rate prior to the processing of the 2010 Salary Increase** Employees who receive an Increased Hiring Rate on or after the payment effective date may not be entitled to have the increase applied to their entire salary. OSC will manually update the salaries after the automatic increase is applied. If any additional corrections are needed, agencies should submit transactions as soon as possible in order to avoid an overpayment to the employee.

**Composite Salaries**

Employees with composite salaries will not be processed automatically. Beginning in Pay Period 5 (Institution), agencies must review employees in composite positions (identified by Increment Code **2222**) and submit a Job Action Request using the appropriate Action/Reason code indicated below to pay the proper salary increase. Agencies also should update General Comments.

- **PAY/SAC** - For transactions effective on 5/6/10 (Institution)
- **PAY/CSL** – For transactions effective after 5/6/10 (Institution)

Agencies also must update General Comments.

**Agency  
Actions-  
Geographic Pay  
Differential  
Updates**

Pursuant to Article 8, Section 130.7 of the Civil Service Law, the combination of an employee's annual salary and Geographic Pay Differential (**GEO**) amount cannot exceed the combination of the Job Rate of their Grade plus the full **GEO** amount. Since the April 2010 Salary Schedule includes an increased Job Rate, employees with an annual salary that is greater than the Job Rate of the Grade must have their **GEO** reduced by the amount the employee's annual salary is above Job Rate. Therefore, agencies must review employees receiving **GEO** to determine if the employees' **GEO** pay needs to be updated as a result of the salary increase.

Agencies must insert a new row on the Additional Pay page using an effective date of the salary increase with the new **GEO** amount.

**Control-D  
Reports  
Available After  
Processing**

The following Control-D reports will be available for agency review after processing of the general salary increases:

**NHRP704 Mass Salary Increase Report**

This report identifies all employees who received the salary increase and identifies all employees' salaries that were automatically increased in an eligible bargaining unit. Other fields on the report include the EmplID, Employee Record Number, Employee Name, Effective Date, Effective Sequence, Grade, Bargaining Unit, Pay Basis Code, Part-time Percentage, Action Reason and Increment Code.

**NHRP709 Mass Salary Increase Exception Report**

This report identifies all employees who did not receive an automatic salary increase on one or more Job Data rows. Fields on the report include EmplID, Employee Record Number, Employee Name, Grade, Bargaining Unit, Pay Basis Code, Part-time Percentage and Salary. 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
- Salary below hiring rate

**Questions**

Questions regarding increases may be directed to the Salary Determination mailbox.

Questions regarding position may be directed to the Position Management mailbox.

Questions about Deductions may be directed to the Payroll Deductions mailbox.

All other questions may be directed to the Payroll Audit Mailbox.