

## **Salary Determination Procedure**

In some cases members have reason to believe they are being compensated incorrectly by the State; these are referred to as salary determination issues and often involve a member not receiving either the Performance Advance payment or Longevity Award.

**The following is the procedure for processing salary determination requests.**

1. Employees who believe that they are or have been compensated incorrectly should first request an explanation from their agency personnel or payroll office. In some instances, this inquiry expedites a satisfactory resolution to the problem.
2. In the event that there is not satisfactory resolution at the agency level, copies of the initial request, the written agency response, and any other relevant documentation should be submitted, via the appropriate Executive Board Member, Council leader Statewide Labor Management Chair, or PEF Field Representative to the Civil Service enforcement /Research Department, along with a signed salary determination request form (Attached Below).

The signed form is very important; without it, Audit and Control will not release the information to PEF. **You must mail, e-mail, or fax the form(s) to PEF as we must have original signatures on the form(s)**. To reduce any possible liability, these forms will be processed through the Civil Service Enforcement/Research Department. The e-mail address is [mmarinello@pef.org](mailto:mmarinello@pef.org) and the fax number is 518-785-1814.

3. Upon receipt, the case will be reviewed as promptly as possible, and will be forwarded to Audit and Control where appropriate. In those instances where the agency's action can be substantiated, we will provide that explanation to you as well.

**OFFICE OF THE STATE COMPTROLLER  
PERSONAL PRIVACY LAW RELEASE FORM**

By written request or by voluntary written consent, an employee may authorize the release of a record or personal information concerning himself or herself to someone other than the employee. In order to comply with the statutory requirements of Section 96(1)(a) of the Public Officers Law (Personal Privacy Protection Law) three specific items must be set forth by the employee before the information can be released.

I hereby grant the Bureau of Payroll Audit my written consent to release personal payroll information concerning me to another party. I have informed the party receiving my personal payroll information of the use(s) to which I have consented in paragraph three herein.

I specifically grant consent for the following:

1. Personal information which is to be disclosed:

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2. Persons or entity to whom such personal information is requested to be disclosed:

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3. The uses which will be made of such personal information by the person or entity receiving it:

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Name: \_\_\_\_\_  
(Type or Print)

Signature: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date: \_\_\_\_\_