

CSEA (BU 02, 03, 04, 47)

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS) Effective April 2010
<p>Must complete a full year of service in grade</p> <p>Performance advance is paid the following April or October (whichever comes first)</p> <p>April Cycle – Anniversary Date 10/2/XX – 04/01/XX</p> <p>October Cycle – Anniversary Date 04/02/XX – 10/01/XX</p> <p><i>How to calculate a FIS: Add performance advance of lower grade to lower graded salary (not to exceed job rate) and apply promotion percentage</i></p>	<p>April Increment Codes: 0001 – due performance advance in April 0003 – not due performance advance in April 0004 – due promotion recalculation/FIS (lower grade is April cycle)</p> <p>October Increment Codes: 1001 – due performance advance in October 1003 – not due performance advance in October 1004 – due promotion recalculation/FIS (lower grade is October cycle)</p>	<p>First date in current grade (or any higher grade) extended by any full pay periods on Sick Leave Pay or Leave without pay (except Military Leave or Workers' Compensation Leave) or time served in a lower grade</p>	<p>Use percentage method (always round up)</p> <p>1.5% for promotion and 1.5% for each grade promoted</p> <p><i>Note: If the promotion is from PEF and employee received an LLS payment (\$1250, \$2500 or prorated amount) in the lower grade, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04)</i></p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Longevity pay \$1250 lump sum in April or October after 5 years at job rate</p> <p>Longevity pay \$2500 lump sum in April or October after 10 years at job rate</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX each year for April LLS or 9/30/XX each year for October LLS</p> <p>Effective date of payment is 4/1/XX or 10/01/XX based on LLS payment cycle</p> <p>System will pay automatically based on increment code</p> <p>Employees working less than 100% receive the prorated amount</p> <p>Once LLS is received on a particular cycle, the cycle cannot change.</p> <p><i>Note: Employees who have a minimum of 5 years at job rate in April 2010 will be established on the April cycle regardless of if they attained job rate on the October performance advance cycle. Refer to Payroll Bulletin #970.</i></p>

PEF (BU 05)

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS)
<p>Must complete a full year of service in grade</p> <p>Performance advance is paid the following April or October (whichever comes first)</p> <p>April Cycle – Anniversary Date 10/2/XX – 04/01/XX</p> <p>October Cycle – Anniversary Date 04/02/XX – 10/01/XX</p> <p><i>How to calculate a FIS: Add performance advance of lower grade to lower graded salary (not to exceed job rate) and apply promotion percentage</i></p>	<p><i>April Increment Codes:</i></p> <p>0001 – due performance advance in April</p> <p>0003 – not due performance advance in April</p> <p>0004 – due promotion recalculation/FIS (lower grade is April cycle)</p> <p><i>October Increment Codes:</i></p> <p>1001 – due performance advance in October</p> <p>1003 – not due performance advance in October</p> <p>1004 – due promotion recalculation/FIS (lower grade is October cycle)</p>	<p>First date in current grade (or any higher grade) extended by any full pay periods on Sick Leave Pay or Leave without pay (except Military Leave or Workers’ Compensation Leave) or time served in a lower grade</p>	<p>Use percentage method (always round up)</p> <p>1.5% for promotion and 1.5% for each grade promoted</p> <p><i>Note: If the promotion is from PEF and employee received an LLS payment (\$1250, \$2500 or prorated amount) in the lower grade, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04)</i></p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Longevity pay \$1250 lump sum each April after 5 years at job rate</p> <p>Longevity pay \$2500 lump sum each April after 10 years at job rate</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX each year</p> <p>Effective date of payment is 4/1/XX</p> <p>System will pay automatically based on increment code</p> <p>Employees working less than 100% receive the prorated amount</p>

MANAGEMENT CONFIDENTIAL (BU 06, 46, 66, 79)

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS) Effective April 2010
<p>Must complete 13 full pay periods in grade within the current fiscal year (4/1/XX-3/31/XX)</p> <p>Performance advances paid in April only</p> <p>All MC employees are rated on 4/1</p> <p><u>How to calculate a FIS:</u> Add performance advance of lower grade to lower graded salary (not to exceed job rate) and apply promotion percentage</p>	<p>0001 – due performance advance in April 0003 – not due performance advance in April 0004 – due promotion recalculation/FIS (lower grade is on April cycle)</p> <p><i>Note: \$10 in FIS field denotes a promotion recalculation is due in the lower grade in CSEA or PEF in October (Use proper increment code for M/C position based on appointment date) Not paid automatically - Agency must submit a Job Request</i></p>	<p>Because rated on 04/01, adjusting the anniversary date is not necessary. If employee will not have 13 full pay periods in the fiscal year, submit a Data Change to change the Increment Code to 0003.</p>	<p>Use percentage method as follows (always round up):</p> <p>1. Promotions <i>within</i> grades M-1 through M-7: Percentage is 3% for each M-grade promoted. Example: Grade M-1 to M-2 = 4.5% (1.5% for promotion and 3% for each M-grade)</p> <p>2. Promotion <i>into</i> grades M-1 through M-7 <i>from</i> numerical grade When coming from a numerical grade into an M-grade, give 1.5% for promotion, 1.5% for each numeric grade & 3% for each M-grade. Example: Grade 622 to M-1 = 6% (1.5% promotional increase, 1.5% for grade 622 to 623, 3% for grade 623 to M-1)</p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p> <p><i>Note: If the promotion is <u>from</u> PEF and employee received an LLS payment (\$1250, \$2500 or prorated amount) in the lower grade, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04)</i></p>	<p>Grades 603 – 617 only</p> <p>Longevity pay \$1250 lump sum each April after 5 years at job rate</p> <p>Longevity pay \$2500 lump sum each April after 10 years at job rate</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX each year</p> <p>Effective date of payment is 4/1/XX</p> <p>System will pay automatically based in April only based on increment code</p> <p>Employees working less than 100% receive the prorated amount</p> <p><i>Note: There is no October payment cycle.</i></p>

SECURITY (BU 01, 21, 31, 61, 91)

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LGP)
<p>Must have 100 work days within the fiscal year (4/1-3/31)</p> <p>Each day on sick leave at half pay is counted as half a workday</p> <p>Performance advances are paid in April only</p> <p><u>How to calculate a FIS:</u> <i>Subtract any longevity pay that employee is holding, add an performance advance of lower grade to lower graded salary (not to exceed job rate), apply promotion percentage add longevity amounts of new grade</i></p>	<p>001X – Below job rate – due performance advance in April and not holding longevity in salary</p> <p>300X – Below job rate, not holding longevity in salary (<i>not due performance advance in April – less than 100 days</i>)</p> <p>006X – At job rate, not holding longevity pay</p> <p>004X – Below job rate – holding 1 longevity</p> <p>003X – At job rate holding 1 longevity</p> <p>005X – Below job rate – holding 2 longevity payments</p> <p>002X – At job rate, holding 2 longevity payments</p> <p>007X – Below job rate, holding 3 longevity payments</p> <p>008X – At job rate, holding 3 longevity payments</p> <p>9900 – Below job rate, holding 4 longevity payments</p> <p>0099 – At job rate, holding 4 longevity payments</p> <p>0008 Due promotion recalculation/FIS (may or may not be holding longevity pay)</p> <p>6900 – Downward Reallocation (may or may not be holding longevity pay)</p>	<p>First date in Security bargaining unit minus any time off of the payroll on leave without pay (except Military Leave or Workers’ Compensation Leave)</p> <p>Does not change upon position change <i>within</i> Security bargaining units</p>	<p>Use percentage method (always round up)</p> <p>Subtract any longevity pay that the employee is currently holding, apply the % and add longevity amounts of new grade</p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Due first longevity after 10 years of service in a Security BU</p> <p>Due second longevity after 15 years of service in a Security BU</p> <p>Due third longevity after 20 years of service in a Security BU</p> <p>Due fourth longevity after 25 years of service in a Security BU</p> <p>Payable the beginning of the pay period following the completion of 10, 15, 20 or 25 years in a Security BU</p> <p><i>Note: If longevity rating date falls on the first day of the pay period, it is payable on that date.</i></p>

21P and CAL – Institutional Teachers

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS) Effective April 2010
<p>Must have 150 workdays in grade</p> <p>CAL – Between 9/1/XX & 6/30/XX – paid 09/01/XX</p> <p>21P – Per agency contract dates – paid on Contract Begin Date</p> <p><i>How to calculate a FIS: Add performance advance of lower grade to lower graded salary - not to exceed job rate, add PEF LLS (if one was received in lower grade) and apply promotion percentage</i></p>	<p>0001 – due performance advance in September</p> <p>0003 – not due performance advance in September</p> <p>0004 – due promotion recalculation/FIS in September (lower grade is 21P or CAL also)</p> <p>Job Rate – fiscal year following the September job rate was reached (19XX – 20XX) Example: To job rate 09/01/2012 would be 2013</p>	<p>Because these employees are rated on at the end of the academic year, the Anniversary Date is not used by OSC for a specific purpose.</p> <p>No need to adjust for periods of leave - Adjust in Increment Code if employee will have less than 150 days worked</p>	<p>Use percentage method (always round up)</p> <p>1.5% for promotion and 1.5% for each grade promoted</p> <p><i>Note: If the employee received a PEF LLS payment (\$1250, \$2500 or prorated amount) in the lower grade, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04)</i></p>	<p>Longevity pay \$1250 lump sum in April after 5 years at job rate</p> <p>Longevity pay \$2500 lump sum in April after 10 years at job rate</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX</p> <p>Effective date of payment is 4/1/XX</p> <p>System will pay automatically based on increment code</p>

OTHER VALID INCREMENT CODES

INCREMENT CODE	FUNCTION
7777	For CSEA or PEF only: Used to withhold longevity due to unsatisfactory rating. For Security: Used to withhold a performance advance if employee is holding longevity.
2222	For Any BU. Composite salary (salary is a combination of 2 different positions).
XX10	For CSEA and PEF only: Employee reached job rate on the October cycle (XX represents the last two digits of the year that they reached job rate). Note: For CSEA per Payroll Bulletin 970 increment codes 0010, 0110, 0210, 0310, and 0410 were converted to a fiscal year to indicate Longevity Lump Sum should be processed on the April payment cycle.
0402	For Man Con: Employees who had performance advances or raises withheld in April 2002 (No longer a valid increment code).
19XX or 20XX	For CSEA, PEF and Man Con only: Fiscal year the employee reached job rate in their current grade (XX represents the last two digits of the year the employee reached job rate).
1000	For CSEA and HOS: created to indicate job rate credit minimum of 10 years (October 2004 or earlier) for employees who were previously established on the October LLS payment cycle at the time of appointment to a lower graded position.
0069	For Non Security Bargaining Units only: (<i>Security BUs use 6900</i>) Indicates position was downward reallocated. Employee retains salary of higher grade and all future payments (performance advances, job rate, longevity pay, etc.) are those of the higher grade as long as employee remains in position.

Security Increment Codes - Retro to 2003

(Effective 11/30/2006 – Bulletin # 683)

001X	Below Job Rate, holding <u>no</u> Long Pays <i>(If has 100 days, due Perf Advance in April - System will calculate days worked)</i>
300X	Below Job Rate, holding <u>no</u> Long Pays <i>(New to a Security BU. Not due Perf Advance in April – has less than 100 days)</i>
006X	At Job Rate (or above), holding no Long Pays
004X	Below Job Rate holding 1 Long Pay
003X	At Job Rate, holding 1 Long Pay
005X	Below Job Rate holding 2 Long Pays
002X	At Job Rate, holding 2 Long Pays
007X	Below Job Rate holding 3 Long Pay
008X	At Job Rate, holding 3 Long Pays
9900	Below Job Rate holding 4 Long Pays
0099	At Job Rate, holding 4 Long Pays
0008	Due a Promote Recal
6900	Downward Reallocation

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR CSEA UNITS (02, 03, 04, AND 47)
 EFFECTIVE APRIL 29, 2010 (ADMIN)
 EFFECTIVE MAY 6, 2010 (INST)

<u>SG</u>	<u>HR</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>JR</u>	<u>Incr</u>
<u>1</u>	<u>22041</u>	<u>22785</u>	<u>23529</u>	<u>24273</u>	<u>25017</u>	<u>25761</u>	<u>26505</u>	<u>27249</u>	<u>744</u>
<u>2</u>	<u>22883</u>	<u>23663</u>	<u>24443</u>	<u>25223</u>	<u>26003</u>	<u>26783</u>	<u>27563</u>	<u>28343</u>	<u>780</u>
<u>3</u>	<u>24025</u>	<u>24840</u>	<u>25655</u>	<u>26470</u>	<u>27285</u>	<u>28100</u>	<u>28915</u>	<u>29730</u>	<u>815</u>
<u>4</u>	<u>25074</u>	<u>25937</u>	<u>26800</u>	<u>27663</u>	<u>28526</u>	<u>29389</u>	<u>30252</u>	<u>31115</u>	<u>863</u>
<u>5</u>	<u>26274</u>	<u>27178</u>	<u>28082</u>	<u>28986</u>	<u>29890</u>	<u>30794</u>	<u>31698</u>	<u>32602</u>	<u>904</u>
<u>6</u>	<u>27744</u>	<u>28683</u>	<u>29622</u>	<u>30561</u>	<u>31500</u>	<u>32439</u>	<u>33378</u>	<u>34317</u>	<u>939</u>
<u>7</u>	<u>29278</u>	<u>30263</u>	<u>31248</u>	<u>32233</u>	<u>33218</u>	<u>34203</u>	<u>35188</u>	<u>36173</u>	<u>985</u>
<u>8</u>	<u>30928</u>	<u>31951</u>	<u>32974</u>	<u>33997</u>	<u>35020</u>	<u>36043</u>	<u>37066</u>	<u>38089</u>	<u>1023</u>
<u>9</u>	<u>32653</u>	<u>33722</u>	<u>34791</u>	<u>35860</u>	<u>36929</u>	<u>37998</u>	<u>39067</u>	<u>40136</u>	<u>1069</u>
<u>10</u>	<u>34521</u>	<u>35642</u>	<u>36763</u>	<u>37884</u>	<u>39005</u>	<u>40126</u>	<u>41247</u>	<u>42368</u>	<u>1121</u>
<u>11</u>	<u>36523</u>	<u>37700</u>	<u>38877</u>	<u>40054</u>	<u>41231</u>	<u>42408</u>	<u>43585</u>	<u>44762</u>	<u>1177</u>
<u>12</u>	<u>38612</u>	<u>39830</u>	<u>41048</u>	<u>42266</u>	<u>43484</u>	<u>44702</u>	<u>45920</u>	<u>47138</u>	<u>1218</u>
<u>13</u>	<u>40903</u>	<u>42177</u>	<u>43451</u>	<u>44725</u>	<u>45999</u>	<u>47273</u>	<u>48547</u>	<u>49821</u>	<u>1274</u>
<u>14</u>	<u>43270</u>	<u>44596</u>	<u>45922</u>	<u>47248</u>	<u>48574</u>	<u>49900</u>	<u>51226</u>	<u>52552</u>	<u>1326</u>
<u>15</u>	<u>45781</u>	<u>47163</u>	<u>48545</u>	<u>49927</u>	<u>51309</u>	<u>52691</u>	<u>54073</u>	<u>55455</u>	<u>1382</u>
<u>16</u>	<u>48346</u>	<u>49792</u>	<u>51238</u>	<u>52684</u>	<u>54130</u>	<u>55576</u>	<u>57022</u>	<u>58468</u>	<u>1446</u>
<u>17</u>	<u>51067</u>	<u>52595</u>	<u>54123</u>	<u>55651</u>	<u>57179</u>	<u>58707</u>	<u>60235</u>	<u>61763</u>	<u>1528</u>
<u>18</u>	<u>54018</u>	<u>55614</u>	<u>57210</u>	<u>58806</u>	<u>60402</u>	<u>61998</u>	<u>63594</u>	<u>65190</u>	<u>1596</u>
<u>19</u>	<u>56912</u>	<u>58587</u>	<u>60262</u>	<u>61937</u>	<u>63612</u>	<u>65287</u>	<u>66962</u>	<u>68637</u>	<u>1675</u>
<u>20</u>	<u>59889</u>	<u>61630</u>	<u>63371</u>	<u>65112</u>	<u>66853</u>	<u>68594</u>	<u>70335</u>	<u>72076</u>	<u>1741</u>
<u>21</u>	<u>63101</u>	<u>64924</u>	<u>66747</u>	<u>68570</u>	<u>70393</u>	<u>72216</u>	<u>74039</u>	<u>75862</u>	<u>1823</u>
<u>22</u>	<u>66484</u>	<u>68389</u>	<u>70294</u>	<u>72199</u>	<u>74104</u>	<u>76009</u>	<u>77914</u>	<u>79819</u>	<u>1905</u>
<u>23</u>	<u>70038</u>	<u>72026</u>	<u>74014</u>	<u>76002</u>	<u>77990</u>	<u>79978</u>	<u>81966</u>	<u>83954</u>	<u>1988</u>
<u>24</u>	<u>73850</u>	<u>75908</u>	<u>77966</u>	<u>80024</u>	<u>82082</u>	<u>84140</u>	<u>86198</u>	<u>88256</u>	<u>2058</u>
<u>25</u>	<u>77931</u>	<u>80080</u>	<u>82229</u>	<u>84378</u>	<u>86527</u>	<u>88676</u>	<u>90825</u>	<u>92974</u>	<u>2149</u>

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF STATE PAYROLL SERVICES
 SALARY GRADE SCHEDULE FOR CSEA UNITS (02, 03, 04 and 47)
 EFFECTIVE MARCH 27, 2014 (Administration) and APRIL 3, 2014 (Institution)

SG	Advance Amount	Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Job Rate
1	759	22482	23241	24000	24759	25518	26277	27036	27795
2	796	23341	24137	24933	25729	26525	27321	28117	28913
3	831	24506	25337	26168	26999	27830	28661	29492	30323
4	880	25575	26455	27335	28215	29095	29975	30855	31735
5	922	26799	27721	28643	29565	30487	31409	32331	33253
6	958	28299	29257	30215	31173	32131	33089	34047	35005
7	1005	29864	30869	31874	32879	33884	34889	35894	36899
8	1043	31547	32590	33633	34676	35719	36762	37805	38848
9	1090	33306	34396	35486	36576	37666	38756	39846	40936
10	1143	35211	36354	37497	38640	39783	40926	42069	43212
11	1201	37253	38454	39655	40856	42057	43258	44459	45660
12	1242	39384	40626	41868	43110	44352	45594	46836	48078
13	1299	41721	43020	44319	45618	46917	48216	49515	50814
14	1353	44135	45488	46841	48194	49547	50900	52253	53606
15	1410	46697	48107	49517	50927	52337	53747	55157	56567
16	1475	49313	50788	52263	53738	55213	56688	58163	59638
17	1559	52088	53647	55206	56765	58324	59883	61442	63001
18	1628	55098	56726	58354	59982	61610	63238	64866	66494
19	1709	58050	59759	61468	63177	64886	66595	68304	70013
20	1776	61087	62863	64639	66415	68191	69967	71743	73519
21	1859	64363	66222	68081	69940	71799	73658	75517	77376
22	1943	67814	69757	71700	73643	75586	77529	79472	81415
23	2028	71439	73467	75495	77523	79551	81579	83607	85635
24	2099	75327	77426	79525	81624	83723	85822	87921	90020
25	2192	79490	81682	83874	86066	88258	90450	92642	94834

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF STATE PAYROLL SERVICES
 SALARY GRADE SCHEDULE FOR CSEA UNITS (02, 03, 04 and 47)
 EFFECTIVE MARCH 26, 2015 (Administration) and APRIL 2, 2015 (Institution)

SG	Advance Amount	Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Job Rate
1	774	22932	23706	24480	25254	26028	26802	27576	28350
2	812	23808	24620	25432	26244	27056	27868	28680	29492
3	848	24996	25844	26692	27540	28388	29236	30084	30932
4	898	26087	26985	27883	28781	29679	30577	31475	32373
5	940	27335	28275	29215	30155	31095	32035	32975	33915
6	977	28865	29842	30819	31796	32773	33750	34727	35704
7	1025	30461	31486	32511	33536	34561	35586	36611	37636
8	1064	32178	33242	34306	35370	36434	37498	38562	39626
9	1112	33972	35084	36196	37308	38420	39532	40644	41756
10	1166	35915	37081	38247	39413	40579	41745	42911	44077
11	1225	37998	39223	40448	41673	42898	44123	45348	46573
12	1267	40172	41439	42706	43973	45240	46507	47774	49041
13	1325	42555	43880	45205	46530	47855	49180	50505	51830
14	1380	45018	46398	47778	49158	50538	51918	53298	54678
15	1438	47631	49069	50507	51945	53383	54821	56259	57697
16	1505	50299	51804	53309	54814	56319	57824	59329	60834
17	1590	53130	54720	56310	57900	59490	61080	62670	64260
18	1661	56200	57861	59522	61183	62844	64505	66166	67827
19	1743	59211	60954	62697	64440	66183	67926	69669	71412
20	1811	62309	64120	65931	67742	69553	71364	73175	74986
21	1896	65650	67546	69442	71338	73234	75130	77026	78922
22	1982	69170	71152	73134	75116	77098	79080	81062	83044
23	2069	72868	74937	77006	79075	81144	83213	85282	87351
24	2141	76834	78975	81116	83257	85398	87539	89680	91821
25	2236	81080	83316	85552	87788	90024	92260	94496	96732

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
 NEW SALARY GRADE SCHEDULE FOR PEF UNIT (05)
 EFFECTIVE April 29, 2010 (Admin)
 EFFECTIVE May 6, 2010 (Inst.)

SG	PA Amt	HR	JR	Last PA Amt to JR
1	877	21,115	27,249	877
2	919	21,916	28,343	919
3	964	22,988	29,730	964
4	1011	24,020	31,115	1033
5	1,064	25,158	32,602	1064
6	1,116	26,506	34,317	1116
7	1162	27,994	36,173	1212
8	1203	29,535	38,089	1339
9	1247	31,181	40,136	1477
10	1302	32,950	42,368	1610
11	1387	34,838	44,762	1608
12	1434	36,791	47,138	1745
13	1491	38,934	49,821	1941
14	1594	41,170	52,552	1824
15	1652	43,500	55,455	2045
16	1715	45,940	58,468	2238
17	1797	48,518	61,763	2466
18	1761	51,268	65,190	3362
19	1834	54,045	68,637	3594
20	1910	56,813	72,076	3803
21	1994	59,825	75,862	4074
22	2078	63,041	79,819	4316
23	2164	66,375	83,954	4599
24	2247	69,911	88,256	4865
25	2343	73,768	92,974	5150
26	2438	77,654	95,718	3438
27	2567	81,856	100,822	3567
28	2666	86,168	105,829	3666
29	2769	90,684	111,064	3769
30	2871	95,423	116,516	3871
31	2978	100,510	122,354	3978
32	3079	105,853	128,400	4079
33	3180	111,611	134,868	4180
34	3290	117,556	141,585	4290
35	3396	123,651	148,421	4396
36	3513	129,866	155,451	4513
37	3622	136,681	163,033	4622
38		127,518		

Used for the last performance advance to bring to the Job Rate.

Merit Step Ended

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF STATE PAYROLL SERVICES
 SALARY GRADE SCHEDULE FOR PEF UNIT (05)
 EFFECTIVE MARCH 27, 2014 (Administration) and APRIL 3, 2014 (Institution)

SG	Advance Amount	Hiring Rate	Job Rate	Job Rate Advance Amount
1	\$894	\$21,537	\$27,795	\$895
2	\$937	\$22,354	\$28,913	\$940
3	\$983	\$23,448	\$30,323	\$981
4	\$1,031	\$24,500	\$31,735	\$1,051
5	\$1,085	\$25,661	\$33,253	\$1,084
6	\$1,139	\$27,036	\$35,005	\$1,141
7	\$1,185	\$28,554	\$36,899	\$1,239
8	\$1,227	\$30,126	\$38,848	\$1,363
9	\$1,272	\$31,805	\$40,936	\$1,504
10	\$1,328	\$33,609	\$43,212	\$1,639
11	\$1,414	\$35,535	\$45,660	\$1,642
12	\$1,463	\$37,527	\$48,078	\$1,777
13	\$1,521	\$39,713	\$50,814	\$1,977
14	\$1,625	\$41,993	\$53,606	\$1,863
15	\$1,685	\$44,370	\$56,567	\$2,089
16	\$1,750	\$46,859	\$59,638	\$2,284
17	\$1,833	\$49,488	\$63,001	\$2,518
18	\$1,796	\$52,293	\$66,494	\$3,429
19	\$1,870	\$55,126	\$70,013	\$3,668
20	\$1,949	\$57,949	\$73,519	\$3,881
21	\$2,034	\$61,022	\$77,376	\$4,152
22	\$2,119	\$64,302	\$81,415	\$4,401
23	\$2,207	\$67,703	\$85,635	\$4,693
24	\$2,292	\$71,309	\$90,020	\$4,961
25	\$2,390	\$75,243	\$94,834	\$5,254
26	\$2,487	\$79,207	\$97,632	\$3,507
27	\$2,618	\$83,493	\$102,838	\$3,638
28	\$2,720	\$87,891	\$107,946	\$3,740
29	\$2,824	\$92,498	\$113,285	\$3,844
30	\$2,928	\$97,331	\$118,846	\$3,948
31	\$3,038	\$102,520	\$124,801	\$4,058
32	\$3,140	\$107,970	\$130,968	\$4,160
33	\$3,244	\$113,843	\$137,565	\$4,264
34	\$3,356	\$119,907	\$144,417	\$4,376
35	\$3,464	\$126,124	\$151,389	\$4,484
36	\$3,583	\$132,463	\$158,561	\$4,603
37	\$3,695	\$139,415	\$166,294	\$4,715
38		\$130,068		

2%

Office OF THE STATE COMPTROLLER
 BUREAU OF STATE PAYROLL SERVICES
 SALARY GRADE SCHEDULE FOR PEF UNIT (05)
 EFFECTIVE MARCH 26, 2015 (Administration and April 2, 2015 (Institution))

	ADVANCE	HIRING	JOB	JOB RATE
SG	AMOUNT	RATE	RATE	ADVANCE
1	\$912	\$21,968	\$28,350	\$910
2	\$956	\$22,801	\$29,492	\$955
3	\$1,003	\$23,917	\$30,932	\$997
4	\$1,052	\$24,990	\$32,373	\$1,071
5	\$1,107	\$26,174	\$33,915	\$1,099
6	\$1,161	\$27,577	\$35,704	\$1,161
7	\$1,209	\$29,125	\$37,636	\$1,257
8	\$1,251	\$30,729	\$39,626	\$1,391
9	\$1,297	\$32,441	\$41,756	\$1,533
10	\$1,354	\$34,281	\$44,077	\$1,672
11	\$1,443	\$36,246	\$46,573	\$1,669
12	\$1,492	\$38,278	\$49,041	\$1,811
13	\$1,552	\$40,507	\$51,830	\$2,011
14	\$1,658	\$42,833	\$54,678	\$1,897
15	\$1,719	\$45,257	\$57,697	\$2,126
16	\$1,785	\$47,796	\$60,834	\$2,328
17	\$1,870	\$50,478	\$64,260	\$2,562
18	\$1,832	\$53,339	\$67,827	\$3,496
19	\$1,908	\$56,229	\$71,412	\$3,735
20	\$1,988	\$59,108	\$74,986	\$3,950
21	\$2,075	\$62,242	\$78,922	\$4,230
22	\$2,162	\$65,588	\$83,044	\$4,484
23	\$2,251	\$69,057	\$87,351	\$4,788
24	\$2,338	\$72,735	\$91,821	\$5,058
25	\$2,438	\$76,748	\$96,732	\$5,356
26	\$2,537	\$80,791	\$99,585	\$3,572
27	\$2,671	\$85,163	\$104,895	\$3,706
28	\$2,774	\$89,649	\$110,105	\$3,812
29	\$2,881	\$94,348	\$115,551	\$3,917
30	\$2,987	\$99,278	\$121,223	\$4,023
31	\$3,099	\$104,570	\$127,297	\$4,133
32	\$3,203	\$110,129	\$133,587	\$4,240
33	\$3,308	\$116,120	\$140,316	\$4,348
34	\$3,423	\$122,305	\$147,305	\$4,462
35	\$3,533	\$128,646	\$154,417	\$4,573
36	\$3,655	\$135,112	\$161,732	\$4,690
37	\$3,768	\$142,203	\$169,620	\$4,809
38		\$132,669		

Office of the State Comptroller
 Bureau of State Payroll Services Payroll Earnings Section
 Salary Grade Schedule for Management Confidential Units (06, 46, and 66)
 Effective March 31, 2011 (Administration) and April 7, 2011 (Institution)

SG	PA Amt	HR	JR
603	1047	22547	28824
604	1099	23542	30132
605	1107	24955	31594
606	1201	26014	33215
607	1250	27514	35013
608	1299	29024	36818
609	1349	30682	38776
610	1432	32335	40927
611	1484	34296	43200
612	1560	36106	45466
613	1631	38208	47991
614	1693	40477	50631
615	1773	42729	53366
616	1846	45138	56212
617	1936	47698	59312
618	1926	47952	59504
619	2013	50524	62597
620	2107	53099	65737
621	2195	55963	69132
622	2299	58971	72765
623	2577	61993	77454
661	2945	66914	84581
662	3266	74210	93803
663	3620	82363	104080
664	3978	91096	114961
665	4441	101149	127794
666	4812	111992	140864
667	4907	123446	152886
668(NS)		\$104,082+	

OFFICE OF THE STATE COMPTROLLER
BUREAU OF STATE PAYROLL SERVICES
SALARY GRADE SCHEDULE FOR MANAGEMENT CONFIDENTIAL UNITS (06, 46 and 66)
EFFECTIVE MARCH 27, 2014 (Administration) and APRIL 3, 2014 (Institution)

	Advance	Hiring	Job
SG	Amount	Rate	Rate
603	1067	22998	29400
604	1121	24013	30735
605	1129	25454	32226
606	1225	26534	33879
607	1275	28064	35713
608	1325	29604	37554
609	1376	31296	39552
610	1461	32982	41746
611	1514	34982	44064
612	1592	36828	46375
613	1664	38972	48951
614	1727	41287	51644
615	1809	43584	54433
616	1883	46041	57336
617	1975	48652	60498
618	1964	48911	60694
619	2053	51534	63849
620	2149	54161	67052
621	2239	57082	70515
622	2345	60150	74220
623	2629	63233	79003
661	3004	68252	86273
662	3331	75694	95679
663	3692	84010	106162
664	4057	92918	117260
665	4530	103172	130350
666	4909	114232	143681
667	5005	125915	155944
668 (NS)		106164+	

M/C 2015 2% Salary Schedule (Effective 3/26/15 (Admin) and 4/2/15 (Inst))

	Advance	Hiring	Job
SG	Amount	Rate	Rate
603	1089	23458	29988
604	1143	24493	31350
605	1152	25963	32871
606	1249	27065	34557
607	1301	28625	36427
608	1352	30196	38305
609	1404	31922	40343
610	1490	33642	42581
611	1544	35682	44945
612	1623	37565	47303
613	1697	39751	49930
614	1761	42113	52677
615	1845	44456	55522
616	1921	46962	58483
617	2014	49625	61708
618	2004	49889	61908
619	2094	52565	65126
620	2192	55244	68393
621	2284	58224	71925
622	2392	61353	75704
623	2681	64498	80583
661	3064	69617	87998
662	3398	77208	97593
663	3766	85690	108285
664	4139	94776	119605
665	4621	105235	132957
666	5007	116517	146555
667	5105	128433	159063
668		108287+	

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF STATE PAYROLL SERVICES
 PARITY INCREASE SALARY GRADE SCHEDULE FOR MANAGEMENT CONFIDENTIAL UNITS (06, 46, and 66)
 EFFECTIVE JUNE 25, 2015 (Institution) and JULY 2, 2015 (Administration)

	Advance	Hiring	Job
SG	Amount	Rate	Rate
603	1,111	23,927	30,588
604	1,166	24,983	31,977
605	1,175	26,482	33,528
606	1,274	27,606	35,248
607	1,327	29,198	37,156
608	1,379	30,800	39,071
609	1,432	32,560	41,150
610	1,520	34,315	43,433
611	1,575	36,396	45,844
612	1,656	38,316	48,249
613	1,731	40,546	50,929
614	1,796	42,955	53,731
615	1,882	45,345	56,632
616	1,959	47,901	59,653
617	2,054	50,618	62,942
618	2,044	50,887	63,146
619	2,136	53,616	66,429
620	2,236	56,349	69,761
621	2,330	59,388	73,364
622	2,440	62,580	77,218
623	2,735	65,788	82,195
661	3,125	71,009	89,758
662	3,466	78,752	99,545
663	3,842	87,404	110,451
664	4,221	96,672	121,997
665	4,713	107,340	135,616
666	5,107	118,847	149,486
667	5,207	131,002	162,244
668		110,453	

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF STATE PAYROLL SERVICES
 PARITY INCREASE SALARY GRADE SCHEDULE FOR MANAGEMENT CONFIDENTIAL UNITS (06, 46, and 66)
 EFFECTIVE March 31, 2016 (Institution) and April 07, 2016 (Administration)

	Advance	Hiring	Job
SG	Amount	Rate	Rate
603	1,133	24,406	31,200
604	1,189	25,483	32,617
605	1,198	27,012	34,199
606	1,300	28,158	35,953
607	1,353	29,782	37,899
608	1,406	31,416	39,852
609	1,461	33,211	41,973
610	1,551	35,001	44,302
611	1,607	37,124	46,761
612	1,689	39,082	49,214
613	1,766	41,357	51,948
614	1,832	43,814	54,806
615	1,919	46,252	57,765
616	1,998	48,859	60,846
617	2,096	51,630	64,201
618	2,084	51,905	64,409
619	2,179	54,688	67,758
620	2,280	57,476	71,156
621	2,376	60,576	74,831
622	2,489	63,832	78,762
623	2,790	67,104	83,839
661	3,188	72,429	91,553
662	3,535	80,327	101,536
663	3,918	89,152	112,660
664	4,306	98,605	124,437
665	4,807	109,487	138,328
666	5,209	121,224	152,476
667	5,312	133,622	165,489
668		112,662	

NYSCOPBA BU 01 2014 2% Salary Schedule (Effective 3/27/14 (Admin)
and 4/3/14 (Inst))

												Long Max.
									10 Yr.	15 Yr.	20 Yr.	25 Yr.
	Advance	Hiring						Job	Long	Long	Long	Long
SG	Amount	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Rate	Step	Step	Step	Step
1	989	25421	26410	27399	28388	29377	30366	31355	33102	34639	37414	38952
2	1042	26281	27323	28365	29407	30449	31491	32533	34380	36007	38860	40486
3	1087	27483	28570	29657	30744	31831	32918	34005	35932	37628	40538	42234
4	1147	28635	29782	30929	32076	33223	34370	35517	37680	39328	42315	43962
5	1203	29905	31108	32311	33514	34717	35920	37123	39255	41131	44200	46077
6	1268	31374	32642	33910	35178	36446	37714	38982	41228	43205	46362	48338
7	1318	33047	34365	35683	37001	38319	39637	40955	43290	45345	48568	50621
8	1369	34806	36175	37544	38913	40282	41651	43020	45448	47581	50875	53011
9	1429	36648	38077	39506	40935	42364	43793	45222	47760	49989	53369	55601
10	1503	38627	40130	41633	43136	44639	46142	47645	50302	52640	56109	58449
11	1564	40802	42366	43930	45494	47058	48622	50186	52951	55388	58943	61379
12	1633	42968	44601	46234	47867	49500	51133	52766	55662	58208	61860	64407
13	1703	45425	47128	48831	50534	52237	53940	55643	58659	61311	65059	67709
14	1786	47930	49716	51502	53288	55074	56860	58646	61805	64584	68438	71218
15	1857	50583	52440	54297	56154	58011	59868	61725	65016	67910	71864	74759
16	1941	53334	55275	57216	59157	61098	63039	64980	68418	71444	75513	78538
17	2046	56224	58270	60316	62362	64408	66454	68500	72118	75303	79509	82693
18	2146	59318	61464	63610	65756	67902	70048	72194	75998	79348	83697	87044
19	2243	62453	64696	66939	69182	71425	73668	75911	79883	83377	87851	91346
20	2345	65563	67908	70253	72598	74943	77288	79633	83788	87446	92061	95719
21	2443	68988	71431	73874	76317	78760	81203	83646	87977	91791	96540	100352
22	2588	72576	75164	77752	80340	82928	85516	88104	92686	96715	101657	105687
23	2661	76403	79064	81725	84386	87047	89708	92369	97090	101243	106288	110440
24	2760	80433	83193	85953	88713	91473	94233	96993	101883	106188	111369	115673
25	2880	84815	87695	90575	93455	96335	99215	102095	107195	111686	117022	121513

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF STATE PAYROLL SERVICES
 SALARY GRADE SCHEDULE FOR SSU (01)
 EFFECTIVE MARCH 26, 2015 (Administration) and APRIL 2, 2015 (Institution)

												Long Max
									10 Yr.	15 Yr.	20 Yr.	25 Yr.
	Advance	Hiring						Job	Long	Long	Long	Long
SG	Amount	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Rate	Step	Step	Step	Step
1	1009	25929	26938	27947	28956	29965	30974	31983	33765	35333	38163	39732
2	1063	26807	27870	28933	29996	31059	32122	33185	35069	36728	39639	41297
3	1109	28033	29142	30251	31360	32469	33578	34687	36653	38382	41351	43081
4	1170	29208	30378	31548	32718	33888	35058	36228	38434	40115	43162	44842
5	1227	30503	31730	32957	34184	35411	36638	37865	40040	41953	45084	46998
6	1294	32001	33295	34589	35883	37177	38471	39765	42056	44072	47293	49308
7	1344	33708	35052	36396	37740	39084	40428	41772	44154	46250	49537	51631
8	1396	35502	36898	38294	39690	41086	42482	43878	46355	48530	51890	54069
9	1458	37381	38839	40297	41755	43213	44671	46129	48718	50991	54439	56716
10	1533	39400	40933	42466	43999	45532	47065	48598	51308	53693	57231	59618
11	1595	41618	43213	44808	46403	47998	49593	51188	54008	56494	60120	62605
12	1666	43827	45493	47159	48825	50491	52157	53823	56777	59374	63099	65697
13	1737	46334	48071	49808	51545	53282	55019	56756	59832	62537	66360	69063
14	1822	48889	50711	52533	54355	56177	57999	59821	63043	65878	69809	72644
15	1894	51595	53489	55383	57277	59171	61065	62959	66316	69268	73301	76254
16	1980	54401	56381	58361	60341	62321	64301	66281	69788	72874	77025	80110
17	2087	57348	59435	61522	63609	65696	67783	69870	73560	76809	81099	84347
18	2189	60504	62693	64882	67071	69260	71449	73638	77518	80935	85371	88785
19	2288	63702	65990	68278	70566	72854	75142	77430	81481	85045	89609	93174
20	2392	66874	69266	71658	74050	76442	78834	81226	85464	89195	93903	97634
21	2492	70368	72860	75352	77844	80336	82828	85320	89738	93628	98472	102360
22	2640	74028	76668	79308	81948	84588	87228	89868	94542	98651	103692	107803
23	2714	77931	80645	83359	86073	88787	91501	94215	99030	103266	108412	112647
24	2815	82042	84857	87672	90487	93302	96117	98932	103920	108311	113596	117986
25	2938	86511	89449	92387	95325	98263	101201	104139	109341	113922	119365	123945

		Promotion to BU other than M/C													
		24	25	26	27	28	29	30	31	32	33	34	35	36	37
Promotion from M/C	661			4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0
	662					4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0
	663							4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0
	664									4.5	6.0	7.5	9.0	10.5	12.0
	665											4.5	6.0	7.5	9.0
	666													4.5	6.0
	667														

		Promotion to M/C						
		661	662	663	664	665	666	667
Promotion from BU other than M/C	20	9.0	12.0	15.0	18.0	21.0	22.5	27.0
	21	7.5	10.5	13.5	16.5	19.5	21.0	25.5
	22	6.0	9.0	12.0	15.0	18.0	19.5	24.0
	23	4.5	7.5	10.5	13.5	16.5	18.0	22.5
	24		4.5	7.5	10.5	13.5	16.5	19.5
	25		4.5	7.5	10.5	13.5	16.5	19.5
	26			4.5	7.5	10.5	13.5	16.5
	27			4.5	7.5	10.5	13.5	16.5
	28				4.5	7.5	10.5	13.5
	29				4.5	7.5	10.5	13.5
	30					4.5	7.5	10.5
	31					4.5	7.5	10.5
	32						4.5	7.5
	33						4.5	7.5
	34							4.5
	35							4.5
	36							
37								

		Promotion to M/C						
		661	662	663	664	665	666	667
Promotion from M/C	661		4.5	7.5	10.5	13.5	16.5	19.5
	662			4.5	7.5	10.5	13.5	16.5
	663				4.5	7.5	10.5	13.5
	664					4.5	7.5	10.5
	665						4.5	7.5
	666							4.5
	667							



MEMORANDUM

TO: Directors/Associate Directors Human Resources

FROM: Abner JeanPierre, Director of Classification and Compensation

SUBJECT: Equation of Traineeships

DATE: March 18, 2016

* * * * *

In cooperation with the Division of the Budget, we have made improvements in traineeships that will increase the consistency, predictability, and ease of administration of the traineeship system. These changes are effective April 1, 2016 (March 31 for the Institution Payroll, and April 7 for the Administrative Payroll).

First, the “Increase upon Completion” amount for all traineeships, other than those in legal specialties and security titles, will be the Performance Advancement amount of the target title of the traineeship. Second, the “Not to Exceed” amount for all traineeships, other than those in legal specialties and security titles, will be the Job Rate of the target title of the traineeship. Finally, traineeships in the PS&T and M/C negotiating units that have not been equated to grade (often called “administrative traineeships”) will now be equated to grades in their respective salary schedules. This has two major impacts:

- Trainee 1 will be equated to Grade 13 and Trainee 2 to Grade 14. These grade equations apply to the starting rates for the Traineeship levels and to the Performance Advancement amounts. This is consistent with the majority of existing traineeships.
- The Performance Advancement for M/C and PS&T Traineeships that were not equated to grade before April 1, 2016, will now conform to the current system now in effect for most PS&T traineeships. Accordingly:
 - Trainees 1 will receive a Performance Advancement at 26 weeks upon receipt of the highest performance rating (usually referred to as “Outstanding” or “Substantially Exceeds Expectations”). No Performance Advancement is payable upon receipt of a lower rating.
 - If Trainees 1 receive the highest performance rating (usually referred to as “Outstanding” or “Substantially Exceeds Expectations”) upon advancement from Trainee 1 to Trainee 2, they should be paid the Hiring Rate of Grade 14 plus the Performance Advancement of Grade 13.

The salaries of trainees hired on or after April 1, 2016 (March 31 for the Institution Payroll, and April 7 for the Administrative Payroll) will follow the above rules. For current trainees hired before that date, the Office of the State Comptroller (OSC) will calculate appropriate rates, consistent with standard payroll practices and procedures. Trainees whose salary falls below the new hiring rate will be brought to the minimum hiring rate. Going forward, Performance Advances, Not-to-Exceed, and Increase Upon Completion amounts will be based on the new model.

For clarification of these or other traineeship administration issues, please contact Steven Koczak at steven.koczak@cs.ny.gov or 518-474-1047. OSC should be contacted for questions about the payment of salaries to particular employees. You may also review the traineeship documents on the Department of Civil Service's Business Suite: <http://www.cs.ny.gov/businesssuite/Appointments/Traineeships/>.

CSEA Traineeships

DIRECT SUPPORT ASSISTANT (and all applicable parentheses) [Effective April 2016]

Trainee Title	Equated Salary Grade	Equated Salary Grade Hiring Rate	Service Payment	Not To Exceed Amount	Full Performance Level Title	Grade	Increase Upon Completion
<u>Statewide</u> Direct Support Assistant Trainee	HR G-7	\$30,461	\$1,025	\$41,756	Direct Support Assistant	G-9	\$1,112

DRIVER IMPROVEMENT EXAMINER [Effective April 2016]

Trainee Title	Equated Salary Grade	Equated Salary Grade Hiring Rate	Service Payment	Not To Exceed Amount	Full Performance Level Title	Grade	Increase Upon Completion
<u>Statewide</u> Driver Improvement Examiner Trainee	HR G-9	\$33,972	\$1,112	\$46,573	Driver Improvement Exami	G-11	\$1,225

PEF Traineeships

CLAIM SERVICES REPRESENTATIVE [Effective - April 2015]

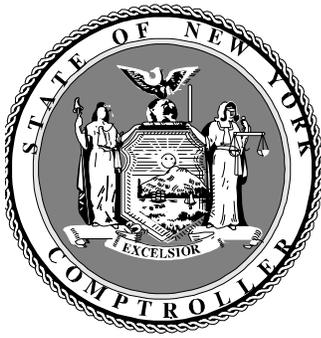
Trainee Title	Equated Salary Grade	Equated Salary Grade	Performance Advance	Not To Exceed Amount	Full Performance Level Title	Grade	Increase Upon Completion
<u>Statewide</u>							
Claim Services Representative Trainee 1	HR G-13	\$40,507	\$1,552	\$67,827	(Advance to Trainee 2)		
Claim Services Representative Trainee 2	HR G-14	\$42,833	\$1,658	\$67,827	Claim Services Representative 1	G-18	\$1,832

HEALTH PROGRAM ADMINISTRATOR [Effective - April 2014]

Trainee Title	Equated Salary Grade	Equated Salary Grade	Performance Advance	Not To Exceed Amount	Full Performance Level Title	Grade	Increase Upon Completion
<u>Statewide</u>							
Health Program Administrator Trainee 1	HR G-13	\$39,713	\$1,521	\$53,918	(Advance to Trainee 2)		
Health Program Administrator Trainee 2	HR G-14	\$41,993	\$1,625	\$53,918	Health Program Administrator	G-18	\$1,625

HEALTH PROGRAM ADMINISTRATOR [Effective - April 2015]

Trainee Title	Equated Salary Grade	Equated Salary Grade	Performance Advance	Not To Exceed Amount	Full Performance Level Title	Grade	Increase Upon Completion
<u>Statewide</u>							
Health Program Administrator Trainee 1	HR G-13	\$40,507	\$1,552	\$67,827	(Advance to Trainee 2)		
Health Program Administrator Trainee 2	HR G-14	\$42,833	\$1,658	\$67,827	Health Program Administrator	G-18	\$1,832



PAYROLL BULLETIN

Office of the State Comptroller Bureau of State Payroll Services

Date: October 22, 2004

Payroll Bulletin No. 503

<i>Subject</i>	Calculating Base Salary for PEF Employees Who Have Been Promoted
<i>Purpose</i>	To provide agencies with the new procedure for calculating promotions for PEF employees who have earned Longevity Lump Sum Payments.
<i>Affected Employees</i>	Employees represented by the Public Employees Federation (PEF) who are promoted on 9/14/04 and after.
<i>Effective Date(s)</i>	Date of Contract Ratification, September 14, 2004.
<i>Background</i>	<p>Article 7.10(a) of the collective bargaining agreement between the State of New York and the Public Employees Federation (PEF) and Chapter 419 of the Laws of 2004 provide for a new procedure for calculating promotions for PEF employees.</p> <p>Employees promoted or otherwise advanced to a higher salary grade on September 14, 2004 and after will be paid at the Hiring Rate of the higher grade or will receive a percentage increase in base pay determined as indicated below, whichever results in a higher salary.</p> <p>For purposes of this section, "base pay" shall now include any Performance Awards received during the 12-month period immediately preceding the promotion.</p>
<i>Eligibility</i>	<p>This provision applies to any eligible PEF employee who is promoted to another PEF position or to a position represented by any other bargaining unit that is subject to Section 130 and Section 131.2a of Civil Service Law.</p> <p>The provision does not apply when an employee from another bargaining unit is promoted to a PEF position.</p>

Procedure for Calculating Salary Upon Promotion

To calculate the salary of a PEF employee upon promotion, the agency must:

1. Combine any Performance Awards that the employee may have received during the 12-month period prior to the promotion with the employee's current lower graded salary. The result is the employee's base pay.
2. Apply the percentage increase for the promotion to the base pay.

For a Promotion of:	Apply an Increase of:
One grade	3.0%
Two grades	4.5%
Three grades	6.0%
Four grades	7.5%
Five grades	9.0%

3. Compare the resulting salary to the Hiring Rate of the new grade to determine the higher salary.
4. Submit the higher salary to OSC.

Agency Action Beginning Pay Period 20L

Agencies must begin using the new method of calculating promotional salaries beginning in **Pay Period 20L**.

For PEF employees who were promoted on or after 9/14/04, the agency must recalculate the promotional salary using the new method of calculation and submit a Pay Change Request beginning in Pay Period 20L using the Action/Reason codes of **Pay Rate Change/CSL** (Correct Salary) if necessary. The agency must also insert an explanation for the salary correction in the Status Reason block.

Query

A new Query will be created for agencies to use to help identify employees who may need to have their salaries recalculated. The Query title and date of availability will be posted on the PayServ and Query Bulletin Boards prior to Pay Period 20.

Questions

Questions regarding this Bulletin may be directed to Gary Mazula of the Salary Determination Unit at (518) 486-3088.



PAYROLL BULLETIN

Office of the State Comptroller Bureau of State Payroll Services

Date: December 7, 2006

Payroll Bulletin No. 682

Subject

Implementation of New Method of Calculating Salaries for Employees upon Movement from Management/Confidential Non-Statutory (N/S) Positions to Graded Positions

Purpose

To provide agencies with information and procedures regarding the calculation of affected employees' salaries and the processing of necessary salary corrections.

Affected Employees

Non-Statutory employees deemed Management/Confidential who moved to graded positions since April 1, 2003 or who move to graded positions in the future.

Note: Employees represented by CSEA will be addressed separately in a later bulletin after clarification and direction from the Governor's Office of Employee Relations regarding eligibility and method of salary calculation.

Background

Pursuant to Chapter 103 of the Laws of 2005 which amends Civil Service Law Section 131.5 and clarifies the computation of salaries for certain employees who move from unallocated or Non-Statutory (N/S) positions to statutorily graded positions. The legislation calls for a new option for calculating salaries for affected employees in addition to the methods of determining salaries that already exist.

Effective Date(s)

The new method of calculating salaries for affected Management Confidential employees is effective April 1, 2003.

Agencies may begin submitting transactions for eligible employees beginning in Pay Period 18L (Institution), paychecks dated 12/21/06 and Pay Period 19L (Administration), paychecks dated 12/27/06.

Eligibility

To be eligible for the new method of calculation, employees must be in an M/C non-statutory Annual or Hourly position immediately prior to moving to a graded position. Employees must continuously occupy the same unallocated (N/S) position:

- in the same title;
- within the same agency/appointing authority;
- within the same negotiation unit;
- at the same salary or equated salary grade level (excluding normal performance advances and general salary increases);
- in continuously Active paid status (Active, paid Sick Leave, Workers' Comp Leave, Military or Military Stipend Leave);
- for a minimum of one (1) calendar year (excluding seasonal employees - see information regarding Long Term Seasonal Employees below);
- on a full-time basis, and
- with no reduction/change in the percentage of time worked during the above-mentioned calendar year.

Employees on an approved Voluntary Reduction in Work Schedule are considered to be qualified as continuously occupying a position.

Termination or resignation from an unallocated Non-Statutory position with a subsequent reappointment to the same position on a later date constitutes a break in continuous pay status and the employee would not qualify for the new salary calculation method.

Discretionary salary adjustments approved by the Division of Budget (BDA adjustments) must not have been implemented within one (1) calendar year immediately prior to movement from an N/S to a graded position and disqualify an employee for consideration of the new salary calculation method. Such discretionary salary adjustments constitute a new salary and the one (1) year continuous salary requirement would not be met. Civil Service Law Section 131.5 b addresses Management/Confidential employees who are Long Term Seasonal employees (defined as having served at least 1,500 hours in pay status during each of the previous two years). The calculation method described below should be applied when determining the salary for these employees when the employee moves to a graded position.

*Method of
Calculation under
CS Law Section
131.5*

The following procedures should be used as an option when calculating the salary of employees moving from an unallocated N/S position to a graded position that meets all of the above eligibility criteria and where the hiring rate of the graded position that the employee is moving to is greater than the employee's current unallocated N/S salary.

Promotions from "Equated to Grade" Positions

- If the unallocated N/S position that the incumbent is moving from has been equated to a grade by the Division of Budget, then the grade equation shall be used as the starting grade of the promotion calculation. For example, an employee who is equated to a grade 15 and moves to a grade 18 position would be eligible to receive a 6.0% promotion percentage on their unallocated N/S equated to grade salary. If an employee is in a position that is equated to a grade but the unallocated N/S salary is outside the range of the equated grade's Hiring Rate or Job Rate, this method must not be used to calculate the employee's new salary. Instead, the "Movement from Not to Exceed Positions" method described below must be used.

Lateral Movement from "Equated Grade" Positions

- If the incumbent is moving from an N/S position with an equated grade to a graded position with the same grade, the N/S salary can be retained upon movement to the grade.

Demotions from "Equated Grade" Positions

- If the incumbent is moving from an N/S position with an equated grade to a lower graded position, the salary should be calculated using the higher grade service to build the salary in the lower grade or the incumbent's current N/S salary not to exceed the Job Rate of the lower grade.

Movement from "Not To Exceed" Positions

- If the unallocated N/S position that an employee is moving from is outside the range of the equated grade or has not been equated to a grade by the Division of the Budget, and the employee has been paid with a "not to exceed" authorization level, the starting grade level for the promotion calculation is determined by assigning the unallocated N/S salary to the highest grade level where the salary reaches Hiring Rate on the salary schedule of the bargaining unit from which the incumbent is moving. The promotion percentage between this starting grade level and the grade level to which the employee is moving must be

*Method of
Calculation under
CS Law Section
131.5
(Continued)*

determined and then the appropriate promotion percentage must be applied to the unallocated N/S salary.

Movement from an Hourly Position

- When an employee moves from an Hourly N/S position to a graded position, the hourly rate must be converted to an annual rate by multiplying the hourly rate by 2088. The annual rate can then be used to calculate the employee's new salary using the appropriate scenario above.

Note: Employees who are moving from bargaining units other than M/C are not eligible for this new method of calculation and must be calculated using the existing methods as stated in Part 1 of the OSC Salary Manual. Employees who are moving from CSEA will be addressed in a future bulletin upon clarification and direction from GOER regarding eligibility and salary calculation methods.

OSC Actions

Following the release of this Bulletin, OSC will provide agencies with a listing of employees who meet the above eligibility criteria for agency review. Employees who appear on the listing have met the initial eligibility but need to be reviewed to determine whether the new calculation option is higher than the calculation previously paid.

Agency Actions

Beginning in Pay Periods 18L (Institution) and 19L (Administration), agencies may begin submitting salary corrections effective 4/1/03 or later for employees identified by OSC as meeting the required eligibility and whose salary calculation under the new option is higher than the calculation previously paid.

If agencies identify employees who may meet the requirements but do not appear on the list from OSC, the agency should send an email to SalaryDetermination@osc.state.ny.us prior to submitting the salary correction to ensure that the employee is eligible. Agencies must submit Pay Change Requests using the Action/Reason codes **PAY/CSL (Pay Rate Change/Correct Salary)** for all affected rows on the employee's Job Data history.

Agencies must include a summary of how the requested salary calculation was reached in the Remarks section of the Pay Change Request.

Beginning in Pay Periods 18L (Institution) and 19L (Administration), agencies may begin using the new method of calculation, if appropriate, for current and future position changes that meet the above eligibility criteria.

Questions

Questions about this Bulletin may be emailed to
SalaryDetermination@osc.state.ny.us.



PAYROLL BULLETIN

Office of the State Comptroller Bureau of State Payroll Services

Date: February 22, 2007

Payroll Bulletin No. 702

Subject

Recalculation of Salary When There Is Movement Between Bargaining Units with Differing Raises

Purpose

To provide agencies with information and procedures regarding the calculation of affected employees' salaries.

Affected Employees

Employees who move between bargaining units with different raise percentages in the fiscal year in which the movement occurred.

Effective Date(s)

Immediately.

Background

Pursuant to Section 130 of the Civil Service Law and Chapter 317 of the Laws of 1995, when an employee has movement between bargaining units in a fiscal year where the percentage increases for the bargaining units differ, the salary in the new position is recalculated, exclusive of any performance advance already paid during the fiscal year, to reflect the general salary increase that the employee would have received had the employee been in the new bargaining unit at the beginning of the fiscal year.

Calculation Instructions and Examples

Only raises that differ in the **current** fiscal year in which the movement occurred affect the recalculation. If the employee is being promoted, the raise that was received in the **prior** bargaining unit must be removed before applying a promotion percentage and the raise percentage from the new bargaining unit if applicable. If the movement is a lateral (same grade), then the raise received in the **prior** bargaining unit is removed and the raise that the employee would have received if the employee were in the **new** bargaining unit when the raises were paid is applied.

- **The employee is entitled to retain any performance advance that was paid during the fiscal year minus the raise.**

*Calculation
Instructions and
Examples
(Continued)*

For example:

An employee is promoted on February 25, 2006 to a position in a different bargaining unit. The new bargaining unit received a 3% raise on April 1, 2005. The employee's **prior** bargaining unit received a 2.75% raise on April 1, 2005. In addition to the raise, the employee received a performance advance in his current grade. The employee's new salary is calculated by dividing his current salary by 1.0275. The resulting salary contains the performance advance without the raise. The next step is to apply the percentage for the promotion and the 3% raise that was in effect for the **new** bargaining unit on April 1, 2005.

- **The new bargaining unit into which the employee is moving received a raise but the prior bargaining unit did not receive a raise.**

For example:

An employee is promoted on June 30, 2006 to a position in a different bargaining unit. The new bargaining unit received a 3% increase on April 1, 2006. The employee's **prior** bargaining unit did not receive a raise on April 1, 2006. The employee's new salary is calculated by applying the percentage for the promotion and the 3% raise that was in effect for the **new** bargaining unit on April 1, 2006.

- **The new bargaining unit into which the employee is moving received a different increase than the prior bargaining unit**

Lateral Movement examples:

Underpayment:

An employee moves **laterally** on September 15, 2006 to a position in a different bargaining unit. The new bargaining unit received a 3% raise on April 1, 2006. The employee's **prior** bargaining unit received a 2% raise on April 1, 2006. The employee's new salary is calculated by removing the 2% raise from his salary in the **prior** position and applying the 3% raise earned in the **new** bargaining unit.

Overpayment:

An employee moves laterally on October 31, 2005 to a position in a different bargaining unit. The prior bargaining unit received a 2.75% raise on April 1, 2005. The employee's new bargaining unit did not receive a raise on April 1, 2005. The employee's new salary is calculated by removing the 2.75% raise from his salary in the prior position. Since the new bargaining unit did not receive a

*Calculation
Instructions and
Examples
(Continued)*

raise on April 1, 2005, the new salary will be lower than the previous salary, resulting in an overpayment (which is not recoverable). A general comment will be entered by OSC stating that the overpayment will not be recovered and retro will be turned off.

Promotion example:

An employee is **promoted** on April 18, 2007 to a position in a different bargaining unit. The **prior** bargaining unit received an \$800 raise on April 1, 2007. The employee's **new** bargaining unit received a 3% raise on April 1, 2007. The new salary is calculated by removing the April 1, 2007 \$800 raise from the employee's salary, applying the promotion percentage and then applying the 3% raise for April 1, 2007 for the **new** bargaining unit.

OSC Actions

The Salary Determination Unit has made the necessary salary corrections for many of the employees who moved between bargaining units in Executive Branch agencies during the 2003-07 contract period and will continue to correct salaries of Executive Branch agency employees until all are completed.

Overpayments resulting from salary corrections of this type are not recoverable.

Agency Actions

Non-Executive agencies must submit any necessary corrections of salaries based on the above procedures using the Action/Reason of **Pay Rt Change/CSL** (Correct Salary). Agencies must also enter a General Comment explaining the correction.

Questions

Questions about this Bulletin may be emailed to SalaryDetermination@osc.state.ny.us.

Non-Executive agencies may email questions to PayrollAudit@osc.state.ny.us.



PAYROLL BULLETIN

Office of the State Comptroller

Bureau of State Payroll Services

Date: December 18, 2008

Payroll Bulletin No. 835

Subject

Revised Method of Calculating Salaries for Employees Upon Movement From a Civil Service Employees Association (CSEA) Non-Statutory (N/S) Position to a Graded Position in Any Bargaining Unit

Purpose

To provide agencies with information and procedures regarding the revised calculation of affected employees' salaries and the processing of necessary salary corrections.

Affected Employees

Non-Statutory employees represented by CSEA who move to a graded position in any bargaining unit effective on or after April 1, 2003.

Background

Pursuant to Chapter 103 of the Laws of 2005 which amends Civil Service Law, Section 131.5 and the N/S to Grade side letter to the 2007-2011 CSEA agreement, OSC is issuing instructions for the revised method of calculating salaries for affected employees retroactive to April 1, 2003. This revised method is in addition to the Civil Service Law, Section 131.5 rules still in existence. The side letter to the 2007-2011 CSEA agreement expires on March 31, 2011.

Effective Date(s)

The revised method of calculating salaries for affected employees is effective April 1, 2003.

Agencies may begin to submit transactions for eligible employees on September 4, 2008 for Pay Period 12L, paychecks dated 9/25/08 (Institution) and 10/1/08 (Administration).

Eligibility Criteria

To be eligible for the revised method of calculation, an employee must have been in a CSEA N/S annual or hourly position immediately prior to moving to a graded position.

N/S service in any of the following will not be considered as creditable service when reconstructing the employee's salary:

Eligibility Criteria (Continued)

- Office of Court Administration
- City University of New York (CUNY)
- Thruway Authority
- Teachers' Retirement System
- Dormitory Authority
- State University of New York Grade 980s
- Legislative Payrolls
- Judicial Payrolls
- Pay Basis Codes of FEE and BIW

General Information

The methodology contained in Section 131.5(c) of the Civil Service Law still may be used to calculate the salary for employees who move from an N/S to a graded position if it results in a higher salary than the methodology contained in the N/S to Grade side letter to the 2007-2011 CSEA agreement.

In addition, this Section has been amended to remove provisions that restrict the resultant salary of an employee having moved from an N/S to a graded position from exceeding the salary which previously had been received in the N/S position. However, the resultant salary cannot exceed the job rate of the graded position.

The methodology contained in the Long Term Seasonal side letter and the rules effective September 2004 still may be used to calculate the salary for Parks and Environmental Conservation N/S employees represented by CSEA who moved to a graded CSEA position between April 1, 2003 and March 31, 2007 if it results in a higher salary than the methodology contained in the N/S to Grade side letter to the 2007-2011 CSEA agreement.

Revised Method of Calculation

Determine Type of Appointment (Promotion, Demotion, Lateral)

Agencies must use the CSEA N/S position in effect **immediately prior** to the move to the graded position to determine the type of appointment. If the position is:

- Annual N/S Equated to Grade – Compare the equated grade of the N/S position to the grade of the graded position to determine if the appointment is a promotion, demotion or lateral.
- Annual N/S Not Equated to Grade – Use the N/S salary to assign the highest grade level (using the hiring rate) to which such salary can be assigned on the CSEA salary schedule in effect on the appointment date to the graded position and compare it to the grade of the graded position to determine if the appointment is a promotion, demotion or lateral.

*Revised Method of
Calculation
(Continued)*

- Hourly N/S – Convert the hiring rate of the graded position from the CSEA salary schedule in effect on the appointment date (regardless of the graded position's bargaining unit) to an hourly rate by dividing by 2088. Compare the resultant hourly rate to the employee's hourly rate immediately prior to the move to the graded position to determine if the appointment is a promotion, demotion or lateral.

Revised Method of Calculation Based on Type of Appointment

Promotion

From any CSEA N/S position

- Annual N/S Equated to Grade – Using the employee's equated grade apply the appropriate promotion percentage provided in Article 7.10 to the employee's N/S salary. The employee may be eligible for a promotion recalculation.
- Annual N/S Not Equated to Grade – After assigning a grade as explained above, apply the appropriate promotion percentage provided in Article 7.10 to the employee's N/S salary.
- Hourly N/S – Convert the employee's hourly rate immediately prior to the move to the graded position to an annual salary by multiplying by 2088. Use this salary to assign the highest grade level (using the hiring rate) to which such salary can be assigned on the CSEA salary schedule. Apply the appropriate promotion percentage provided in Article 7.10 to the employee's 'hourly converted to annual' salary.

A new anniversary date and increment code will be determined based on the effective date of the promotion.

Lateral and Demotion

From a CSEA Annual N/S Position

- Equated to Grade - Reconstruct the salary beginning with the hiring rate of the graded position, giving credit for all service where the salary (including hourly and annual regardless of bargaining unit) is at least equal to the hiring rate of the graded position.
- Not Equated to Grade – Reconstruct the salary beginning with the hiring rate of the graded position, giving credit for all service where the salary (including hourly and annual regardless of bargaining unit) is at least equal to the hiring rate of the graded position.

*Revised Method of
Calculation
(Continued)*

Upon reconstruction, the salary should be limited to the job rate of the graded position but may exceed the employee's last N/S salary.

If the employee is eligible, longevity payments should be included in the reconstruction.

The anniversary date will be determined using the appointment date to the graded position adjusted by the amount of creditable service.

The anniversary date will determine which performance advance cycle and increment code should be used.

From a CSEA Hourly N/S Position

- Use only those hours paid where the employee's hourly rate is at least equal to the hiring rate of the graded position. In order to determine if the employee's hourly rate is equal to or above the hiring rate, divide the hiring rate of the graded position from the CSEA salary schedule for the applicable year by 2088 and compare to the employee's hourly rate for the same year.
- Do not include hours paid as overtime when reporting creditable hours.
- Hourly employees for whom hours have not been reported during the last year will be considered to have a break in service of one (1) or more years. Credit for service prior to the break will not be counted.
- The number of creditable hours reported by the agency for an 8-hour-day hourly employee will be divided by 8 to determine the number of full work days to be used as creditable service. The number of creditable hours reported by the agency for a 7 ½-hour-day hourly employee will be divided by 7.5 to determine the number of full work days to be used as creditable service.
- N/S service in hourly and annual positions can be combined to determine the amount of creditable service.
- It is the appointing agency's responsibility to report in General Comments all qualifying hours and the employee's required hours per day (7 ½ or 8) to be used in determining creditable service including hours worked in another agency.
- The anniversary date will be determined using the appointment date to the graded position adjusted by the amount of creditable service.
- The anniversary date will determine which performance advance cycle and increment code should be used.

Revised Method of Calculation (Continued)

- Reconstruct the salary beginning with the hiring rate of the graded position giving credit for all service (including hourly and annual regardless of bargaining unit) where the salary is at least equal to the hiring rate of the graded position.
- Upon reconstruction, the salary should be limited to the job rate of the graded position but may exceed the employee's last N/S salary.
- If the employee is eligible, longevity payments should be included in the reconstruction.

Examples of [hourly service calculations](#) can be reviewed by agencies for assistance.

OSC Actions

OSC will provide agencies with Control-D report NHRPTP13 identifying employees who have moved from a CSEA N/S position to a graded position in any bargaining unit effective on or after April 1, 2003.

The listing is available as of August 26, 2008.

Agency Actions

It is the agency's responsibility to submit transactions for employees affected by the revised methodology.

Salary corrections must be submitted by agencies retroactive to the date of the graded appointment (provided the appointment was effective on or after 4/1/03) if the methodology provided in the N/S to Grade side letter to 2007-2011 CSEA agreement results in a salary different from (greater than or less than) the methodology in the previous side letter (detailed in [Payroll Bulletin No. 726](#)) or in Section 131.5(c) of the Civil Service Law.

Agencies must submit Pay Change Requests using the Action/Reason code of **PAY/NSG (Pay Rate Change/NS to Grade)** for all rows requiring a salary correction on the employee's Job Data history. If a salary correction is not applicable but the employee's anniversary date, increment code and/or FIS must be changed, the Action/Reason code of **DTA/NSG (Data Change/NS to Grade)** must be submitted.

Qualifying hours used to determine creditable service must be reported in General Comments.

Note: If any employee is now overpaid due to the revised calculation rules, the negative retroactive adjustment will **not** be recovered.

Control-D Report

NHRPTP13 Report

This report identifies employees who moved from a CSEA N/S position to a graded position in any bargaining unit on or after April 1, 2003 and may be eligible to have their salary recalculated using the new methodology. The report identifies EmplID, Name, Rcd #, Pay Basis Code, Bargaining Unit, Employee Status, Pay Cycle and Move Date (Effective date and Sequence of initial movement from N/S to graded position).

Questions

Questions about this Bulletin may be emailed to the Salary Determination mailbox.

Following are hourly service calculation examples for an 8-hour-day hourly employee and the resulting salary, anniversary date, increment code and performance advance cycle.

Example A:

4/15/04	Hourly Rate = \$10.70	310 hours	Gr 6 Hiring Rate 2004 CSEA schedule = $22312 \div 2088 = 10.6858$
4/7/05	Hourly Rate = \$11.00	210 hours	Gr 6 Hiring Rate 2005 CSEA schedule = $22926 \div 2088 = 10.9798$
2/1/06	Appointed Gr 6		

The agency should report all hours where the employee's hourly rate is at least equal to the hiring rate of the graded position from the appropriate CSEA salary schedule divided by 2088. In this example, the agency would report 520 hours of creditable service.

$520 \div 8 \text{ hours} = 65 \text{ full work days}$

Using 65 full work days creditable service:

Gr 6 Salary = 22926 (Hiring Rate 2005 CSEA salary schedule)

Anniversary Date = 11/2/05

Increment Code = 0003

Employee is on the April cycle and eligible to receive a performance advance in April 2007.

Example B:

5/15/05	Hourly Rate = \$11.00	100 hours	Gr 6 Hiring Rate 2005 CSEA schedule = $22926 \div 2088 = 10.9798$
6/29/05	Hourly Rate = \$10.50	150 hours	Gr 6 Hiring Rate 2005 CSEA schedule = $22926 \div 2088 = 10.9798$
8/1/05	Hourly Rate = \$11.00	210 hours	Gr 6 Hiring Rate 2005 CSEA schedule = $22926 \div 2088 = 10.9798$
11/1/05	Appointed Gr 6		

The agency should report all hours where the employee's hourly rate is at least equal to the hiring rate of the graded position from the appropriate CSEA salary schedule divided by 2088. In this example, the 150 hours earned at the \$10.50 hourly rate is less than the hiring rate of the grade 6 position. Therefore, the agency would report only 310 hours of creditable service.

$310 \div 8 \text{ hours} = 38.75 = 38 \text{ full work days}$

Using 38 full work days creditable service:

Gr 6 Salary = 22926 (Hiring Rate 2005 CSEA salary schedule)

Anniversary Date = 9/8/05

Increment Code = 1001

Employee is on the October cycle and eligible to receive a performance advance in October 2006.

Example C:

4/15/04	Appointed Annual N/S	255 days	\$22312 (Gr 6 Hiring Rate)
4/7/05	FY 2005 Salary Increase	57 days	\$22926 (Gr 6 Hiring Rate)
6/27/05	Hourly Rate = \$11.00	1210 hours	Gr 6 Hiring Rate 2005 CSEA schedule = $22926 \div 2088 = 10.9798$
4/6/06	Hourly Rate = \$11.33	1425 hours	Gr 6 Hiring Rate 2006 CSEA schedule = $23614 \div 2088 = 11.3093$
4/5/07	Hourly Rate = \$12.06	565 hours	Gr 6 Hiring Rate 2007 CSEA schedule = $25146 \div 2088 = 12.0431$
12/24/07	Appointed Gr 6		

The agency should report all hours where the employee's hourly rate is at least equal to the hiring rate of the graded position from the appropriate CSEA salary schedule divided by 2088. In this example, the agency would report 312 days in the Annual position and 3200 hours in the Hourly position of creditable service.

$3200 \div 8 \text{ hours} = 400 \text{ full work days} + 312 \text{ days} = 712 \text{ full work days}$

Using 712 full work days creditable service:

Gr 6 Salary = 26848 (Step 2 2007 CSEA salary schedule)

Anniversary Date = 3/31/05

Increment Code = 0001

Employee is on the April cycle and eligible to receive a performance advance in April 2008.

Following are hourly service calculation examples for a 7½-hour-day hourly employee and the resulting salary, anniversary date, increment code and performance advance cycle.

Example D:

4/15/04	Hourly Rate = \$10.70	300 hours	Gr 6 Hiring Rate 2004 CSEA schedule = $22312 \div 2088 = 10.6858$
4/7/05	Hourly Rate = \$11.00	187.5 hours	Gr 6 Hiring Rate 2005 CSEA schedule = $22926 \div 2088 = 10.9798$
2/1/06	Appointed Gr 6		

The agency should report all hours where the employee's hourly rate is at least equal to the hiring rate of the graded position from the appropriate CSEA salary schedule divided by 2088. In this example, the agency would report 487.5 hours of creditable service.

$487.5 \div 7.5 \text{ hours} = 65 \text{ full work days}$

Using 65 full work days creditable service:

Gr 6 Salary = 22926 (Hiring Rate 2005 CSEA salary schedule)

Anniversary Date = 11/2/05

Increment Code = 0003

Employee is on the April cycle and eligible to receive a performance advance in April 2007.

Example E:

5/15/05	Hourly Rate = \$11.00	85 hours	Gr 6 Hiring Rate 2005 CSEA schedule = $22926 \div 2088 = 10.9798$
6/29/05	Hourly Rate = \$10.50	150 hours	Gr 6 Hiring Rate 2005 CSEA schedule = $22926 \div 2088 = 10.9798$
8/1/05	Hourly Rate = \$11.00	200 hours	Gr 6 Hiring Rate 2005 CSEA schedule = $22926 \div 2088 = 10.9798$
11/1/05	Appointed Gr 6		

The agency should report all hours where the employee's hourly rate is at least equal to the hiring rate of the graded position from the appropriate CSEA salary schedule divided by 2088. In this example, the 150 hours earned at the \$10.50 hourly rate is less than the hiring rate of the grade 6 position. Therefore, the agency would report only 285 hours of creditable service.

$285 \div 7.5 \text{ hours} = 38.75 = 38 \text{ full work days}$

Using 38 full work days creditable service:

Gr 6 Salary = 22926 (Hiring Rate 2005 CSEA salary schedule)

Anniversary Date = 9/8/05

Increment Code = 1001

Employee is on the October cycle and eligible to receive a performance advance in October 2006.

Example F:

4/15/04	Appointed Annual N/S	255 days	\$22312 (Gr 6 Hiring Rate)
4/7/05	FY 2005 Salary Increase	57 days	\$22926 (Gr 6 Hiring Rate)
6/27/05	Hourly Rate = \$11.00	1110 hours	Gr 6 Hiring Rate 2005 CSEA schedule = $22926 \div 2088 = 10.9798$
4/6/06	Hourly Rate = \$11.33	1325 hours	Gr 6 Hiring Rate 2006 CSEA schedule = $23614 \div 2088 = 11.3093$
4/5/07	Hourly Rate = \$12.06	565 hours	Gr 6 Hiring Rate 2007 CSEA schedule = $25146 \div 2088 = 12.0431$
12/24/07	Appointed Gr 6		

The agency should report all hours where the employee's hourly rate is at least equal to the hiring rate of the graded position from the appropriate CSEA salary schedule divided by 2088. In this example, the agency would report 312 days in the Annual position and 3000 hours in the Hourly position of creditable service.

$3000 \div 7.5 \text{ hours} = 400 \text{ full work days} + 312 \text{ days} = 712 \text{ full work days}$

Using 712 full work days creditable service:

Gr 6 Salary = 26848 (Step 2 2007 CSEA salary schedule)

Anniversary Date = 3/31/05

Increment Code = 0001

Employee is on the April cycle and eligible to receive a performance advance in April 2008.



PAYROLL BULLETIN

Office of the State Comptroller Bureau of State Payroll Services

Date: March 2, 2009

Payroll Bulletin No. 882

Subject

New Method of Calculating Salaries for Employees Upon Movement From a Public Employees Federation (PEF) Non-Statutory (N/S) Position to a Graded Position in Any Bargaining Unit

Purpose

To provide agencies with information and procedures regarding the calculation of affected employees' salaries and the processing of necessary salary corrections.

Affected Employees

Non-Statutory employees represented by PEF who move to a graded position in any bargaining unit effective on or after April 11, 2008.

Background

Pursuant to Chapter 114 of the Laws of 2008 which amends Civil Service Law, Section 131.5 and the N/S to Grade side letter to the 2007-2011 PEF agreement, OSC is issuing instructions for the new method of calculating salaries for affected employees retroactive to April 11, 2008. This method is in addition to the Civil Service Law, Section 131.5 rules still in existence. The side letter to the 2007-2011 PEF agreement expires on March 31, 2011.

Effective Date(s)

The new method of calculating salaries for affected employees is effective April 11, 2008.

Agencies may begin to submit transactions immediately.

Eligibility Criteria

To be eligible for the new method of calculation, an employee must have been in a PEF N/S annual or hourly position immediately prior to moving to a graded position. This method does not apply to appointments from a Summer Session position to a graded position.

N/S service in any of the following will not be considered as creditable service when reconstructing the employee's salary:

Office of Court Administration
City University of New York (CUNY)
Thruway Authority

Eligibility Criteria (Continued)

Teachers' Retirement System
Dormitory Authority
State University of New York Grade 980s
Legislative Payrolls
Judicial Payrolls
Pay Basis Codes of FEE and BIW
Summer Session Position

General Information

The methodology contained in Section 131.5(c) of the Civil Service Law still may be used to calculate the salary for employees who move from an N/S to a graded position if it results in a higher salary than the methodology contained in the N/S to Grade side letter to the 2007-2011 PEF agreement.

In addition, this Section has been amended to remove provisions that restrict the resultant salary of an employee having moved from an N/S to a graded position from exceeding the salary which previously had been received in the N/S position. However, the resultant salary cannot exceed the job rate of the graded position.

New Method of Calculation

Determine Type of Appointment (Promotion, Demotion, Lateral)

Agencies must use the PEF N/S position in effect **immediately prior** to the move to the graded position to determine the type of appointment. If the position is:

- Annual N/S Equated to Grade – Compare the equated grade of the N/S position to the grade of the graded position to determine if the appointment is a promotion, demotion or lateral.
- Annual N/S Not Equated to Grade – Use the N/S salary to assign the highest grade level (using the hiring rate) to which such salary can be assigned on the PEF salary schedule in effect on the appointment date to the graded position and compare it to the grade of the graded position to determine if the appointment is a promotion, demotion or lateral.
- Hourly N/S – Convert the hiring rate of the graded position from the PEF salary schedule in effect on the appointment date (regardless of the graded position's bargaining unit) to an hourly rate by dividing by 2088 if the N/S position is a non-teaching title or by 1736 if the N/S position is a teaching title. Compare the resultant hourly rate to the employee's hourly rate immediately prior to the move to the graded position to determine if the appointment is a promotion, demotion or lateral.

*New Method of
Calculation
(Continued)*

Revised Method of Calculation Based on Type of Appointment

Promotion

From any PEF N/S position

- Annual N/S Equated to Grade – Using the employee’s equated grade, apply the appropriate promotion percentage provided in Article 7.10 to the employee’s N/S salary. The employee may be eligible for a promotion recalculation.
- Annual N/S Not Equated to Grade – After assigning a grade as explained above, apply the appropriate promotion percentage provided in Article 7.10 to the employee’s N/S salary.
- Hourly N/S – Convert the employee’s hourly rate immediately prior to the move to the graded position to an annual salary by multiplying by 2088 if the N/S position is a non-teaching title or by 1736 if the N/S position is a teaching title. Use this salary to assign the highest grade level (using the hiring rate) to which such salary can be assigned on the PEF salary schedule. Apply the appropriate promotion percentage provided in Article 7.10 to the employee’s ‘hourly converted to annual’ salary.

The Longevity Lump Sum (**LLS**) portability will be factored in the promotion calculation provided the employee received an **LLS** payment within the twelve (12) months prior to the promotion.

A new anniversary date and increment code will be determined based on the effective date of the promotion.

Lateral and Demotion

From a PEF Annual N/S Position

- Equated to Grade - Reconstruct the salary beginning with the hiring rate of the graded position, giving credit for all service where the salary (including hourly and annual regardless of bargaining unit) is at least equal to the hiring rate of the graded position. Service in a teaching title will be counted only if it totals at least 150 work days during each individual academic year.
- Not Equated to Grade – Reconstruct the salary beginning with the hiring rate of the graded position, giving credit for all service where the salary (including hourly and annual regardless of bargaining unit) is at least equal to the hiring rate of the graded position. Service in a teaching title will be counted only if it totals at least 150 work days during each individual academic year.

*New Method of
Calculation
(Continued)*

Upon reconstruction, the salary should be limited to the job rate of the graded position but may exceed the employee's last N/S salary.

If the employee has the required years of job rate credit, the Longevity Lump Sum (**LLS**) will be payable after six (6) pay periods retroactive to the effective date of the appointment to the graded position.

If the employee attained the Merit Advance Rate in an equal or higher grade, that rate of pay will serve as the employee's N/S salary for the purpose of computing the new graded salary.

If the employee has not attained the Merit Advance Rate in an equal or higher grade, the Merit Advance Rate for the graded position will be payable after six (6) pay periods, retroactive to the effective date of the appointment to the graded position, provided the employee has sufficient years at or above the job rate of the graded position and all other eligibility criteria are met.

It is the agency's responsibility to submit transactions for employees due the Longevity Lump Sum or Merit Step payment and to indicate in General Comments if an employee has met all merit step eligibility requirements.

The anniversary date will be determined using the appointment date to the graded position adjusted by the amount of creditable service.

The anniversary date will determine which performance advance cycle and increment code should be used.

From a PEF Hourly N/S Position

- Use only those hours paid where the employee's hourly rate is at least equal to the hiring rate of the graded position. In order to determine if the employee's hourly rate is equal to or above the hiring rate, divide the hiring rate of the graded position from the PEF salary schedule for the applicable year by 2088 if the N/S position is a non-teaching title or by 1736 if the N/S position is a teaching title and compare to the employee's hourly rate for the same year.
- Do not include hours paid as overtime when reporting creditable hours.
- Hourly employees for whom hours have not been reported during the last year will be considered to have a break in service of one (1) or more years. Credit for service prior to the break will not be counted.

*New Method of
Calculation
(Continued)*

- The number of creditable hours reported by the agency for an 8-hour-day hourly employee will be divided by 8 to determine the number of full work days to be used as creditable service. The number of creditable hours reported by the agency for a 7 ½-hour-day hourly employee will be divided by 7.5 to determine the number of full work days to be used as creditable service.
- N/S service in hourly and annual positions can be combined to determine the amount of creditable service.
- Service in a teaching title will be counted only if it totals at least 150 work days during each individual academic year.
- It is the appointing agency's responsibility to report in General Comments all qualifying hours, the range of dates to which the hours apply and the employee's required hours per day (7 ½ or 8) to be used in determining creditable service including hours worked in another agency.
- The anniversary date will be determined using the appointment date to the graded position adjusted by the amount of creditable service.
- The anniversary date will determine which performance advance cycle and increment code should be used.
- Reconstruct the salary beginning with the hiring rate of the graded position, giving credit for all service (including hourly and annual regardless of bargaining unit) where the salary is at least equal to the hiring rate of the graded position.
- Upon reconstruction, the salary should be limited to the job rate of the graded position but may exceed the employee's last N/S salary.
- If the employee has the required years of job rate credit, the Longevity Lump Sum (**LLS**) will be payable after six (6) pay periods. It is the agency's responsibility to submit transactions for employees due an **LLS** payment.

[Service calculation examples](#) are included with this bulletin.

OSC Actions

Control-D report NHRPTMP13 (appears as NHRPTP13 in the Control-D Report List) identifies employees who have moved from a PEF N/S position to a graded position in any bargaining unit effective on or after April 11, 2008.

Agency Actions

It is the agency's responsibility to submit transactions for employees affected by the new methodology.

Salary corrections must be submitted by agencies retroactive to the date of the graded appointment (provided the appointment was effective on or after 4/11/08) if the methodology provided in the N/S to Grade side letter to the 2007-2011 PEF agreement results in a higher salary than the methodology in Section 131.5(c) of the Civil Service Law.

Agencies must submit Pay Change Requests using the Action/Reason code of **PAY/NSG (Pay Rate Change/NS to Grade)** for all rows requiring a salary correction on the employee's Job Data history. If a salary correction is not applicable but the employee's anniversary date, increment code and/or FIS must be changed, the Action/Reason code of **DTA/NSG (Data Change/NS to Grade)** must be submitted.

Qualifying hours used to determine creditable service, the range of dates to which the hours apply and Merit Step eligibility must be reported in General Comments.

*Control-D Report***NHRPTMP13 Report**

This report identifies employees who moved from a PEF N/S position to a graded position in any bargaining unit on or after April 11, 2008 and may be eligible to have their salary recalculated using the new methodology. The report identifies EmplID, Name, Rcd #, Pay Basis Code, Bargaining Unit, Employee Status, Pay Cycle and Move Date (Effective date and Sequence of initial movement from N/S to graded position).

Questions

Questions about this Bulletin may be emailed to the Salary Determination mailbox.

PEF N/S to Grade Service Calculation Examples for Laterals/Demotions

Following are service calculation examples for annual employees in teaching titles and the resulting salaries and increment codes:

Example A:

10/9/08	Appointed 21P N/S	50 days	\$34346 (Gr 12 Hiring Rate 2008 PEF schedule)
12/18/08	Appointed 21P Gr 12		

Service in a teaching title will count only if it totals at least 150 work days during each individual academic year. In this example, the employee will have the required 150 work days by the end of the 2008-09 academic year, using the 50 work days in the N/S position plus the work days since being appointed to the graded position.

Gr 12 Salary = \$34346 (Hiring Rate 2008 PEF salary schedule)

Increment Code = 0001

Employee will be eligible to receive a performance advance in September 2009.

Example B:

12/20/07	Appointed 21P N/S	70 days	\$33346 (Gr 12 Hiring Rate 2007 PEF schedule)
3/27/08	FY Salary Increase	63 days	\$34346 (Gr 12 Hiring Rate 2007 PEF schedule)
7/1/08	Hourly Rate = \$19.78	180 hours	Summer Session
9/2/08	Appointed 21P Gr 12		

Service in a teaching title will count only if it totals at least 150 work days during each individual academic year. In this example, the employee will not have the required 150 work days by the end of the 2007-08 academic year. Summer Session hours are not creditable and should not be reported; therefore, the employee has only 133 work days.

Gr 12 Salary = \$34346 (Hiring Rate 2008 PEF salary schedule)

Increment Code = 0003 (Increment code indicated as if processed on time.)

Employee will be eligible to receive a performance advance in September 2009.

Following are hourly service calculation examples for 8-hour-day hourly employees in non-teaching titles and the resulting salaries, anniversary dates, increment codes and performance advance cycles:

Example C:

1/15/08	Hourly Rate = \$17.88	400 hours	Gr 14 Hiring Rate 2007 PEF schedule = $37315 \div 2088 = 17.8711$
4/3/08	Hourly Rate = \$18.41	360 hours	Gr 14 Hiring Rate 2008 PEF schedule = $38434 \div 2088 = 18.4070$
6/12/08	Appointed Gr 14		

The agency should report all hours where the employee's hourly rate is at least equal to the hiring rate of the graded position from the appropriate PEF salary schedule divided by 2088. In this example, the agency would report 760 hours of creditable service.

$760 \div 8 \text{ hours} = 95 \text{ full work days}$

Using 95 full work days creditable service:

Gr 14 Salary = \$38434 (Hiring Rate 2008 PEF salary schedule)

Anniversary Date = 1/31/08

Increment Code = 0001

Employee is on the April cycle and eligible to receive a performance advance in April 2009.

Example D:

5/15/08	Hourly Rate = \$18.45	100 hours	Gr 14 Hiring Rate 2008 PEF schedule = $38434 \div 2088 = 18.4070$
6/30/08	Hourly Rate = \$18.00	150 hours	Gr 14 Hiring Rate 2008 PEF schedule = $38434 \div 2088 = 18.4070$
8/1/08	Hourly Rate = \$18.45	210 hours	Gr 14 Hiring Rate 2008 PEF schedule = $38434 \div 2088 = 18.4070$
10/30/08	Appointed Gr 14		

The agency should report all hours where the employee's hourly rate is at least equal to the hiring rate of the graded position from the appropriate PEF salary schedule divided by 2088. In this example, the 150 hours earned at the \$18.00 hourly rate is less than the hiring rate of the grade 14 position. Therefore, the agency would report only 310 hours of creditable service.

$310 \div 8 \text{ hours} = 38.75 = 38 \text{ full work days}$

Using 38 full work days creditable service:

Gr 14 Salary = \$38434 (Hiring Rate 2008 PEF salary schedule)

Anniversary Date = 9/8/08

Increment Code = 1001

Employee is on the October cycle and eligible to receive a performance advance in October 2009.

Example E:

1/10/07	Appointed Annual N/S	36 days	\$35428 (Gr 14 Hiring Rate 2006 PEF schedule)
3/1/07	Hourly Rate = \$17.00	152 hours	Gr 14 Hiring Rate 2006 PEF schedule = $35428 \div 2088 = 16.9674$
4/5/07	Hourly Rate = \$17.90	1920 hours	Gr 14 Hiring Rate 2007 PEF schedule = $37315 \div 2088 = 17.8711$
4/3/08	Hourly Rate = \$18.44	600 hours	Gr 14 Hiring Rate 2008 PEF schedule = $38434 \div 2088 = 18.4070$
7/31/08	Appointed Gr 14		

The agency should report all hours where the employee's hourly rate is at least equal to the hiring rate of the graded position from the appropriate PEF salary schedule divided by 2088. In this example, the agency would report creditable service of 36 days in the Annual position and 2672 hours in the Hourly position.

$2672 \div 8 \text{ hours} = 334 \text{ full work days} + 36 \text{ days} = 370 \text{ full work days}$

Using 370 full work days creditable service:

Gr 14 Salary = \$39922 (Hiring Rate Gr 14 + 1 Performance Advance 2008 PEF salary schedule)

Anniversary Date = 3/1/07

Increment Code = 0001

Employee is on the April cycle and eligible to receive next performance advance in April 2009.

**Office of the State Comptroller
BUREAU OF STATE PAYROLL SERVICES
ADMINISTRATION PAYROLL CALENDAR
APRIL 1, 2014 – APRIL 30, 2015
LAG**

NEW FISCAL YEAR...2015-2016

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Period No.

APRIL 2015						
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26	27	28	29	30		

Payday is the Wednesday at the end of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.

○ = PAYROLL PERIOD ENDING DATE

H = HOLIDAY

**ADMINISTRATION AGENCIES 2014-2015
ON A LAG BASIS
(Refer to Payroll Bulletins for Submission Dates)**

PAYROLL PERIOD	CHECK DATES
No. 1 March 27 – April 9	April 23
No. 2 April 10 – April 23	May 7
No. 3 April 24 – May 7	May 21
No. 4 May 8 – May 21	June 4
No. 5 May 22 – June 4	June 18
No. 6 June 5 – June 18	July 2
No. 7 June 19 – July 2	July 16
No. 8 July 3 – July 16	July 30
No. 9 July 17 – July 30	August 13
No. 10 July 31 – August 13	August 27
No. 11 August 14 – August 27	September 10
No. 12 August 28 – September 10	September 24
No. 13 September 11 – September 24	October 8
No. 14 September 25 – October 8	October 22
No. 15 October 9 – October 22	November 5
No. 16 October 23 – November 5	November 19
No. 17 November 6 – November 19	December 3
No. 18 November 20 – December 3	December 17
No. 19 December 4 – December 17	December 31
No. 20 December 18 – December 31	January 14
No. 21 January 1 – January 14	January 28
No. 22 January 15 – January 28	February 11
No. 23 January 29 – February 11	February 25
No. 24 February 12 – February 25	March 11
No. 25 February 26 – March 11	March 25
No. 26 March 12 – March 25	April 8

**Office of the State Comptroller
BUREAU OF STATE PAYROLL SERVICES
ADMINISTRATION PAYROLL CALENDAR
APRIL 1, 2016 – APRIL 30, 2017
LAG**

NEW FISCAL YEAR...2017-2018

Period No.	Calendar	Period No.	Calendar
27	APRIL 2016 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	13	OCTOBER 2016 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 H 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
2	MAY 2016 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 H 31	15	NOVEMBER 2016 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 H 12 13 14 15 16 17 18 19 20 21 22 23 H 25 26 27 28 29 30
4	JUNE 2016 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	18	DECEMBER 2016 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 H 27 28 29 30 31
7	JULY 2016 SUN MON TUE WED THU FRI SAT 1 2 3 H 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	20	JANUARY 2017 SUN MON TUE WED THU FRI SAT 1 H 3 4 5 6 7 8 9 10 11 12 13 14 15 H 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
9	AUGUST 2016 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	22	FEBRUARY 2017 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 H 21 22 23 24 25 26 27 28
11	SEPTEMBER 2016 SUN MON TUE WED THU FRI SAT 1 2 3 4 H 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	24	MARCH 2017 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Period No.

Period No.	Calendar
26	APRIL 2017 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

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**ADMINISTRATION AGENCIES 2016-2017
ON A LAG BASIS
(Refer to Payroll Bulletins for Submission Dates)**

PAYROLL PERIOD	CHECK DATES
No. 1 April 7 – April 20	May 4
No. 2 April 21 – May 4	May 18
No. 3 May 5 – May 18	June 1
No. 4 May 19 – June 1	June 15
No. 5 June 2 – June 15	June 29
No. 6 June 16 – June 29	July 13
No. 7 June 30 – July 13	July 27
No. 8 July 14 – July 27	August 10
No. 9 July 28 – August 10	August 24
No. 10 August 11 – August 24	September 7
No. 11 August 25 – September 7	September 21
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No. 17 November 17 – November 30	December 14
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No. 19 December 15 – December 28	January 11
No. 20 December 29 – January 11	January 25
No. 21 January 12 – January 25	February 8
No. 22 January 26 – February 8	February 22
No. 23 February 9 – February 22	March 8
No. 24 February 23 – March 8	March 22
No. 25 March 9 – March 22	April 5
No. 26 March 23 – April 5	April 19

Office of the State Comptroller
 BUREAU OF STATE PAYROLL SERVICES
 ADMINISTRATION PAYROLL CALENDAR
 APRIL 1, 2017 – APRIL 30, 2018
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NEW FISCAL YEAR...2018-2019

Period No.	APRIL 2017	OCTOBER 2017	Period No.																																																																																																		
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Period No.

APRIL 2018						
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Payday is the Wednesday following two weeks after the end date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.

○ = PAYROLL PERIOD ENDING DATE

H = HOLIDAY

ADMINISTRATION AGENCIES 2017-2018
 ON A LAG BASIS
 (Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 April 6 – April 19	May 3
No. 2 April 20 – May 3	May 17
No. 3 May 4 – May 17	May 31
No. 4 May 18 – May 31	June 14
No. 5 June 1 – June 14	June 28
No. 6 June 15 – June 28	July 12
No. 7 June 29 – July 12	July 26
No. 8 July 13 – July 26	August 9
No. 9 July 27 – August 9	August 23
No. 10 August 10 – August 23	September 6
No. 11 August 24 – September 6	September 20
No. 12 September 7 – September 20	October 4
No. 13 September 21 – October 4	October 18
No. 14 October 5 – October 18	November 1
No. 15 October 19 – November 1	November 15
No. 16 November 2 – November 15	November 29
No. 17 November 16 – November 29	December 13
No. 18 November 30 – December 13	December 27
No. 19 December 14 – December 27	January 10
No. 20 December 28 – January 10	January 24
No. 21 January 11 – January 24	February 7
No. 22 January 25 – February 7	February 21
No. 23 February 8 – February 21	March 7
No. 24 February 22 – March 7	March 21
No. 25 March 8 – March 21	April 4
No. 26 March 22 – April 4	April 18

Office of the State Comptroller
BUREAU OF STATE PAYROLL SERVICES
INSTITUTION PAYROLL CALENDAR
APRIL 1, 2014 – APRIL 30, 2015
LAG

NEW FISCAL YEAR...2015-2016

Period No.			Period No.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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APRIL 2015						
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26	27	28	29	30		

Payday is the Thursday following the ending date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.

○ = PAYROLL PERIOD ENDING DATE

H = HOLIDAY

INSTITUTION AGENCIES 2014-2015
 ON A LAG BASIS
 (Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 April 3 – April 16	May 1
No. 2 April 17 – April 30	May 15
No. 3 May 1 – May 14	May 29
No. 4 May 15– May 28	June 12
No. 5 May 29 – June 11	June 26
No. 6 June 12 – June 25	July 10
No. 7 June 26 – July 9	July 24
No. 8 July 10 – July 23	August 7
No. 9 July 24 – August 6	August 21
No. 10 August 7 – August 20	September 4
No. 11 August 21 – September 3	September 18
No. 12 September 4 – September 17	October 2
No. 13 September 18 – October 1	October 16
No. 14 October 2 – October 15	October 30
No. 15 October 16 – October 29	November 13
No. 16 October 30 – November 12	November 26
No. 17 November 13 – November 26	December 11
No. 18 November 27 – December 10	December 24
No. 19 December 11 – December 24	January 8
No. 20 December 25 – January 7	January 22
No. 21 January 8 – January 21	February 5
No. 22 January 22 – February 4	February 19
No. 23 February 5 – February 18	March 5
No. 24 February 19 – March 4	March 19
No. 25 March 5 – March 18	April 2
No. 26 March 19 – April 1	April 16

Office of the State Comptroller
BUREAU OF STATE PAYROLL SERVICES
INSTITUTION PAYROLL CALENDAR
APRIL 1, 2016 – APRIL 30, 2017
LAG

NEW FISCAL YEAR...2017-2018

Period No. Period No.

	▽	APRIL 2016		OCTOBER 2016	▽
		SUN MON TUE WED THU FRI SAT		SUN MON TUE WED THU FRI SAT	
1		10 11 12 13 14 15 16		9 H 11 12 13 14 15	14
2		17 18 19 20 21 22 23		16 17 18 19 20 21 22	
		24 25 26 27 28 29 30		23 24 25 26 27 28 29	15
				30 31	

	▽	MAY 2016		NOVEMBER 2016	▽
		SUN MON TUE WED THU FRI SAT		SUN MON TUE WED THU FRI SAT	
3		8 9 10 11 12 13 14		6 7 8 9 10 H 12	16
4		15 16 17 18 19 20 21		13 14 15 16 17 18 19	
		22 23 24 25 26 27 28		20 21 22 23 H 25 26	17
		29 H 31		27 28 29 30	

	▽	JUNE 2016		DECEMBER 2016	▽
		SUN MON TUE WED THU FRI SAT		SUN MON TUE WED THU FRI SAT	
5		5 6 7 8 9 10 11		4 5 6 7 8 9 10	18
6		12 13 14 15 16 17 18		11 12 13 14 15 16 17	
		19 20 21 22 23 24 25		18 19 20 21 22 23 24	19
		26 27 28 29 30		25 H 27 28 29 30 31	

	▽	JULY 2016		JANUARY 2017	▽
		SUN MON TUE WED THU FRI SAT		SUN MON TUE WED THU FRI SAT	
7		3 H 5 6 7 8 9		1 H 3 4 5 6 7	20
8		10 11 12 13 14 15 16		8 9 10 11 12 13 14	
		17 18 19 20 21 22 23		15 H 17 18 19 20 21	21
		24 25 26 27 28 29 30		22 23 24 25 26 27 28	
		31		29 30 31	

	▽	AUGUST 2016		FEBRUARY 2017	▽
		SUN MON TUE WED THU FRI SAT		SUN MON TUE WED THU FRI SAT	
9		7 8 9 10 11 12 13		5 6 7 8 9 10 11	22
10		14 15 16 17 18 19 20		12 13 14 15 16 17 18	23
		21 22 23 24 25 26 27		19 H 21 22 23 24 25	
		28 29 30 31		26 27 28	

	▽	SEPTEMBER 2016		MARCH 2017	▽
		SUN MON TUE WED THU FRI SAT		SUN MON TUE WED THU FRI SAT	
12		11 12 13 14 15 16 17		12 13 14 15 16 17 18	25
13		18 19 20 21 22 23 24		19 20 21 22 23 24 25	
		25 26 27 28 29 30		26 27 28 29 30 31	26

Period No. ▽

APRIL 2017						
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Payday is the Thursday following the ending date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.

○ = PAYROLL PERIOD ENDING DATE

H = HOLIDAY

INSTITUTION AGENCIES 2016-2017
ON A LAG BASIS
(Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 March 31 – April 13	April 28
No. 2 April 14 – April 27	May 12
No. 3 April 28 – May 11	May 26
No. 4 May 12 – May 25	June 9
No. 5 May 26 – June 8	June 23
No. 6 June 9 – June 22	July 7
No. 7 June 23 – July 6	July 21
No. 8 July 7 – July 20	August 4
No. 9 July 21 – August 3	August 18
No. 10 August 4 – August 17	September 1
No. 11 August 18 – August 31	September 15
No. 12 September 1 – September 14	September 29
No. 13 September 15 – September 28	October 13
No. 14 September 29 – October 12	October 27
No. 15 October 13 – October 26	November 10
No. 16 October 27 – November 9	November 23
No. 17 November 10 – November 23	December 8
No. 18 November 24 – December 7	December 22
No. 19 December 8 – December 21	January 5
No. 20 December 22 – January 4	January 19
No. 21 January 5 – January 18	February 2
No. 22 January 19 – February 1	February 16
No. 23 February 2 – February 15	March 2
No. 24 February 16 – March 1	March 16
No. 25 March 2 – March 15	March 30
No. 26 March 16 – March 29	April 13

Office of the State Comptroller
 BUREAU OF STATE PAYROLL SERVICES
INSTITUTION PAYROLL CALENDAR
 APRIL 1, 2017 – APRIL 30, 2018
LAG

NEW FISCAL YEAR...2018-2019

Period No.	APRIL 2017	OCTOBER 2017	Period No.																																																																																																									
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Payday is the Thursday following two weeks after the end date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.

○ = PAYROLL PERIOD ENDING DATE

H = HOLIDAY

INSTITUTION AGENCIES 2017-2018
 ON A LAG BASIS

(Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 March 30 – April 12	April 27
No. 2 April 13 – April 26	May 11
No. 3 April 27 – May 10	May 25
No. 4 May 11 – May 24	June 8
No. 5 May 25 – June 7	June 22
No. 6 June 8 – June 21	July 6
No. 7 June 22 – July 5	July 20
No. 8 July 6 – July 19	August 3
No. 9 July 20 – August 2	August 17
No. 10 August 3 – August 16	August 31
No. 11 August 17 – August 30	September 14
No. 12 August 31 – September 13	September 28
No. 13 September 14 – September 27	October 12
No. 14 September 28 – October 11	October 26
No. 15 October 12 – October 25	November 9
No. 16 October 26 – November 8	November 22
No. 17 November 9 – November 22	December 7
No. 18 November 23 – December 6	December 21
No. 19 December 7 – December 20	January 4
No. 20 December 21 – January 3	January 18
No. 21 January 4 – January 17	February 1
No. 22 January 18 – January 31	February 15
No. 23 February 1 – February 14	March 1
No. 24 February 15 – February 28	March 15
No. 25 March 1 – March 14	March 29
No. 26 March 15 – March 28	April 12

