

Name	Anniv Date and Inc Code Scenario 1								Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/22/2016	PAY/NEW	00135174	CLEANER	09/22/2016	\$27335.00	1.0000/F	PERM	S	CLEANER
0	28030	00135174	005	1003	ANN	3	AL7	N03	SUNY Buffalo
A	10/05/2016	43043	03		\$1048.46	NYYYYYN	1	NYS	1510
09/22/2016	HIR/APT	00135174	CLEANER	09/22/2016		1.0000/F	PERM	S	Cleaner
0	28030	00135174	005	0000	ANN	3	AL7	N03	SUNY Buffalo
A	09/30/2016	43043	03			NYYYYYN	1	NYS	1510

If the employee was New to State employment with no advanced qualifications -

What is the Anniversary Date? **The Anniversary Date 9/22/16, the date of appointment.**

What is the Increment Code? **The Increment Code is 1003 indicating the employee is on the October payment cycle (date range the anniversary date falls within).**

What amount of service in grade is required by this employee's negotiating unit in order to be eligible for a performance advance? **The employee's position is in CSEA which requires a year of service to be eligible for a performance advance.**

When will the employee be due his first performance advance? **The employee will be due a performance advance October 2017.**

What is the new hire salary? **Hiring rate of a salary grade 5 on the CSEA 2015 salary schedule (currently in effect) is \$27,335.**

Note: Job Action Request transactions will Auto Approve if all information is entered correctly and the Action/Reason Code is PAY/NEW

Name:	Anniv Date and Inc Code Scenario 2								Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

07/14/2016	POS/OCM	00453161	MEDICAID E	07/14/2016	\$62242.00	1.0000/F	PERM	S	MEDICAID ELIGIBILITY EXMNR 4
0	12000	00453161	021	1003	ANN	0	AL2	N05	NYS Department of Health
A	10/05/2016	15281	05		\$2387.35	NYYYYYN	1	NYS	0110
04/07/2016	PAY/FAC	00453181	MEDICAID E	08/28/2014	\$51321.00	1.0000/F	PERM	S	MEDICAID ELIGIBILITY EXMNR 3
0	12000	00453181	017	1001	ANN	0	AL2	N05	NYS Department of Health
A	04/21/2016	15233	05		\$1968.47	NYYYYYN	1	NYS	0110
09/24/2015	PAY/PAV	00453181	MEDICAID E	08/28/2014	\$51321.00	1.0000/F	PERM	S	MEDICAID ELIGIBILITY EXMNR 3
0	12000	00453181	017	1001	ANN	0	AL2	N05	NYS Department of Health
A	10/08/2015	15233	05		\$1963.08	NYYYYYN	1	NYS	0110

Effective 07/14/2016 employee receives a promotion from a PEF Gr 17 to a PEF Gr 21.

What is the Anniversary Date? **The Anniversary Date is the date appointed to their higher grade position - 7/14/2016**

What is the Increment Code? **Increment Code of 1003 reflects the employee is on an October cycle and is not due a performance advance until October 2017 (one year of service in grade is required).**

Name:	Anniv Date and Inc Code Scenario 3								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/22/2016	XFR/IDP	00455494	OFFICE AST	09/22/2016	\$31796.00	1.0000/F	PERM	S	OFFICE ASSISTANT 1
0	1050	00455494	009	0004	ANN	0	AL5	N02	Department of State
A	10/04/2016	64299	02	34740	\$1219.57	NYYYYYN	1	NYS	0110
05/09/2016	RFL/RLV	00114410	OFFICE AST	10/11/2012	\$31796.00	1.0000/F	PERM	S	OFFICE ASSISTANT 1
0	19000	00114410	006	0001	ANN	0	AL5	N02	Department of State
A	05/16/2016	03416	02		\$1219.57	NYYYYYN	1	NYS	0110
04/25/2016	PLA/SKL	00114410	OFFICE AST	10/11/2012	\$31796.00	0.5000/F	PERM	S	OFFICE ASSISTANT 1
0	19000	00114410	006	0001	ANN	0	AL5	N02	Department of State
P	06/02/2016	03416	02		\$609.78	NYYYYYN	1	NYS	0110
04/07/2016	PAY/PAV	00114410	OFFICE AST	10/11/2012	\$31796.00	1.0000/F	PERM	S	OFFICE ASSISTANT 1
0	19000	00114410	006	0001	ANN	0	AL5	N02	Department of State
A	04/21/2016	03416	02		\$1219.57	NYYYYYN	1	NYS	0110

Employee is promoted 9/22/2016. They were paid a Performance Advance in April 2016 in their CSEA Gr 6.

What would be the Anniversary Date? **The Anniversary Date is the date of the promotion (first date in grade) - 9/22/2016**

What would be the Increment Code? Would the employee be entitled to a promotion recalculation (FIS)? **The Increment Code reflects that the employee is due a promotional recalculation in April 2017. FIS eligibility is based on the performance advance cycle of the lower grade.**

Name: Anniv Date and Inc Code Scenario 4							Empl 0 Record		
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Effdt Seq # EE Status	Act/Rea Agency Act Dct	Pos # NYS Pos# Line#	NYS Title Grade BU	Anniv Dt Inc Cd FIS Sal	Salary PBC Comp Rt	EE%/Ind Jur CL Wk Sch	Appt Cd Pay Grp Pos FTE	EE Type Earn Prog Company	Long NYS Title Long Agency Name Position Loc Code
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History Information

04/07/2016 0 A	PAY/SAC 1077 04/21/2016	00114203 00114203 31065	CLERK 2 009 02	04/24/2014 1001	\$39716.00 ANN \$1523.34	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	CLERK 2 Homeland Scrty and Emerg Svcs 0110
09/24/2015 0 A	PAY/PAV 1077 10/01/2015	00114203 00114203 31065	CLERK 2 009 02	04/24/2014 1001	\$38937.00 ANN \$1493.46	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	CLERK 2 Homeland Scrty and Emerg Svcs 0110
04/30/2015 0 A	XFR/IDP 1077 05/05/2015	00114203 00114203 31065	CLERK 2 009 02	04/24/2014 1001	\$37847.00 ANN \$1451.65	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	CLERK 2 Homeland Scrty and Emerg Svcs 0110
03/26/2015 0 A	PAY/SAC 11000 04/09/2015	00286260 00286260 03752	CLERK I 006 02	06/28/2007 2012	\$35005.00 ANN \$1342.65	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	CLERK 1 NYS Education Department 0110
03/02/2015 0 A	XFR/RLV 11000 03/13/2015	00286260 00286260 03752	CLERK I 006 02	06/28/2007 2012	\$35005.00 ANN \$1342.65	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	CLERK 1 NYS Education Department 0110
03/27/2014 0 A	PAY/SAC 51000 04/10/2014	00451565 00451565 04892	CALCUTNS 009 02	03/13/2014 0001	\$37105.00 ANN \$1423.19	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	CALCUTNS CLERK 2 Office of General Services 0110
03/13/2014 0 A	XFR/IDP 1050 03/24/2014	00451565 00451565 04892	CALCUTNS 009 02	03/13/2014 0003	\$36377.00 ANN \$1395.27	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	CALCUTNS CLERK 2 Office of General Services 0110
09/26/2013 0 A	PAY/PAV 11000 10/10/2013	00286260 00286260 03752	CLERK I 006 02	06/28/2007 2012	\$34317.00 ANN \$1316.26	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	CLERK 1 NYS Education Department 0110

Employee is a CSEA Gr 6 and promoted to a CSEA Gr 9 effective 3/13/2014.
Effective 3/2/2015 they return to their CSEA Gr 6 position.

What is the Anniversary Date of the grade 6? **6/28/2007 - A higher grade counts for a lower grade. When returning to the CSEA Gr 6 we would reinstate their prior grade 6 anniversary date with no adjustment.**

What is the Increment Code of the grade 6? **2012 - Since they were in a higher grade for the period 3/13/2014 - 3/2/2015, we would reinstate the increment code of the prior grade 6 with no adjustment.**

Effective 4/30/2015 the employee is promoted again to a CSEA Gr 9

To determine the anniversary date we reinstate the prior grade 9 anniversary date and adjust it by time in the lower grade 6 for the period 3/2/2015 - 4/30/2015 (3 complete pay periods).

What is the Anniversary Date of the grade 9? **The adjusted anniversary date is 4/24/14.**

What is the Increment Code of the grade 9? **The new Increment Code is 1001 - The employee did not earn a performance advance in the grade 9 prior to demotion to grade 6 (anniversary was 3/13/14 and date of demotion was 3/2/15 (11 days short)). The employee "flips" to the October payment cycle due to the adjusted anniversary date. The next performance advance will be payable October 2015.**

Name: Anniv Date and Inc Code Scenario 5								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

10/07/2016	PAY/CSL	00055743	CORR OFFI	05/27/2013	\$54355.00	1.0000/F	PERM	S	CORR OFFICER
A	10080	00055743	114	0013	ANN	0	ILB	N01	DOCCS Green Haven
	10/11/2016	11390	01		\$2084.84	NYYYYYN	1	NYS	1450
10/07/2016	RFL/RLV	00055743	CORR OFFI	10/29/2012	\$52533.00	1.0000/F	PERM	S	CORR OFFICER
A	10080	00055743	114	0012	ANN	0	ILB	N01	DOCCS Green Haven
	10/11/2016	11390	01		\$2014.96	NYYYYYN	1	NYS	1450
03/11/2016	LOA/RPD	00055743	CORR OFFI	10/29/2012	\$52533.00	1.0000/F	PERM	S	CORR OFFICER
L	10080	00055743	114	0012	ANN	0	ILB	N01	DOCCS Green Haven
	03/14/2016	11390	01		\$2009.44	NYYYYYN	1	NYS	1450
04/09/2015	RFL/RLV	00055743	CORR OFFI	10/29/2012	\$52533.00	1.0000/F	PERM	S	CORR OFFICER
A	10080	00055743	114	0012	ANN	0	ILB	N01	DOCCS Green Haven
	04/29/2015	11390	01		\$2009.44	NYYYYYN	1	NYS	1450
04/06/2015	LOA/SKL	00055743	CORR OFFI	10/26/2012	\$52533.00	1.0000/F	PERM	S	CORR OFFICER
L	10080	00055743	114	0012	ANN	0	ILB	N01	DOCCS Green Haven
	04/29/2015	11390	01		\$2009.44	NYYYYYN	1	NYS	1450
04/02/2015	PAY/SAC	00055743	CORR OFFI	10/26/2012	\$52533.00	1.0000/F	PERM	S	CORR OFFICER
A	10080	00055743	114	0012	ANN	0	ILB	N01	DOCCS Green Haven
	04/16/2015	11390	01		\$2009.44	NYYYYYN	1	NYS	1450
04/02/2015	PAY/PAV	00055743	CORR OFFI	10/26/2012	\$51502.00	1.0000/F	PERM	S	CORR OFFICER
A	10080	00055743	114	0012	ANN	0	ILB	N01	DOCCS Green Haven
	04/16/2015	11390	01		\$1970.00	NYYYYYN	1	NYS	1450

Employee is in a Security Bargaining Unit. Effective 4/6/2016 the employee is placed on Sick Leave without Pay.

What is their Anniversary Date upon Rein Leave 4/9/2016? **10/29/2012 - Adjust Anniversary Date by 3 workdays**

What is their Increment Code? **0012 - There are more than 100 work days between date of Rein Leave and 3/31/16 and the Increment Code projects the employee's eligibility for a performance advance in April 2017.**

The employee is placed on sick leave without pay effective 3/11/2016.

What is their Anniversary Date upon Rein Leave effective 10/17/2016? **5/27/2013 - Adjust the Anniversary Date for the period 3/11/2016 - 10/7/2016 by work days**

What is their Increment Code? **0013 - The anniversary date is adjusted to 5/27/2013 which passes over the fiscal year begin (4/1/2013).**

The increment code is updated to reflect that the employee is entitled to a performance advance in April 2017 and the first longevity will be due FY2023.

Since the employee was entitled to a performance advance upon Rein Leave 10/17/2016, the agency must submit a PAY CHG/CSL to pay the performance advance and to update the anniversary date and increment code.

Name: Return from Leave Scenario 1								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/12/2016	RFL/RLV	00145045	TEACHING&R	04/07/2016	\$43563.00	1.0000/F	PERM	S	TEACHING&RSCH CR N1
0	28118	65000011	014	1003	ANN	0	AL8	HS5	HSC@Syracuse Hospital Payroll
A	09/20/2016	56135	05		\$1670.90	NYYYYYN	1	NYS	3410
08/09/2016	LOA/SKL	00145045	TEACHING&R	03/10/2016	\$43563.00	1.0000/F	PERM	S	TEACHING&RSCH CR N1
0	28118	65000011	014	0001	ANN	0	AL8	HS5	HSC@Syracuse Hospital Payroll
I	08/19/2016	56135	05		\$1670.90	NYYYYYN	1	NYS	3410
04/07/2016	DTA/CIC	00145045	TEACHING&R	03/10/2016	\$43563.00	1.0000/F	PERM	S	TEACHING&RSCH CR N1
0	28118	65000011	014	0001	ANN	0	AL8	HS5	HSC@Syracuse Hospital Payroll
A	04/21/2016	56135	05		\$1670.90	NYYYYYN	1	NYS	3410
03/10/2016	PAY/131	00145045	TEACHING&R	03/10/2016	\$43563.00	1.0000/F	PERM	S	TEACHING&RSCH CR N1
0	28118	65000011	014	0003	ANN	0	AL8	HS5	HSC@Syracuse Hospital Payroll
A	04/07/2016	56135	05		\$1670.90	NYYYYYN	1	NYS	0110

Employee was appointed to a PEF Gr 14 position effective 3/10/2016 and then later placed on Leave without Pay.
 Note: Informational only - This employee received an Increased Hiring Rate (Action/Reason PAY/131).

What would the Anniversary Date be upon Return from Leave? **4/7/2016 - Due to leave for the period 8/9/2016 - 9/12/2016 anniversary date is adjusted by full pay periods (2).**

What would the Increment Code be? **1003 - The increment code would also change because the adjusted Anniversary Date of 4/7/2016 would fall within date range of the October cycle.**

The employee is not eligible for a PAV in October 2016 because they will not earn their PAV until 4/7/2017 payable in October 2017.

Name:	Return from Leave Scenario 2	Empl 0
		Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/26/2016	RFL/RLV	00248431	DIRECT SUP	03/17/2016	\$33972.00	1.0000/F	PERM	S	Direct Supp Assnt
0	51450	00248431	009	0001	ANN	0	IL3	N04	Metro New York DDSO
A	09/08/2016	51484	04		\$1303.03	NYYYYYN	1	NYS	0310
04/28/2016	LOA/SKL	00248431	DIRECT SUP	04/30/2015	\$33972.00	1.0000/F	PERM	S	Direct Supp Assnt
1	51450	00248431	009	1001	ANN	0	IL3	N04	Metro New York DDSO
L	05/24/2016	51484	04		\$1303.03	NYYYYYN	1	NYS	0310
04/28/2016	RFL/RLV	00248431	DIRECT SUP	04/30/2015	\$33972.00	1.0000/F	PERM	S	Direct Supp Assnt
0	51450	00248431	009	1001	ANN	0	IL3	N04	Metro New York DDSO
A	05/19/2016	51484	04		\$1303.03	NYYYYYN	1	NYS	0310
11/09/2015	LOA/CCL	00248431	DIRECT SUP	04/30/2015	\$33972.00	1.0000/F	PERM	S	Direct Supp Assnt
0	51450	00248431	009	1001	ANN	0	IL3	N04	Metro New York DDSO
L	11/06/2015	51484	04		\$1299.46	NYYYYYN	1	NYS	0310
10/26/2015	PLA/SKL	00248431	DIRECT SUP	04/30/2015	\$33972.00	0.5000/F	PERM	S	Direct Supp Assnt
0	51450	00248431	009	1001	ANN	0	IL3	N04	Metro New York DDSO
P	10/26/2015	51484	04		\$649.73	NYYYYYN	1	NYS	0310
10/01/2015	DTA/CIC	00248431	DIRECT SUP	04/30/2015	\$33972.00	1.0000/F	PERM	S	Direct Supp Assnt
0	51450	00248431	009	1001	ANN	0	IL3	N04	Metro New York DDSO
A	10/15/2015	51484	04		\$1299.46	NYYYYYN	1	NYS	0310
04/30/2015	POS/ADV	00248431	DIRECT SUP	04/30/2015	\$33972.00	1.0000/F	PERM	S	Direct Supp Assnt
0	51450	00248431	009	1003	ANN	0	IL3	N04	Metro New York DDSO
A	09/08/2016	51484	04		\$1299.46	NYYYYYN	1	NYS	0310

Employee is place on leave effective 10/26/2015 and returns from leave effective 9/26/2016.

Upon Rein Leave - Does the Anniversary Date change? **Yes it changes to 3/17/2016.**

We would adjust the anniversary date for the period 10/26/2015 - 9/26/2016.

Does the Increment Code Change? **Yes, to 0001- The employee moves from the October cycle to the April cycle. Prior to leave effective 10/26/2015 the employee had approximately 6 months towards their PAV for the period 4/30/2015 - 10/26/2015.**

They will earn their next PAV 3/17/2017 payable in April 2017. Note: Provided the employee does not have additional periods of Leave prior to earning one year of service in grade.

Name: Return from Leave Scenario 3										Empl 0
										Record
Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title	
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name	
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code	
History Information										
07/06/2016	RFL/RLV	00144112	CLEANER	10/29/2009	\$33915.00	1.0000/F	PERM	S	CLEANER	
0	28118	00144112	005	2015	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll	
A	07/26/2016	51097	03		\$1300.84	NYYYYY	1	NYS	3410	
05/18/2016	LOA/SKL	00144112	CLEANER	09/17/2009	\$33915.00	1.0000/F	PERM	S	CLEANER	
0	28118	00144112	005	2015	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll	
L	05/17/2016	51097	03		\$1300.84	NYYYYY	1	NYS	3410	
04/07/2016	PAY/FAC	00144112	CLEANER	09/17/2009	\$33915.00	1.0000/F	PERM	S	CLEANER	
0	28118	00144112	005	2015	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll	
A	03/21/2016	51097	03		\$1300.84	NYYYYY	1	NYS	3410	
03/24/2016	RFL/RLV	00144112	CLEANER	09/17/2009	\$33915.00	1.0000/F	PERM	S	CLEANER	
0	28118	00144112	005	2015	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll	
A	04/01/2016	51097	03		\$1297.28	NYYYYY	1	NYS	3410	
06/05/2015	LOA/SKL	00144112	CLEANER	10/02/2008	\$33915.00	1.0000/F	PERM	S	CLEANER	
0	28118	00144112	005	2014	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll	
L	06/12/2015	51097	03		\$1300.84	NYYYYY	1	NYS	3410	
03/31/2015	PLA/SKL	00144112	CLEANER	10/02/2008	\$33915.00	0.5000/F	PERM	S	CLEANER	
0	28118	00144112	005	2014	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll	
P	04/09/2015	51097	03		\$635.98	NYYYYY	1	NYS	3410	
03/26/2015	PAY/SAC	00144112	CLEANER	10/02/2008	\$33915.00	1.0000/F	PERM	S	CLEANER	
0	28118	00144112	005	2014	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll	
L	04/09/2015	51097	03		\$1300.84	NYYYYY	1	NYS	3410	

Employee is a CSEA Gr 5 Cleaner with an Anniversary Date of 10/2/2008. They reached Job Rate of the Gr 5 4/1/2014.

Effective 3/31/2015 they are placed on Sick Leave with Pay. Effective 6/5/2015 they are placed on Sick Leave without Pay. Effective 3/24/2016 the employee rein leaves.

Does the Anniversary Date Change? **Yes to 9/17/2009**

The employee goes out on sick leave at 50% 3/31/2015 (status of P). Their leave changes to Sick Leave without Pay 6/5/2015 (status of L)

On Rein Leave effective 3/24/2016 we review their Anniversary Date, Increment Code and Salary.

We would adjust the Anniversary Date for the period 3/31/2015 - 3/24/2016 - the total time on leave.

Does the Increment Code Change? **Yes - it changes to 2015. A Job Rate Increment Code is adjusted by complete pay periods an employee is not in pay status (Status of L or if break in service). In this scenario adjust for the period 6/5/2015 - 3/24/2016.**

They reached Job Rate April 1, 2014 and the original Increment Code was 2014 . Their adjusted longevity rating date is 1/6/2015.

Does the Salary change? **The salary remains the same. They are at Job Rate (no performance advances due) and no raises were paid during the time of leave.**

The employee goes out on another leave effective 5/18/2016. Effective 7/6/2016 the employee rein leaves:

Does the Anniversary Date change? **Yes - it changes to 10/29/2009 Their Anniversary Date will be adjusted for the period 5/18/2016 - 7/6/2016**

Does their Increment Code Change? **No - The increment code remains the same.**

The new longevity rating date is 2/17/15 (adjusted for time off the payroll with Status of L) for the period 5/18/2016 - 7/6/2016. The increment code remains 2015 until the longevity rating date crosses 4/1/2015.

Does the Salary change? **The salary remains the same. They are at Job Rate (no performance advances due) and no raises were paid during the time of leave.**

Name:	Return from Leave Scenario 4								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/27/2016	RFL/RLV	00415105	FOOD SERVI	03/20/2014	\$29215.00	1.0000/F	PERM	S	FOOD SERVICE WKR 1
0	12190	00415105	005	0001	ANN	0	IL1	N04	NYS Veterans Home @ Montrose
A	09/27/2016	90903	04		\$1120.57	NYYYYYN	1	NYS	6035
04/23/2016	LOA/SKL	00415105	FOOD SERVI	09/05/2013	\$29215.00	1.0000/F	PERM	S	FOOD SERVICE WKR 1
0	12190	00415105	005	1001	ANN	0	IL1	N04	NYS Veterans Home @ Montrose
L	04/25/2016	90903	04		\$1120.57	NYYYYYN	1	NYS	6035
03/31/2016	PAY/FAC	00415105	FOOD SERVI	09/05/2013	\$29215.00	0.5000/F	PERM	S	FOOD SERVICE WKR 1
0	12190	00415105	005	1001	ANN	0	IL1	N04	NYS Veterans Home @ Montrose
P	04/14/2016	90903	04		\$560.29	NYYYYYN	1	NYS	6035
02/27/2016	PLA/SKL	00415105	FOOD SERVI	09/05/2013	\$29215.00	0.5000/F	PERM	S	FOOD SERVICE WKR 1
0	12190	00415105	005	1001	ANN	0	IL1	N04	NYS Veterans Home @ Montrose
P	02/29/2016	90903	04		\$558.75	NYYYYYN	1	NYS	6035
10/01/2015	PAY/PAV	00415105	FOOD SERVI	09/05/2013	\$29215.00	1.0000/F	PERM	S	FOOD SERVICE WKR 1
0	12190	00415105	005	1001	ANN	0	IL1	N04	NYS Veterans Home @ Montrose
A	10/15/2015	90903	04		\$1117.50	NYYYYYN	1	NYS	6035

Employee is working as a CSEA Gr 5. They went out on Sick Leave 50% effective 2/27/2016. This changes to Sick Leave without Pay effective 4/23/2016. On Rein Leave 9/27/2016:

What is the Anniversary Date? **3/20/2014 - Adjust the Anniversary date by complete pay periods on leave for the period 2/27/2016 - 9/27/2016.**

What is the Increment Code? **0001 They earned their last PAV 9/5/2015 which was paid October 2015. From 9/5/2015 - 2/27/2016 they had Approximately 5 months towards their next PAV.**

Their next Performance Advance will be earned on the new adjusted Anniversary Date 3/20/2017 (date range of April cycle) payable in April 2017.

Does their Salary change? **No - Their salary remains the same as they did not earn a performance advance prior to going out on leave.**

Name: Return from Leave Scenario 5										Empl 0
										Record
Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title	
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name	
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code	
History Information										
09/15/2016	RFL/RLV	00197689	NURSE 2 P	03/17/2016	\$47796.00	1.000/F	PERM	S	NURSE 2 PSY	
0	50110	00197689	016	0001	ANN	0	IL4	N05	Rochester Psychiatric Center	
L	09/27/2016	93871	05		\$1833.26	NYYYYYN	1	NYS	2810	
07/21/2016	LOA/CCL	00197689	NURSE 2 P	11/26/2015	\$47796.00	0.5000/F	PERM	S	NURSE 2 PSY	
1	50110	00197689	016	1004	ANN	0	IL4	N05	Rochester Psychiatric Center	
A	07/28/2016	93871	05		\$48,226	\$916.63	NYYYYYN	1	NYS	2810
07/21/2016	RFL/RLV	00197689	NURSE 2 P	11/26/2015	\$47796.00	0.5000/F	PERM	S	NURSE 2 PSY	
0	50110	00197689	016	1004	ANN	0	IL4	N05	Rochester Psychiatric Center	
A	07/28/2016	93871	05		\$48,226	\$916.63	NYYYYYN	1	NYS	2810
07/07/2016	LOA/FML	00197689	NURSE 2 P	11/26/2015	\$47796.00	0.5000/F	PERM	S	NURSE 2 PSY	
0	50110	00197689	016	1004	ANN	0	IL4	N05	Rochester Psychiatric Center	
L	07/28/2016	93871	05		\$48,226	\$916.63	NYYYYYN	1	NYS	2810
05/19/2016	PLA/SKL	00197689	NURSE 2 P	11/26/2015	\$47796.00	0.5000/F	PERM	S	NURSE 2 PSY	
0	50110	00197689	016	1004	ANN	0	IL4	N05	Rochester Psychiatric Center	
P	06/21/2016	93871	05		\$48,226	\$916.63	NYYYYYN	1	NYS	2810
03/31/2016	PAY/FAC	00197689	NURSE 2 P	11/26/2015	\$47796.00	1.000/F	PERM	S	NURSE 2 PSY	
0	50110	00197689	016	1004	ANN	0	IL4	N05	Rochester Psychiatric Center	
A	04/14/2016	93871	05		\$48,226	\$1833.26	NYYYYYN	1	NYS	2810
11/26/2015	POS/701	00197689	NURSE 2 P	11/26/2015	\$47796.00	1.000/F	PERM	S	NURSE 2 PSY	
0	50110	00197689	016	1004	ANN	0	IL4	N05	Rochester Psychiatric Center	
A	12/09/2015	93871	05		\$48,226	\$1828.24	NYYYYYN	1	NYS	2810
10/01/2015	PAY/PAV	00197689	NURSE 2 P	07/07/2014	\$44491.00	1.000/F	PERM	S	NURSE 2 PSY	
0	50110	00197689	014	1001	ANN	0	IL4	N05	Rochester Psychiatric Center	
P	10/15/2015	13904	05		\$1701.83	NYYYYYN	1	NYS	2810	

Employee is a PEF Gr 16. On review of the employee's history, they were promoted from a PEF Gr 14 to a Pef Gr 16 effective 11/26/2015.

On promotion the employee is entitled to a promotional recalculation in October 2016.

The employee goes on Sick Leave at 50% effective 5/19/2016. The leave changes to Family Med Leave Effective 7/7/2016 and then Child Care Leave 7/21/2016.

They Rein Leave effective 9/15/2016. On Rein Leave:

What would the Anniversary Date be? **3/17/2016 - We would adjust the Anniversary Date by the period 5/19/2016 - 9/15/2016**

The employee has 6 months credit for service in the Gr 16 for the period 11/26/2015 - 5/19/2016.

Would they still be entitled to a FIS? **No - We need to calculate the Gr 14 Anniversary Date to determine if they would still be eligible for a promotion recalculation.**

The PEF Gr 14 Anniversary date was 7/7/2014 adjusted by the leave for the period 5/19/2016 - 9/15/2016.

Their adjusted Anniversary Date would be 10/27/2014.

The Gr 14 performance advance would be earned 10/27/2016 payable in April 2017.

Since they would be eligible for a Performance Advance in their Grade 16 in April 2017 (same as Gr 14), we would no longer give them a Promotional Recalculation.

What would the Increment Code be? **0001 - They would earn their Grade 16 Performance Advance 3/17/2017 payable in April 2017**

Would the Salary change? **No - the employee was not eligible for any Performance Advances or raises during the time of leave.**

Name:	Promotions Scenario 1								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

04/07/2016	PAY/FAC	00008463	PLANT UTI	09/24/2015	\$50299.00	1.0000/F	PERM	S	PLANT UTIL ENGR 2
0	01050	00008463	016	1001	ANN	0	AL7	N03	Office of General Services
A	04/21/16	12086	03		\$1929.27	NYYYYYN	1	NYS	0110
09/24/2015	DTA/CIC	00008463	PLANT UTI	09/24/2015	\$50299.00	1.0000/F	PERM	S	PLANT UTIL ENGR 2
1	01050	00008463	016	1001	ANN	0	AL7	N03	Office of General Services
A	10/08/15	12086	03		\$1923.99	NYYYYYN	1	NYS	0110
09/24/2015	POS/701	00008463	PLANT UTI	09/24/2015	\$50299.00	1.0000/F	PERM	S	PLANT UTIL ENGR 2
0	01050	00008463	016	1003	ANN	0	AL7	N03	Office of General Services
A	10/6/2015	12086	03		\$1923.99	NYYYYYN	1	NYS	0110
03/26/2015	PAY/SAC	00008659	PLANT UTI	06/20/2013	\$46398.00	1.0000/F	PERM	S	PLANT UTIL ENGR 1
0	01050	00008659	014	1001	ANN	0	AL7	N03	Office of General Services
A	4/9/2015	12225	03		\$1774.77	NYYYYYN	1	NYS	0110
09/25/2014	PAY/PAV	00008659	PLANT UTI	06/20/2013	\$45488.00	1.0000/F	PERM	S	PLANT UTIL ENGR 1
0	01050	00008659	014	1001	ANN	0	AL7	N03	Office of General Services
A	10/9/2014	12225	03		\$1744.74	NYYYYYN	1	NYS	0110

Effective 9/24/2015 employee is promoted from a CSEA Gr 14 to a CSEA Gr 16.

What is the promotional percentage? **4.5% - 1.5 for each grade and 1.5 for the promotion. They are entitled to greater of the promotional calculation or Hiring Rate.**

What is the Salary on promotion? **\$50,299. \$46,398 x 4.5% = 48,486. Hiring Rate is greater at the time of Promotion.**

What is the Anniversary Date? **9/24/2015 - The Anniversary Date is the date of the appointment.**

What is the Increment Code? **1003 - We would calculate to see if the employee would be entitled to a Promotional Recalculation. The anniversary date is within date range of October cycle (4/2/XX - 10/1/XX). (46398 + 1380 (Gr 14 PAV))=47,778 X 4.5% = 49929 Since the promotion recalculation is not greater then the Hiring Rate, no promotional recalcuation is due.**

The employee must have one year of service in grade in order to earn a performance advance in CSEA. He/She is on the October cycle, not due a performance advance in October 2016. They will be due a performance advance October 2017.

Name:	Promotions Scenario 2								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

04/07/2016	XFR/DPT	00097923	ASSNT WKRS	09/20/2015	\$37847.00	1.0000/F	PERM	S	ASSNT WKRS COMP EXMR
0	14010	00097923	009	1001	ANN	0	AL4	N02	Workers Compensation Board
A	4/21/2016	01487	02		\$1451.66	NYYYYYN	1	NYS	0125
09/24/2015	DTA/CIC	00097923	ASSNT WKRS	09/20/2015	\$37847.00	1.0000/F	PERM	S	ASSNT WKRS COMP EXMR
0	14010	00097923	009	1001	ANN	0	AL4	N02	Workers Compensation Board
A	10/8/2015	01487	02		\$1447.69	NYYYYYN	1	NYS	0125
09/20/2015	XFR/DPT	00097923	ASSNT WKRS	09/20/2015	\$37847.00	1.0000/F	PERM	S	ASSNT WKRS COMP EXMR
0	14010	00097923	009	1003	ANN	0	AL4	N02	Workers Compensation Board
A	10/7/2015	01487	02		\$1447.69	NYYYYYN	1	NYS	0125
03/26/2015	PAY/SAC	00110951	KEYBOARD	12/13/2007	\$35704.00	1.0000/F	PERM	S	KEYBOARD SPEC 1
1	01110	00110951	006	2015	ANN	0	AL4	N02	Office of IT Services
A	4/9/2015	16414	02		\$1365.71	NYYYYYN	1	NYS	0110
03/26/2015	PAY/PAV	00110951	KEYBOARD	12/13/2007	\$35005.00	1.0000/F	PERM	S	KEYBOARD SPEC 1
0	01110	00110951	006	2015	ANN	0	AL4	N02	Office of IT Services
A	4/9/2015	16414	02		\$1338.98	NYYYYYN	1	NYS	0110

Employee is a CSEA Gr 6 at Job Rate promoted to a CSEA Gr 9 Effective 9/20/2015.

What is the Promotional Percentage? **6% - 1.5 for each grade promoting, 1.5 for the promotion.**

What is their Promotional Salary? **\$37,847 - They are entitled to the promotional percentage or Hiring Rate of the Gr 9.**

What is the Anniversary Date? **9/20/2015 - The date of promotion.**

What is the Increment Code? **1003 - The Increment Code reflects when they will be due their performance advance and not due a promotion recalculation (salary at Job Rate in lower grade). On the October cycle, not due a Performance Advance in October 2016.**

Promotions Scenario 3 Addl Pay								Empl	0
ErnCd	Eff Dt	Earnings	Biw Pmt	OT Eff Dt	End Dt	Goal Amt	Goal Bal	Action Dt	OkPay
Additional Pay Summary									
BON	03/31/2004	\$800.00	\$800.00	10/28/2004	10/26/2005	\$800.00	\$800.00	11/10/2004	<input checked="" type="checkbox"/>
BON	03/31/2000	\$500.00	\$500.00	08/10/2000	08/08/2001	\$500.00	\$500.00	8/24/200	<input checked="" type="checkbox"/>
D1P	10/20/2011				03/07/2012			11/03/2011	<input checked="" type="checkbox"/>
D4P	03/08/2012				03/06/2013			03/23/2012	<input checked="" type="checkbox"/>
D7P	03/19/2015		\$51.69		09/14/2016	\$2,015.60	\$2,015.60	04/02/2015	<input checked="" type="checkbox"/>
LLS	04/01/2016	\$2,500.00	\$2,500.00	04/01/2016	09/14/2016	\$2,500.00	\$2,500.00	10/05/2016	<input checked="" type="checkbox"/>
LLS	04/01/2016	\$2,500.00	\$2,500.00	04/01/2016	03/31/2017	\$2,500.00	\$2,500.00	04/14/2016	<input checked="" type="checkbox"/>
LLS	04/01/2015	\$2,500.00	\$2,500.00	04/01/2015	03/31/2016	\$2,500.00	\$2,500.00	04/03/2015	<input checked="" type="checkbox"/>
LLS	04/01/2014	\$2,500.00	\$2,500.00	04/01/2014	03/31/2015	\$2,500.00	\$2,500.00	04/03/2014	<input checked="" type="checkbox"/>
LLS	04/01/2013	\$2,500.00	\$2,500.00	04/01/2013	03/31/2014	\$2,500.00	\$2,500.00	04/04/2013	<input checked="" type="checkbox"/>
LLS	04/01/2012	\$2,500.00	\$2,500.00	04/01/2012	03/31/2013	\$2,500.00	\$2,500.00	04/06/2012	<input checked="" type="checkbox"/>
LLS	04/01/2011	\$2,500.00	\$2,500.00	04/01/2011	03/31/2012	\$2,500.00	\$2,500.00	04/22/2011	<input checked="" type="checkbox"/>
LLS	04/01/2010	\$2,500.00	\$2,500.00	04/01/2010	03/31/2011	\$2,500.00	\$2,500.00	04/09/2010	<input checked="" type="checkbox"/>
LLS	04/01/2009	\$2,500.00	\$2,500.00	04/01/2009	03/31/2010	\$2,500.00	\$2,500.00	04/10/2009	<input checked="" type="checkbox"/>

If the promotion salary falls below Job Rate of the new higher grade (or the position is ineligible for LLS), then the LLS received in the prior grade must be ended so that it is not included in the calculation of Overtime.

When entering the transaction to end date the LLS it is important to make sure the Goal Amount and Goal Balance match in order to prevent creating a new payment in error.

Name: Promotions Scenario 3 Answer									Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/15/2016	POSN/DPT	00230212	NURSE ADM	09/15/2016	\$68085.00	1.0000/F	PERM	S	NURSE ADMIN
0	51240	00230212	020	1003	ANN	0	IL8	N05	Central NY DDSO
A	10/05/2016	30900	05		\$2611.47	NYYYYYN	1	NYS	1210
03/31/2016	PAY/CSL	00232375	NURSE 2	10/20/1990	\$60834.00	1.0000/F	PERM	S	NURSE 2
1	51240	00232375	016	1995	ANN	0	IL8	N05	Central NY DDSO
A	08/18/2016	32558	05		\$2333.35	NYYYYYN	1	NYS	1210
03/31/2016	PAY/FAC	00232375	NURSE 2	10/20/1990	\$59638.00	1.0000/F	PERM	S	NURSE 2
0	51240	00232375	016	1995	ANN	0	IL8	N05	Central NY DDSO
A	04/14/2016	32558	05		\$2287.48	NYYYYYN	1	NYS	1210

Employee is promoted from a PEF Gr 16 at Job Rate (was paid LLS in the amount of 2,500 in Fiscal Year 2016) to a PEF Gr 20.

What is the promotional salary? **+2,500 x 7.5% - The employee received \$2,500 LLS. Verify the payment in Additional Pay.**

**On promotion we would add the LLS amount of \$2,500 that the employee received within 12 months preceding the promotion to their Gr 16 salary then apply the 4.5% promotion percentage.
60,834 + 2,500 x 7.5% = 68,085**

What is the Anniversary Date? **9/15/2016 - the date of promotion**

What is the Increment Code? **1003 - The increment code is determined by the anniversary date - They are on the October cycle.**

They will not earn their first performance advance until 9/15/2017 payable in October 2017.

Note: When the promotion salary falls below the job rate of the higher grade the LLS must be end dated (amount can no longer be included in the calculation of Overtime. (Refer to Promotions Scenario 3 Addl Pay example)

Name:	Promotions Scenario 4								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

10/13/2016	XFR/TRL	00186626	SOC WORK	10/13/2016	\$47032.00	1.0000/F	PERM	S	SOC WORK ASSNT 2
0	50200	00186626	014	1004	ANN	0	IL2	N05	Pilgrim Psychiatric Center
A	10/25/2016	11892	05	48,397	\$1803.96	NYYYYYN	1	NYS	5240
09/29/2016	PAY/PAV	00243804	DEV ASSNT	08/21/2014	\$45662.00	1.0000/F	PERM	S	DEV ASSNT 2
0	51350	00243804	013	1001	ANN	0	IL2	N04	L.I.Developmental Center
A	10/13/2016	50333	04		\$1751.41	NYYYYYN	1	NYS	3011
03/31/2016	PAY/FAC	00243804	DEV ASSNT	08/21/2014	\$44337.00	1.0000/F	PERM	S	DEV ASSNT 2
0	51350	00243804	013	1001	ANN	0	IL2	N04	L.I.Developmental Center
A	04/14/2016	50333	04		\$1700.59	NYYYYYN	1	NYS	3011
10/01/2015	PAY/PAV	00243804	DEV ASSNT	08/21/2014	\$44337.00	1.0000/F	PERM	S	DEV ASSNT 2
0	51350	00243804	013	1001	ANN	0	IL2	N04	L.I.Developmental Center
A	10/15/2015	50333	04		\$1695.93	NYYYYYN	1	NYS	3011

Effective 10/13/2016 employee is promoted from a CSEA Gr 13 on the October cycle to a PEF grade 14.

What is the promotional percentage? **3% - 1.5 for each grade promoting to 1.5 for the promotion**

Are they entitled to a promotional recalculation? **Yes. Add a CSEA Gr 13 Performance Advance to their current Gr 13 salary (not to exceed Job Rate of the Gr 13 then apply 3% promotion.**

45662 + 1325 = 46987 x 3% = \$48,397. This amount is entered in the FIS field and is payable based on the performance advance cycle of the prior grade.

What is the Anniversary Date? **10/13/2016 - The date of promotion.**

What is the Increment Code? **1004 - They are due a promotional recalculation (FIS) in October 2017.**

The Increment code is determined by the eligibility for a promotion recalculation and the payment cycle of the lower grade. NOTE: The anniversary date is in date range of the April performance advance cycle. Once the promotion recalculation is paid in October 2017, the increment code will be updated to 0001 indicating the employee will be eligible for a performance advance in the Gr 14 in April 2018 (after a year of service in grade).

Name:	Promotions Scenario 5								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/19/2016	XFR/PRM	00279797	CORR OFFI	12/04/1995	\$74640.00	1.0000/F	PERM	S	CORR OFFICER
0	10810	00279797	117	0070	ANN	0	IL8	N01	DOCCS Gouverneur
A	09/27/2016	10051	01		\$2862.89	NYYYYYN	1	NYS	4550
03/31/2016	PAY/FAC	00341984	CORR OFFI	12/04/1995	\$69809.00	1.0000/F	PERM	S	CORR OFFICER
0	10810	00341984	114	0080	ANN	0	IL8	N01	DOCCS Gouverneur
A	04/14/2016	01121	01		\$2677.59	NYYYYYN	1	NYS	4550
12/10/2015	PAY/LGP	00341984	CORR OFFI	12/04/1995	\$69809.00	1.0000/F	PERM	S	CORR OFFICER
0	10810	00341984	114	0080	ANN	0	IL8	N01	DOCCS Gouverneur
A	12/22/2015	01121	01		\$2670.26	NYYYYYN	1	NYS	4550
04/02/2015	PAY/SAC	00341984	CORR OFFI	12/04/1995	\$65878.00	1.0000/F	PERM	S	CORR OFFICER
0	10810	00341984	114	0025	ANN	0	IL8	N01	DOCCS Gouverneur
A	04/16/2015	01121	01		\$2519.90	NYYYYYN	1	NYS	4550

Employee is in Security Bargaining Unit 01 Grade 114 being promoted effective 9/19/2016 to Bargaining Unit 01 Grade 117.

On Promotion, what is their salary? **\$74,640 - The Increment Code 0080 indicates the employee is at Job Rate holding 3 long pays in their Gr 114. On promotion, we determine the base salary by removing the value of the long pays of the Gr 114 - 69809 - (3222 + 2835 + 3931) = 59821**

Then apply 6% promotion to the base salary - 59821 x 6% = 63411. Then add the 3 long pays back in using the amounts for the higher grade 117 (3690 + 3249 + 4290) = \$74,640

What is their Anniversary Date? **12/4/1995 - the anniversary date remains the same (for longevity pay eligibility). Security anniversary date is the first day in security adjusted by time off the payroll and time in a non security bargaining unit.**

What is their Increment Code? **0070 - Salary below Job Rate holding 3 long pays.**

Name: Demotions Scenario 1								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

07/01/2016	PAY/RLV	00152356	OFFICE AST	04/28/2014	\$29842.00	1.0000/F	PERM	S	Office Assnt 1 (Keyboarding)
0	28360	00152356	006	1001	ANN	0	AL1	N02	SUNY Canton
A	07/14/2016	00109	02		\$1144.62	NYYYYYN	1	NYS	4530
04/07/2016	DATA/CIC	00152367	OFFICE AST	03/24/2016	\$33972.00	1.0000/F	PERM	S	Office Assnt 2 Customer S
0	28360	00152367	009	0001	ANN	0	AL1	N02	SUNY Canton
A	04/21/2016	00125	02		\$1303.03	NYYYYYN	1	NYS	4530
03/24/2016	POS/DPT	00152367	OFFICE AST	03/24/2016	\$33972.00	1.0000/F	PERM	S	Office Assnt 2 Customer S
0	28360	00152367	009	0003	ANN	0	AL1	N02	SUNY Canton
A	04/07/2016	00125	02		\$1299.46	NYYYYYN	1	NYS	4530
09/24/2015	PAY/PAV	00152356	OFFICE AST	04/28/2014	\$29842.00	1.0000/F	PERM	S	Office Assnt 1 (Keyboarding)
0	28360	00152356	006	1001	ANN	0	AL1	N02	SUNY Canton
A	10/08/2015	00109	02		\$1141.49	NYYYYYN	1	NYS	4530

Employee was a CSEA Gr 6 and promoted to a CSEA Gr 9 3/24/2015. Demoted to a CSEA gr 6 effective 7/1/2016.

What is their salary on 7/1/2016 when demoted to a CSEA Gr 6? **\$29,842. Higher service counts for lower service.**

The employee received their last grade 6 PAV in October 2015.

If the employee remained in the CSEA Gr 6 position they would not receive another PAV until October 2016. We would bring their prior Grade 6 salary through with any raises to the date of demotion (if applicable) giving credit for equal or higher graded service.

The employee is credited with earning the next performance advance but it is not payable yet.

What is the Anniversary Date? **4/28/2014 - Bring prior grade 6 anniversary date through to current with no adjustment.**

What is the Increment code? **1001 - They would be due their next performance advance in October 2016.**

Name: Demotions Scenario 2	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

04/07/2016	PAY/PAV	00149580	CLEANER	12/19/2013	\$29215.00	1.0000/F	CONT	S	CLEANER
0	28220	00149580	005	0001	ANN	3	ALE	N03	SUNY Oneonta
A	04/21/2016	01309	03		\$1120.57	NYYYYYN	1	NYS	3910
08/08/2015	POS/APT	00149580	CLEANER	12/19/2013	\$28275.00	1.0000/F	CONT	S	CLEANER
0	28220	00149580	005	0001	ANN	3	ALE	N03	SUNY Oneonta
A	08/12/2015	01309	03		\$1081.55	NYYYYYN	1	NYS	3910
03/26/2015	PAY/SAC	00263027	MAINTCE HE	12/24/2014	\$29124.00	1.0000/F	TEMP	S	MAINTCE HELPER
1	28220	00263027	006	0001	ANN	0	ALE	N03	SUNY Oneonta
A	04/09/2015	02318	03		\$1114.02	NYYYYYN	1	NYS	3910
03/26/2015	PAY/PMR	00263027	MAINTCE HE	12/24/2014	\$28553.00	1.0000/F	TEMP	S	MAINTCE HELPER
0	28220	00263027	006	0001	ANN	0	ALE	N03	SUNY Oneonta
A	04/09/2015	02318	03		\$1095.18	NYYYYYN	1	NYS	3910
12/24/2014	POS/APT	00263027	MAINTCE HE	12/24/2014	\$28299.00	1.0000/F	TEMP	S	MAINTCE HELPER
0	28220	00263027	006	0004	ANN	0	ALE	N03	SUNY Oneonta
A	12/29/2014	02318	03	\$28,553	\$1085.44	NYYYYYN	1	NYS	3910
03/27/2014	PAY/SAC	00149580	CLEANER	12/19/2013	\$26799.00	1.0000/F	CONT	S	CLEANER
0	28220	00149580	005	0001	ANN	3	ALE	N03	SUNY Oneonta
A	04/10/2014	01309	03		\$1027.90	NYYYYYN	1	NYS	3910

Employee was a CSEA Gr 5 promoted to a CSEA Gr 6 effective 12/24/14. They are then demoted, returning to the CSEA Gr 5 position effective 8/8/2015.

What would their salary be? **\$28275 - Go back to their prior CSEA Gr 5 and bring through with performance advances and raises missed while in the higher grade 6.**

26,799 + 922 (PAV April 2015) X 2% (Raise 2015) Note: Prior salary was Hiring Rate of grade 5 on the 2014 and is increased to Step 1 on the 2015 schedule ("step to step")

What would the Anniversary Date be? **12/19/2013 - Reinstate their prior CSEA Gr 5 Anniversary date.**

What would the increment code be? **0001 - Indicates the employee will be eligible to receive their next performance advance in April 2016.**

Name: Demotions Scenario 3								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

05/05/2016 0 A	POS/APT 12030 05/17/2016	00095813 00095813 80230	FOOD SERV 005 04	04/14/2008 2014	\$33915.00 ANN \$1300.84	1.0000/F 0 NYYYYYN	PERM ILB 1	S N04 NYS	FOOD SERVICE WKR 1 The Helen Hayes Hospital 4420
03/31/2016 0 A	PAY/PAV 12030 04/14/2016	00095804 00095804 80216	FOOD SERV 009 04	11/07/2013 0001	\$37677.00 ANN \$1445.14	1.0000/F 0 NYYYYYN	PERM ILB 1	S N04 NYS	FOOD SERVICE WKR 2 The Helen Hayes Hospital 4420
04/02/2015 1 A	PAY/SAC 12030 04/16/2015	00095804 00095804 80216	FOOD SERV 009 04	11/07/2013 0001	\$36565.00 ANN \$1398.65	1.0000/F 0 NYYYYYN	PERM ILB 1	S N04 NYS	FOOD SERVICE WKR 2 The Helen Hayes Hospital 4420
04/02/2015 0 A	PAY/PAV 12030 04/16/2015	00095804 00095804 80216	FOOD SERV 009 04	11/07/2013 0001	\$35848.00 ANN \$1371.22	1.0000/F 0 NYYYYYN	PERM ILB 1	S N04 NYS	FOOD SERVICE WKR 2 The Helen Hayes Hospital 4420
10/02/2014 0 A	PAY/PMR 12030 10/16/2014	00095804 00095804 80216	FOOD SERV 009 04	11/07/2013 0001	\$34758.00 ANN \$1333.18	1.0000/F 0 NYYYYYN	PERM ILB 1	S N04 NYS	FOOD SERVICE WKR 2 The Helen Hayes Hospital 4420
04/03/2014 0 A	PAY/SAC 12030 04/18/2014	00095804 00095804 80216	FOOD SERV 009 04	11/07/2013 1004	\$33766.00 ANN \$34,758 \$1295.13	1.0000/F 0 NYYYYYN	PROV ILB 1	S N04 NYS	FOOD SERVICE WKR 2 The Helen Hayes Hospital 4420
11/07/2013 0 A	POS/PEX 12030 11/13/2013	00095804 00095804 80216	FOOD SERV 009 04	11/07/2013 1004	\$33104.00 ANN \$34,076 \$1269.74	1.0000/F 0 NYYYYYN	PROV ILB 1	S N04 NYS	FOOD SERVICE WKR 2 The Helen Hayes Hospital 4420
10/03/2013 0 A	PAY/PAV 12030 10/17/2013	00095813 00095813 80230	FOOD SERV 005 04	04/14/2008 1001	\$30794.00 ANN \$1181.13	1.0000/F 0 NYYYYYN	CONT ILB 1	S N04 NYS	FOOD SERVICE WKR 1 The Helen Hayes Hospital 4420

Employee promoted from a CSEA Gr 5 to a CSEA Gr 9 Effective 11/7/2013. Effective 5/5/2016 the employee is demoted a CSEA Gr 5.

What is the salary due upon demotion? **\$33,915. On demotion we would go back to their last grade 5 salary and reconstruct giving credit for performance advances due to service in the higher grade 9.**

30704 x 2% (2014 Raise - step to step) = 31409 + 922 (PAV Oct 2014 -step 6) = 32331 x 2% (2015 raise - step to step) = 32975 + 940 (PAV Oct 2015) = 33915 (Job Rate)

What is the Anniversary Date? **4/14/2008 - Bring their prior grade 5 anniversary date through with no adjustment.**

What is the Increment Code? **2014 - On demotion, if the reconstructed salary results in job rate of the lower grade, look at money to determine when the money in the CSEA Gr 9 was equal to or greater than the JR of the CSEA Gr 5.**

The money is equal to or greater effective 11/7/2013 - we would look to the next cycle for increment code purposes.

Their longevity rating date for their CSEA Gr 5 is 11/7/2013.

Name: Demotions Scenario 4 Bonus Answer									Empl Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

02/11/2016	POS DMT	00019056	SECRETARY	05/22/2014	\$41373.00	1.0000/F	PERM	S	SECRETARY 1
0	37000	00019056	011	1001	ANN	0	AL4	NO2	Dept of Financial Services
A	02/26/2016	47013	02		\$1582.56	NYYYYYN	1	NYS	0110
09/24/2015	PAY PAV	00020121	OFFICE AST	05/22/2014	\$46398.00	1.0000/F	PERM	S	OFFICE ASSISTANT 3
0	37000	00020121	014	1001	ANN	0	AL7	NO2	Dept of Financial Services
A	10/08/2015	34720	02		\$1774.77	NYYYYYN	1	NYS	0110
05/07/2015	POS TSC	00020121	OFFICE AST	05/22/2014	\$45018.00	1.0000/F	PERM	S	OFFICE ASSISTANT 3
0	37000	00020121	014	1001	ANN	0	AL7	NO2	Dept of Financial Services
A	05/14/2015	34720	02		\$1721.98	NYYYYYN	1	NYS	0110
03/26/2015	PAY SAC	00020121	PRIN CLERK	05/22/2014	\$45018.00	1.0000/F	PERM	S	PRIN CLERK
0	37000	00020121	014	1001	ANN	0	AL7	NO2	Dept of Financial Services
A	04/09/2015	34720	02		\$1721.98	NYYYYYN	1	NYS	0110
09/25/2014	DTA CIC	00020121	PRIN CLERK	05/22/2014	\$44135.00	1.0000/F	PERM	S	PRIN CLERK
0	37000	00020121	014	1001	ANN	0	AL7	NO2	Dept of Financial Services
A	10/09/2014	34720	02		\$1692.84	NYYYYYN	1	NYS	0110
05/22/2014	POS DPT	00020121	PRIN CLERK	05/22/2014	\$44135.00	1.0000/F	PERM	S	PRIN CLERK
0	37000	00020121	014	1003	ANN	0	AL7	NO2	Dept of Financial Services
A	06/03/2014	34720	02		\$1692.84	NYYYYYN	1	NYS	0110
03/27/2014	PAY SAC	00019919	CLERK 2	10/10/2011	\$36576.00	1.0000/F	PERM	S	CLERK 2
0	37000	00019919	009	0001	ANN	0	AL7	NO2	Dept of Financial Services
A	04/10/2014	34708	02		\$1402.91	NYYYYYN	1	NYS	0110
03/27/2014	PAY PAV	00019919	CLERK 2	10/10/2011	\$35860.00	1.0000/F	PERM	S	CLERK 2
0	37000	00019919	009	0001	ANN	0	AL7	NO2	Dept of Financial Services
A	04/10/2014	34708	02		\$1375.45	NYYYYYN	1	NYS	0110

For this example assume all prior service not shown (prior to 3/27/14) was in a grade equal to or less than grade 9.

Employee is a CSEA grade 9 promoted to a CSEA grade 14 and then demoted to CSEA grade 11.

What is the grade 11 salary upon demotion? **\$41,373** Reconstruct using the grade 14 service. Beginning effective 5/22/14 (date of promotion to grade 14) calculate the promotion from grade 9 to grade 11. Apply 4.5% promotion (gr 9 to gr 11) then build the salary to include credit for promotion recalculation (that would have been payable 2015), raise (2015) and performance advance of grade 11 (October 2015).

Calculation: $(\$36576 \text{ (gr 9)} + \$1090 \text{ (PAV)} \times 4.5\% \text{ (FIS)}) \times 2\% \text{ (raise)} + \$1225 \text{ (gr 11 PAV)} = \41373

What is the Anniversary Date? **5/22/14** - Same anniversary date as grade 14 (higher counts for lower). If employee had other prior service in grade equal to at least grade 11, then the anniversary date would reflect combined service.

What is the Increment Code? **1001** - Anniversary Date is in date range of October cycle and employee is eligible for a performance advance the October following the position change (2016).

Is the employee eligible for a promotion recalculation? **Credit for a promotion recalculation (gr 9 to gr 11) is included in the reconstruction.**

Name:	Pellegrini Scenario 1								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/22/2016	REH/IDP	00051620	HEAD ACCO	09/22/2016	\$57761.00	1.0000/F	PERM	S	HEAD ACCOUNT CLERK
2	10030	00051620	018	1003	ANN	0	ILA	N05	DOCCS Watertown
A	09/29/2016	00202	05		\$2215.48	NYYYYYN	1	NYS	2310
09/22/2016	REH/IDP	00051620	HEAD ACCO	03/31/2011		1.0000/F	PERM	S	HEAD ACCOUNT CLERK
1	10030	00051620	018	1003	ANN	0	ILA	N05	DOCCS Watertown
A	09/27/2016	00202	05			NYYYYYN	1	NYS	2310
09/22/2016	TER/RSN	00164421	OFFICE AST	03/31/2011	\$54806.00	1.0000/F	PERM	S	OFFIC ASSISTANT 3 (HUMN)
0	17070	00164421	614	2013	ANN	0	AL6	N06	DOT Region 7
A	09/27/2016	11306	06		\$2102.14	NYYYYYN	1	NYS	2310
04/07/2016	PAY/SAC	00164421	OFFICE AST	03/31/2011	\$54806.00	1.0000/F	PERM	S	OFFIC ASSISTANT 3 (HUMN)
1	17070	00164421	614	2013	ANN	0	AL6	N06	DOT Region 7
A	05/19/2016	11306	06		\$2102.14	NYYYYYN	1	NYS	2310
04/07/2016	PAY/FAC	00164421	OFFICE AST	03/31/2011	\$53731.00	1.0000/F	PERM	S	OFFIC ASSISTANT 3 (HUMN)
0	17070	00164421	614	2013	ANN	0	AL6	N06	DOT Region 7
A	04/21/2016	11306	06		\$2060.91	NYYYYYN	1	NYS	2310

Employee is in a MC 614 position and is promoted to a PEF Gr 18.

What would the salary be? **\$57761- We would apply Bulletin 702 - Remove the raise of the BU moving from (2%) and add the raise in the BU going to (no raise for PEF).**

54806 / 1.02 = 53,731 X 1.075 = 57761. Compare to HR of the grade promoting to (\$53,339). Promotion is the best at the time of appointment.

What would the Anniversary Date be? **9/22/2016 - Date of the promotion.**

What would the Increment Code be? **1003 - Employee is not eligible for a promotion recalculation. They are now on the October cycle, not due a performance advance until October 2017.**

Name:	Pellegrini Scenario 2	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/15/2016	POS/APT	00229074	SECRETARY	09/15/2016	\$52468.00	1.0000/F	CONT	S	SECY 2
0	51240	00229074	615	0001	ANN	0	IL8	N06	Centra NY DDSO
A	09/29/2016	02022	06		\$2012.46	NYYYYYN	1	NYS	3410
03/31/2016	PAY FAC	00232026	SECRETARY	03/01/1999	\$47850.00	1.0000/F	PERM	S	SECRETARY 1
0	51240	00232026	011	2002	ANN	0	IL8	N02	Central NY DDSO
A	04/14/2016	12108	02		\$1835.33	NYYYYYN	1	NYS	3410
04/02/2015	PAY/SAC	00232026	SECRETARY	03/01/1999	\$47850.00	1.0000/F	PERM	S	SECRETARY 1
0	51240	00232026	011	2002	ANN	0	IL8	N02	Central NY DDSO
A	04/16/2015	12108	02		\$1830.31	NYYYYYN	1	NYS	3410

Employee is a CSEA Gr 11 promoting to a MC 615 effective 9/15/2016.

What would their new salary be on promotion? **\$52468 - We would apply Bulletin 702.**

Remove the raise of the BU promoting from (CSEA received no raise), give the raise in the BU going into (MC received 2%) 47,850 X 7.5% X 2%.

What is the Anniversary Date? **9/15/2016 - the date of appointment to the new grade.**

What is the Increment Code? **0001 - MC only needs 13 full pay periods to earn a performance advance. The employee will have the required service between date of appointment and the end of the fiscal year making them eligible for a performance advance April 2017.**

Since the employee received LLS in the amount of \$2,500 in the fiscal year 2016, the LLS must be ended so it is not included in the calculation of OT.

Name: Pellegrini Scenario 3								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/14/2016	XFR/APT	00413093	DEPUTY SUP	09/14/2016	\$95108.00	1.0000/F	PERM	S	DEPUTY SUPT PROG M S2
0	10350	00413093	662	0001	ANN	0	IL7	N06	DOCCS Ogdensburg
A	09/15/2016	20001	06		\$3647.96	NYYYYYN	1	NYS	0110
03/31/2016	PAY/CSL	00051303	SUPVG OFFE	08/27/2001	\$83044.00	1.0000/F	PERM	S	Supvg Offender Rehab Co
1	10020	00051303	022	0510	ANN	0	IL7	N05	DOCCS Clinton
A	08/18/2016	23711	05		\$3185.24	NYYYYYN	1	NYS	1020
03/31/2016	PAY/FAC	00051303	SUPVG OFFE	08/27/2001	\$81415.00	1.0000/F	PERM	S	Supvg Offender Rehab Co
0	10020	00051303	022	0510	ANN	0	IL7	N05	DOCCS Clinton
A	08/18/2016	23711	05		\$3122.75	NYYYYYN	1	NYS	1020
04/02/2015	PAY/SAC	00051303	SUPVG OFFE	08/27/2001	\$81415.00	1.0000/F	PERM	S	Supvg Offender Rehab Co
0	10020	00051303	022	0510	ANN	0	IL7	N05	DOCCS Clinton
A	08/18/2016	23711	05		\$3176.52	NYYYYYN	1	NYS	1020

Employee is in a PEF Gr 22 position promoting to a MC 662 position effective 9/14/2016.

What would be their salary on promotion? **\$95,108 - We would apply Bulletin 702. Remove the raise of the bargaining unit coming from (PEF had no Raise)**

Give the raise of the bargaining unit going into (MC received 2%). This employee was in a PEF position and received LLS in the amount of \$2,500 for fiscal year 2016 (Portability rules apply).

83044 + 2500 X 9% = 93243. Since MC received an increase in 2016 (parity raise), we compare the promotional salary to the April 2016 M/C salary schedule to make sure the salary does not exceed JR of the 662.

JR is 99,545. Since the promotional salary is less, the employee is entitled to the 2% raise MC received in April 2016 (not to exceed the JR of the current April 2016 chart - stipulation of conditions specific to the M/C Parity Increase).

What would be their Anniversary Date? **9/14/2016 - the date of appointment.**

What would be their Increment Code? **0001. MC requires 13 complete pay periods within a fiscal year to be performance advance eligible. Based on the date of promotion, this employee will meet the requirement to receive a performance advance in April 2017.**

Name:	Pellegrini Scenario 4								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/08/2016	POS/526	00155364	HUMAN RESO	03/30/2006	\$87351.00	1.0000/F	PERM	S	HUMAN RESOURCES SPEC 2
0	17000	00155364	623	2014	ANN	0	AL6	N06	Department of Transportation
A	10/06/2016	11327	06		\$3350.43	NYYYYYN	1	NYS	0110
04/07/2016	PAY FAC	00154856	PAYROLL EX	03/30/2006	\$87351.00	1.0000/F	PERM	S	PAYROLL EXMR 4
0	17000	00154856	023	2014	ANN	0	AL6	N05	Department of Transportation
A	04/21/2016	10321	05		\$3350.43	NYYYYYN	1	NYS	0110
03/26/2015	PAY/SAC	00154856	PAYROLL EX	03/30/2006	\$87351.00	1.0000/F	PERM	S	PAYROLL EXMR 4
0	17000	00154856	023	2014	ANN	0	AL6	N05	Department of Transportation
A	08/11/2016	10321	05		\$3341.26	NYYYYYN	1	NYS	0110
03/26/2015	PAY FAC	00154856	PAYROLL EX	03/30/2006	\$85635.00	1.0000/F	PERM	S	PAYROLL EXMR 4
0	17000	00154856	023	2014	ANN	0	AL6	N05	Department of Transportation
A	04/09/2015	10321	05		\$3275.62	NYYYYYN	1	NYS	0110

This employee is a PEF Gr 23 at Job Rate prior to a lateral Transfer to a MC position effective 9/8/2016.

On Lateral:

What is the employee's salary? **\$87,351. There is no change in salary because the M/C Parity raise eligibility criteria stipulated an employee holding benefit of Union increases for 2009 and 2010 can not exceed Job Rate of the M/C grade with the application of the Parity Increase. On lateral we would review their current salary against the April 2016 MC salary schedule. This employee's salary exceeds Job Rate of the M/C grade 623 and is ineligible for the M/C Parity Increase.**

If the salary is over the Job Rate of the MC 623 (82,195) then the employee would not be entitled to the 2% parity raise that MC received.

What is the Anniversary date? **3/30/2016 - Anniversary Date remains the same.**

What is the Increment Code? **2014 - Increment Code remains the same.**

Name:	Traineeship Scenario 1								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/12/2016	POS ADV	00223967	DR IMPRV E	09/12/2016	\$42981.00	1.0000/F	PERM	S	DRIVER IMPRV EX
0	23000	00223967	011	1003	ANN	0	AL2	N02	Department of Motor Vehicles
A	09/19/2016	30256	02		\$1554.67	NYYYYYN	1	NYS	0110
08/18/2016	PAY/SVP	00129068	DR IMPRV E	08/20/2015	\$41756.00	1.0000/F	CONT	S	DR IMPRV EXM TR
0	23000	62000017	800	0000	ANN	0	AL2	N02	Department of Motor Vehicles
A	08/23/2016	30256	02		\$1601.59	NYYYYYN	1	NYS	0110
04/07/2016	PAY/FAC	00129068	DR IMPRV E	08/20/2015	\$40644.00	1.0000/F	CONT	S	DR IMPRV EXM TR
0	23000	62000017	800	0000	ANN	0	AL2	N02	Department of Motor Vehicles
A	04/21/2016	30256	02		\$1554.67	NYYYYYN	1	NYS	0110
08/20/2015	POS /701	00129068	DR IMPRV E	08/20/2015	\$40644.00	1.0000/F	CONT	S	DR IMPRV EXM TR
0	23000	62000017	800	0000	ANN	0	AL2	N02	Department of Motor Vehicles
A	08/24/2015	30256	02		\$1554.67	NYYYYYN	1	NYS	0110
03/26/2015	PAY SAC	00130322	MOTOR VEH	12/08/2008	\$40644.00	1.0000/F	PERM	S	MOTOR VEH REP
0	23000	00130322	009	0001	ANN	0	AL2	N02	Department of Motor Vehicles
A	04/09/2015	66133	02		\$1554.67	NYYYYYN	1	NYS	0110

Employee is in a CSEA Gr 9 and enters a traineeship effective 8/20/2015.

When an employee enters a traineeship of, what is their salary? **\$40644 - When an employee enters a traineeship, they may hold their last graded salary (of grade equal or lower than target grade), OR Hiring Rate of the traineeship. (Never promote into a traineeship)**

What is their Anniversary Date? **8/20/2015 - The date entering the traineeship.**

What is their Increment Code? **0000 - Trainees never have increment codes.**

If the employee does not complete their traineeship at 52 weeks, are they entitled to any change in salary? **Yes. They are entitled to a Service Payment if rated minimum of Satisfactory.**

No service payment is due if over the NTE (Not To Exceed) amount. This employee is due 40644 + 1,112 = \$41,756

Upon Advance to full title, what are they entitled to? **The employee is entitled to an Increase Upon Completion or hiring rate of the graded position. 41,756 + 1225 = \$42,981**

Note: Employee must have prior graded service and be progressing from a lower grade to a higher grade in order to be eligible for an Increase Upon Completion. This payment is not limited by the Not to Exceed.

What is the Anniversary Date? **9/12/16 - Date of mandatory advance**

What is the Increment Code? **1003 - Anniversary date is in date range of the October performance advance cycle. First performance advance will be due October 2017.**

Name: Traineeship Scenario 2								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/15/2016	POS ADV	00231748	DIRECT SUP	09/15/2016	\$33972.00	1.0000/F	PERM	S	DIRECT SUPPORT
0	51240	00231748	009	1003	ANN	0	IL9	N04	Central NY DDSO
A	09/19/2016	52781	04		\$1303.03	NYYYYYN	1	NYS	2710
03/31/2016	PAY FAC	00231748	DIRECT SUP	09/17/2015	\$30461.00	1.0000/F	PERM	S	DIRECT SUPP ASSNT TR
0	51240	62000201	800	0000	ANN	0	IL9	N04	Central NY DDSO
A	04/14/2016	52781	04		\$1168.36	NYYYYYN	1	NYS	2710
09/17/2015	PAY/NEW	00231748	DIRECT SUP	09/17/2015	\$30461.00	1.0000/F	PERM	S	DIRECT SUPP ASSNT TR
1	51240	62000201	800	0000	ANN	0	IL9	N04	Central NY DDSO
A	10/02/2015	52781	04		\$1165.16	NYYYYYN	1	NYS	2710
09/17/2015	PAY/OCM	00231748	DIRECT SUP	09/17/2015		1.0000/F	PERM	S	DIRECT SUPP ASSNT TR
0	51240	62000201	800	0000	ANN	0	IL9	N04	Central NY DDSO
A	09/28/2015	52781	04			NYYYYYN	1	NYS	2710

Employee is new to the State starting in a CSEA traineeship. This is a one year traineeship that starts at equated to GR 7 and trains for a CSEA Gr 9.

What is their salary when entering a traineeship? **\$ 30461 - Hiring Rate of the traineeship (equated to grade 7).**

What is their Anniversary Date? **9/17/2015 - The date of appointment to the traineeship**

What is their Increment Code? **0000 - Traineeships do not have increment codes**

When advancing to full title, what is the employee entitled to? **They are entitled to a service payment after 52 weeks.**

They are not eligible for an increase upon completion as they didn't have any prior graded service.

What is their salary effective 9/15/2016 when advancing to full title? **\$33,972 - Their salary is increased to Hiring Rate of full title (grade 9) .**

This is greater than their current trainee salary + service payment.

Note: Traineeship is measured in weeks - an employee in a one year traineeship who advances on time will advance 52 weeks/same day of the week after entering the traineeship.

Name: Traineeship Scenario 3										Empl 0
										Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

05/19/2016	POS ADV	00456251	HLTH PRG A	05/19/2016	\$54997.00	1.0000/F	PERM	S	HEALTH PRGM ADMR
0	12000	00456251	018	1003	ANN	0	AL1	N05	NYS Department of Health
A	07/11/2016	80025	05		\$2109.47	NYYYYY	1	NYS	0110
04/07/2016	PAY/FAC	00456251	HLTH PRG A	11/20/2014	\$50900.00	1.0000/F	PERM	S	HLTH PRG ADM T 2
0	12000	62001086	800	0000	ANN	0	AL1	N05	NYS Department of Health
A	04/21/2016	80025	05		\$1952.32	NYYYYY	1	NYS	0110
11/19/2015	POS ADV	00456251	HLTH PRG A	11/20/2014	\$50900.00	1.0000/F	PERM	S	HLTH PRG ADM T 2
0	12000	62001086	800	0000	ANN	0	AL1	N05	NYS Department of Health
A	04/06/2016	80025	05		\$1946.97	NYYYYY	1	NYS	0110
05/21/2015	PAY/PAV	00456251	HLTH PRG A	11/20/2014	\$49348.00	1.0000/F	PERM	S	HLTH PRG ADM T 1
0	12000	62000077	800	0000	ANN	0	AL1	N05	NYS Department of Health
A	01/12/2016	80025	05		\$1887.61	NYYYYY	1	NYS	0110
03/26/2015	PAY/SAC	00456251	HLTH PRG A	11/20/2014	\$47796.00	1.0000/F	PERM	S	HLTH PRG ADM T 1
1	12000	62000077	800	0000	ANN	0	AL1	N05	NYS Department of Health
A	08/11/2016	80025	05		\$1828.24	NYYYYY	1	NYS	0110
03/26/2015	PAY/FAC	00456251	HLTH PRG A	11/20/2014	\$46859.00	1.0000/F	PERM	S	HLTH PRG ADM T 1
0	12000	62000077	800	0000	ANN	0	AL1	N05	NYS Department of Health
A	04/09/2015	80025	05		\$1792.40	NYYYYY	1	NYS	0110
11/20/2014	XFR/704	00456251	HLTH PRG A	11/20/2014	\$46859.00	1.0000/F	PERM	S	HLTH PRG ADM T 1
0	12000	62000077	800	0000	ANN	0	AL1	N05	NYS Department of Health
A	12/04/2014	80025	05		\$1797.32	NYYYYY	1	NYS	0110
09/25/2014	DTA/CIC	00102741	LABOR SVS	08/14/2014	\$46859.00	1.0000/F	PERM	S	LABOR SVS REP 1
0	14020	00102741	016	1003	ANN	0	AL1	N05	Department of Labor
A	10/09/2014	22038	05		\$1797.32	NYYYYY	1	NYS	0420
08/14/2014	POS/ADV	00102741	LABOR SVS	08/14/2014	\$46859.00	1.0000/F	PERM	S	LABOR SVS REP 1
0	14020	00102741	016	1003	ANN	0	AL1	N05	Department of Labor
A	09/10/2014	22038	05		\$1797.32	NYYYYY	1	NYS	0420

Employee is a PEF Gr 16 entering into a traineeship Effective 11/20/2014. The traineeship is a 2 year traineeship - Trainee 1 = Gr 13/ Trainee 2 = 14 /Full title is grade 18

What is the employees salary? **\$46859** -

They would hold their last Graded salary (as long as current Grade is lower than the target position) or Hiring Rate of the Traineeship.

What is their Anniversary Date? **11/20/2014 - The date being appointed into the traineeship.**

What is their Increment Code? **0000 - Trainees do not have increment codes.**

After 26 weeks, effective 5/21/2015, the employee is rated outstanding - what is the the employee's new salary (taking into account the April 2015 2% raise)? **\$49,348 - (47796 + 1552)**

As long as the employee is rated outstanding, they are entitled to a performance advance up to the NTE (Not to exceed amount)

Effective 11/19/2015 the employee advances to Trainee II. They are rated outstanding - what is their new salary? **\$50,900 - (49,348 + 1552)**

Rated outstanding at both 26 and 52 weeks - this is double outstanding. They are entitled to a performance advance added to their current salary or Hiring Rate of the Trainee II.

Does their Anniversary Date and Increment code change? **No - Anniversary Date and Increment code remain the same when advancing to Trainee II**

At 78 weeks, Effective 5/19/2016 they advance to full title with a rating of Outstanding, what is their salary? **\$54,997 - (53339 HR of Gr 18 + 1658)**

They are entitled to a Performance Advance added to their current salary plus the Increase Upon Completion OR a Performance Advance added to the Hiring Rate of the target position. (Gr 18)

Whichever is greater at the time of advancement to full title. (Greater than \$54390: \$50,900 + 1658 +1832)

What is their Anniversary Date? **5/19/2016 - The date advancing to full title**

What is their Increment Code? **1003 - Need one year in grade to earn a Performance Advance. Will earn a Performance Advance 5/19/2017 payable in October 2017**

Name:	Traineeship Scenario 4								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/22/2016	POS/ADV	00395223	CLAIMS SVS	09/24/2015	\$42833.00	1.0000/F	CONT	S	CLAIMS SVS REP TR 2
0	00640	62002631	800	0000	ANN	0	SIF	N05	State Insurance Fund
A	10/04/2016	05391	05		\$1643.90	NYYYYYN	1	NYS	3110
04/07/2016	PAY/FAC	00395223	CLAIMS SVS	09/24/2015	\$40507.00	1.0000/F	CONT	S	CLAIMS SVS REP TR 1
0	00640	62002630	800	0000	ANN	0	SIF	N05	State Insurance Fund
A	10/02/2015	05391	05		\$1553.69	NYYYYYN	1	NYS	3110
09/24/2015	PAY/NEW	00395223	CLAIMS SVS	09/24/2015	\$40507.00	1.0000/F	CONT	S	CLAIMS SVS REP TR 1
1	00640	62002630	800	0000	ANN	0	SIF	N05	State Insurance Fund
A	10/02/2015	05391	05		\$1549.43	NYYYYYN	1	NYS	3110
09/24/2015	HIR/OCM	00395223	CLAIMS SVS	09/24/2015		1.0000/F	CONT	S	CLAIMS SVS REP TR 1
0	00640	62002630	800	0000	ANN	0	SIF	N05	State Insurance Fund
A	10/02/2015	05391	05			NYYYYYN	1	NYS	3110

This employee enters a traineeship effective 9/24/2016. Their salary is hiring rate of the traineeship, they have no prior service.

At 26 weeks they were rated 'Meets'. Are they entitled to a Performance Advance? **No. They are not entitled to a Performance Advance as they were not rated Outstanding.**

At 52 weeks - effective 9/22/2016 they are advanced from the Claims Service Representative Trainee I to Claims Service Representative Trainee II.

They are rated 'Meets' - What will their salary be? **\$42,833 -The Hiring Rate of the Trainee II. They must be rated Outstanding to receive a Performance Advance.**

When advancing to the Trainee II and Rated 'Meets', the salary remains the same OR Hiring Rate of the Trainee II.

Name: NS to Grade Scenario 1 Answer								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/08/2016	POS/APT	00022103	YOUTH DIV	08/10/2016	\$45018.00	1.0000/F	PERM	S	YOUTH DIV AIDE 4
0	25000	00022103	014	1003	ANN	0	ALC	N04	Office of Child & Family Serv
A	09/27/2016	20123	04		\$1726.71	NYYYYYN	1	NYS	1115
07/07/2016	PAY/NEW	00447572	YOUTH DIV	07/07/2016	\$21.56	1.0000/F	TEMP	H	YOUTH DIV AIDE 4
0	25000	00447572	600	0000	HRY	0	ALC	HRY	Office of Child & Family Serv
A	07/11/2016	46022	04		\$21.56	NYYYYYN	1	NYS	1115
07/07/2016	HIR/OCS	00447572	YOUTH DIV	07/07/2016		1.0000/F	TEMP	H	YOUTH DIV AIDE 4
0	25000	00447572	600	0000	HRY	0	ALC	HRY	Office of Child & Family Serv
A	07/11/2016	46022	04			NYYYYYN	1	NYS	1115

Employee worked in an hourly position for the period 7/7/2016 - 9/8/2016.

Effective 9/8/2016 a transaction is submitted appointing the employee to a CSEA Gr 14 position.

In the Status Reason box on the Job Request the agency reports the employee worked 173 hours for the period 7/7/2016 - 9/8/2016 and was an 8 hour day employee.

Using bulletin 835-

What would their salary be? **45018 - We would take the hiring rate of the CSEA Gr 14 salary (45,018) / by 2088 = 21.56.**

The hourly rate falls within the range of the grade they are being appointed to. The appointment is considered a lateral position change.

Take the hours submitted - 173/8 = 21.6250 days. We use the date appointed (9/8/2016) and adjust it by 21 work days.

The agency should enter the hours and whether 8 or 7.5 hour employee into General Comments.

What would their Anniversary Date be? **8/10/2016**

What would their Increment Code be? **1003 - On the October cycle, not entitled to a performance advance in October 2016.**

Name: NS to Grade Scenario 2 Answer								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

08/25/2016	POS/APT	00025686	LABORER	01/22/2013	\$31796.00	1.0000/F	PERM	S	LABORER
0	01300	00025686	006	0001	ANN	3	ALE	N03	Adirondack Park Agency
A	09/09/2016	00084	03		\$1219.57	NYYYYYN	1	NYS	1610
06/18/2015	PAY/CRT	00336810	CLEANER	06/28/2011	\$13.73	1.0000/F	PERM	E	CLEANER
0	01300	00336810	600	0000	HRY	3	ALB	HRY	Adirondack Park Agency
A	07/03/2015	00126	03		\$13.73	NYYYYYN	1	NYS	1610
03/26/2015	PAY/SAC	00336810	CLEANER	06/28/2011	\$12.48	1.0000/F	PERM	E	CLEANER
0	01300	00336810	600	0000	HRY	3	ALB	HRY	Adirondack Park Agency
A	04/09/2015	00126	03		\$12.48	NYYYYYN	1	NYS	1610
03/27/2014	PAY/SAC	00336810	CLEANER	06/28/2011	\$12.24	1.0000/F	PERM	E	CLEANER
0	01300	00336810	600	0000	HRY	3	ALB	HRY	Adirondack Park Agency
A	04/10/2014	00126	03		\$12.24	NYYYYYN	1	NYS	1610
06/28/2011	POS/APT	00336810	CLEANER	06/28/2011	\$12.00	1.0000/F	PERM	E	CLEANER
0	01300	00336810	600	0000	HRY	3	ALB	HRY	Adirondack Park Agency
A	06/28/2011	00126	03		\$12.00	NYYYYYN	1	NYS	1610
04/29/2010	DTA/CHL	00025686	LABORER	12/04/2007	\$29622.00	1.0000/F	PERM	S	LABORER
0	01300	00025686	006	0001	ANN	3	ALE	N03	Adirondack Park Agency
A	05/13/2010	00084	03		\$1136.18	NYYYYYN	1	NYS	1720

Employee has prior CSEA Gr 6 service. Effective 6/28/2011 they are appointed to an hourly position for the period 6/28/2011 - 8/25/2016

Effective 8/25/2016 the employee is appointed to a CSEA Gr 6 position.

What would their salary be? **\$31,796 - The hourly salary for the period 6/28/2011 - 8/25/2016 does not fall within the range of a grade 6.**

Check this by dividing the Hiring Rate of the Gr 6 by 2088. (2011 - HR Gr 6 27744/2088=13.28) (2014 - HR Gr 6 28299/2088=13.55) (2015 - HR Gr 6 28865/2088 = 13.82).

Since their hourly service does not fall with in the range of a Grade 6, we try the promotion method.

Promotion Method - Take their current hourly amount of 13.73 x 2088 = 28669 (This falls in the range of a grade 5). Take 28669 x 1.03 = 29530.

Bring prior Gr 6 service forward from last grade 6 service. Employee earned their grade 6 performance advance 12/4/2010 prior to going to their hourly position.

We would take their prior Gr 6 salary and add a performance advance and bring it through with raises. (29,622 + 939 = 30,561 x2% (2014) x 2% (2015) = 31,796 NOTE: Salary represents Step to Step (was on Step 2 and NS to Grade salary is Step 3)

Which ever salary is best at the time of appointment is what the employee is entitled to.

What would be their Anniversary Date? 1/22/2013 - Adjust their prior grade 6 anniversary date of 12/4/2007 by the time in the hourly position for the period 6/28/2011 - 8/25/2016

What would be their increment code? 0001. They earned their last Performance Advance 12/4/2010 (payable upon return to grade). An have approximately six months credit toward their next performance advance. They will earn it 1/22/2017 payable in April 2017.

Note: The NS to grade calculation used is referred to as "Grade to Grade" - reinstate/reconstruct prior grade.

Name: NS to Grade Scenario 3 Answer							Empl 0 Record			
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/22/2016	POS/OCM	00021270	SENR ATTOR	06/01/2015	\$80475.00	1.0000/F	PERM	S	SENR ATTORNEY
0	25000	00021270	661	0001	ANN	0	ALA	N06	Offic of Children & Family Serv
A	09/29/2016	00212	06		\$3086.70	NYYYYYN	1	NYS	4210
04/07/2016	PAY/SAC	00107426	ASSNT COUN	08/02/2012	\$80475.00	1.0000/F	PERM	S	ASSNT COUNSL
0	25000	00107426	600	0000	ANN	0	ALA	N06	Offic of Children & Family Serv
A	05/19/2016	00241	06		\$3086.70	NYYYYYN	2	NYS	4210
07/02/2015	PAY/SAC	00107426	ASSNT COUN	08/02/2012	\$78897.00	1.0000/F	PERM	S	ASSNT COUNSL
0	25000	00107426	600	0000	ANN	0	ALA	N06	Offic of Children & Family Serv
A	07/16/2015	00241	06		\$3017.89	NYYYYYN	2	NYS	4210
06/01/2015	PAY/SIC	00107426	ASSNT COUN	08/02/2012	\$77350.00	1.0000/F	PERM	S	ASSNT COUNSL
0	25000	00107426	600	0000	ANN	0	ALA	N06	Offic of Children & Family Serv
A	06/11/2015	00241	06		\$2958.71	NYYYYYN	2	NYS	4210
03/26/2015	PAY/SAC	00107426	ASSNT COUN	08/02/2012	\$62424.00	1.0000/F	PERM	S	ASSNT COUNSL
1	25000	00107426	600	0000	ANN	0	ALA	N06	Offic of Children & Family Serv
A	06/04/2015	00241	06		\$2387.78	NYYYYYN	2	NYS	4210
03/26/2015	PAY/FAC	00107426	ASSNT COUN	08/02/2012	\$61200.00	1.0000/F	PERM	S	ASSNT COUNSL
0	25000	00107426	600	0000	ANN	0	ALA	N06	Offic of Children & Family Serv
A	04/09/2015	00241	06		\$2340.96	NYYYYYN	2	NYS	4210
03/27/2014	PAY/SAC	00107426	ASSNT COUN	08/02/2012	\$61200.00	1.0000/F	PERM	S	ASSNT COUNSL
0	25000	00107426	600	0000	ANN	0	ALA	N06	Offic of Children & Family Serv
A	07/17/2014	00241	06		\$2347.39	NYYYYYN	1	NYS	4210
08/02/2012	POS/BDA	00107426	ASSNT COUN	08/02/2012	\$60000.00	1.0000/F	PERM	S	ASSNT COUNSL
0	25000	00107426	600	0000	ANN	0	ALA	N06	Offic of Children & Family Serv
A	08/16/2012	00241	06		\$2301.36	NYYYYYN	1	NYS	4210

Employee is appointed to an NS position (non-equated) with a BDA (Budget Director Approval) effective 8/2/2012.

Effective 9/22/2016 the employee is appointed to a M/C grade 661 position.

What bargaining unit NS to Grade rules apply? **M/C - Use the rules associated with the NS position immediately prior to the graded appointment (Payroll Bulletin #682).**

What would their Salary be? **\$80475 - The employee meets the eligibility criteria for M/C NS to Grade (in the same MC NS position, no discretionary increases in salary less than one year, etc).**

Since their current salary is within the range of a grade 662 (NS money assigned grade) being appointed to a grade 661, the position change is considered a demotion movement.

Per Bulletin 682 the employe would retain their current salary upon movement to the graded position.

What would their Anniversary Date be? **6/1/15 - The date the NS salary was at least equal to minimum hiring rate of the grade 661 position.**

What would their Increment Code be? **0001 They are credited with having 13 pay periods in FY 2015-16 and will have 13 pay periods in FY2016-17 to be eligible for a performance advance April 2017.**

Name:	NS to Grade Scenario 4 Answer								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

08/11/2016	POS/APT	00392398	BUSINESS S	08/11/2016	\$93903.00	1.0000/F	PERM	S	BUSINESS SYS ANLST 4
0	09000	00392398	027	1003	ANN	0	AL3	N05	Environmental Conservation
A	08/25/2016	02127	05		\$3601.74	NYYYYYN	1	NYS	0110
04/07/2016	PAY/PAV	00456395	PROJECT CO	11/20/2014	\$96570.00	1.0000/F	PERM	S	PROJECT COORD
0	09000	00456395	600	0001	ANN	0	AL3	N05	Environmental Conservation
A	04/21/2016	02833	05		\$3704.04	NYYYYYN	1	NYS	0110
03/26/2015	PAY/SAC	00456395	PROJECT CO	11/20/2014	\$93899.00	1.0000/F	PERM	S	PROJECT COORD
1	09000	00456395	600	0001	ANN	0	AL3	N05	Environmental Conservation
A	08/11/2016	02833	05		\$3591.73	NYYYYYN	1	NYS	0110
03/26/2015	DTA/CIC	00456395	PROJECT CO	11/20/2014	\$92058.00	1.0000/F	PERM	S	PROJECT COORD
0	09000	00456395	600	0001	ANN	0	AL3	N05	Environmental Conservation
A	04/09/2015	02833	05		\$3530.98	NYYYYYN	1	NYS	0110
11/20/2014	POS/PJT	00456395	PROJECT CO	11/20/2014	\$92058.00	1.0000/F	PERM	S	PROJECT COORD
0	09000	00456395	600	0003	ANN	0	AL3	N05	Environmental Conservation
A	12/02/2014	02833	05		\$3530.98	NYYYYYN	1	NYS	0110
03/27/2014	PAY/SAC	00392394	BUSINESS S	03/30/2006	\$85635.00	1.0000/F	PERM	S	BUSINESS SYS ANLST 2
0	09000	00392394	023	2013	ANN	0	AL3	N05	Environmental Conservation
A	04/10/2014	02139	05		\$3284.62	NYYYYYN	1	NYS	0110

Employee was a PEF Gr 23 in 2014. Effective 11/20/2014 they are appointed to a PEF NS position equated to a Gr 27.

Effective 8/11/2016 the employee is appointed to a PEF Gr 27.

What would their salary be? **\$93,903 - Refer to Bulletin 882. Look at the equated grade and compare to the graded position. This would be a lateral.**

We would go back to 11/20/2014 and begin with Hiring Rate of the PEF Gr 27 and build with performance advances and raises $83493 \times 2\% + 2671 = 87,834$ OR step to step.

We would go back to their PEF 23, bring prior salary through with raises and promote effective 8/11/2016 to their PEF GR 27. ($85635 \times 2\% = 87351 \times 7.5\% = 93,903$) or step to step.

What is their Anniversary Date? **8/11/2016 - Since the result of bringing the prior grade 23 salary through and promoting the anniversary date is date of appointment to the PEF 27 (The NS money was used to "support" the grade 23). This NS to Grade calculation is an example of "Grade to Grade"**

What is the Increment Code? **1003 - The employee needs one year in the graded position to earn a performance advance.**

They will earn their performance advance for their PEF Gr 27- 8/11/2017 payable in October 2017.