



PAYROLL BULLETIN

Office of the State Comptroller Bureau of State Payroll Services

Date: February 17, 2009

Payroll Bulletin No. 880

Subject

New Increased Hiring Rate Reason Codes

Purpose

To inform agencies of the change to Reason Code **IHR** and the creation of Reason Codes **130** and **131**.

Affected Employees

All employees who are appointed to a position with a salary above the statutory hiring rate based on Section 130.4 and/or Section 131.1a of the Civil Service Law.

Background

Civil Service Law provides that the Director of Classification and Compensation, with the approval of the Director of the Budget, may increase the minimum salary or authorize additional compensation under certain circumstances.

Pursuant to Section 130.4 of the Civil Service Law, if it is determined that it is impractical to recruit for a specific title at the hiring rate of the salary grade in one or all areas or locations of the State, the Director may increase the minimum salary for that title in the specific area(s), called an Increased Hiring Salary.

Pursuant to Section 131.1a of the Civil Service Law, when the training or experience of an appointee substantially exceeds requirements necessary for appointment to a specific title, the Director may authorize additional compensation, called an Appointment Above the Minimum Salary.

Reason Code **IHR** is currently used to identify employees whose salary is based on either or both sections of the law. Creating separate reason codes will allow OSC and agencies to more easily identify the section of Civil Service Law associated with an employee's salary.

Effective Date(s)

Immediately.

OSC Actions

OSC has changed the description and use of Reason Code **IHR**:

<u>Code</u>	<u>Description</u>	<u>Purpose</u>
IHR	Dual Incr HR	Identifies employees receiving additional compensation based on both Section 130.4 and Section 131.1a of the Civil Service Law

OSC has also created two new reason codes:

<u>Code</u>	<u>Description</u>	<u>Purpose</u>
130	Incr HR 130.4	Identifies employees receiving an increased minimum salary based on Section 130.4 of the Civil Service Law
131	Incr HR 131.1a	Identifies employees receiving additional compensation based on Section 131.1a of the Civil Service Law

Agency Actions

Effective immediately, agencies must select the correct Increased Hiring Rate Reason Code when submitting transactions through the Job Action Request page requesting a salary based on Section 130.4 and/or Section 131.1a of the Civil Service Law including transactions with a retroactive effective date. The reason code of transactions already approved in PayServ should not be changed.

Reason Code **130** also should be used for employees in a traineeship whose salary includes an increase based on Section 130.4 of the Civil Service Law.

Questions

Questions about these reason codes may be directed to the Salary Determination mailbox.

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+	

BARGAINING UNITS

SECURITY: 01, 21, 31, 61, 91 (BU 68 – Lifeguards in UUP)

CSEA: 02, 03, 04 (BU 47 Division of Military & Naval Affairs)

PEF: 05 (portability of LLS started 9/04)

M/C: 06, 46, 66, 79

RRSU: 67

SUNY Construction Fund (28990): 96 M/C & 97 CSEA

BASIC PROMOTIONS

Number of Grades

Advancing _____ Percentage Increase

1	3.0 %
2	4.5 %
3	6.0 %
4	7.5 %
5	9.0 %
6	10.5 %
7	12.0 %

CSEA & PEF Performance Advance Cycles

APRIL: Employees who start or are promoted from **10/02/XX – 04/01/XX**

OCTOBER: Employees who start or are promoted from **04/02/XX – 10/01/XX**

(Man Con and Security have only April Performance Advance Cycles)

**Bargaining Unit Raise Chart
2003 - 2012**

	CSEA	MC	Rent Regs (Housing)	PEF	NYSCOPBA		Council 82			
	BU's 02,03,04	BU 06,46,66	BU 67	BU 05	BU 01	BU 21	BU 31	BU 61	Corr Lts - Gr 20 BU 61	BU 91
Year										
2003	No Raise	No Raise	No Raise	No Raise	2.25%	No raise /LGP increase only	3%	3%	3%	No raise /LGP increase only
2004	2.50%	2.50%	2.50%	2.50%	2.75%	2.50%	3%	3%	3%	2.50%
2005	2.75%	2.75%	2.75%	2.75%	3%	2.75%	\$2,500 & 2.25%	\$2,500	2.25%	2.75%
2006	3%	3%	3%	3%	3%	3%	2.75%	*	2.75%	3%
2007	\$800 & 3% LGP Increase of \$125/\$250	\$800 & 3% LGP Increase of \$125/\$250	\$800 & 3% LGP Increase of \$100/\$200	\$800 & 3%	\$2,625 & 3%	\$800 & 3%	2.75%		\$3,050 & 3%	\$800 & 3%
2008	3% & LGP Increase of \$125/\$250	3% & LGP Increase of \$125/\$250	3% & LGP Increase of \$100/\$200	3%	3%	3%	3%		3%	3%
2009	3% & LGP Increase of \$125/\$250	\$0	3% & LGP Increase of \$100/\$200	3%	3%	3%	3%		3%	3%
2010	4% - Longevity in Lump Sum	\$0 Raise - Paid PAVs & LLS (Bulletin # 987)	4% - Longevity paid in Lump Sum	4%	4%	4%	4%		4%	4%
2011	\$0 - PAVs & LLS Paid	\$0 - PAVs & LLS Paid (Retro)	\$0 - PAVs & LLS Paid	\$0 - PAVs & LLS Paid	\$0	\$2,075	\$2,625		\$0	\$1,075
2012	\$0 - PAVs & LLS Paid	\$0 - PAVs & LLS Paid (Retro)	\$0 - PAVs & LLS Paid	\$0 - PAVs & LLS Paid	\$0	\$0	\$0		\$0	\$0

Bulletin # 702 - Refer to for movement between BU information

Note: All Security BU's - Increase to the LGP and the new 25 year LGP beginning 2003. Initial increases arbitrary and not strictly percentage increases, if applicable, for that year.

Effective 07/26/2007 all titles other than Corr Lt moved to BU 31 and received both \$2,500 & 2.25% for 2005 and 2.75% for 2006 when retro paid (See Bulletin # 762)

Correction Lieutenant not eligible for \$2,500 Increase

\$1,550 SED & \$1,075 UA8 ending in Addl Pay and being added to Base Pay

Nothing paid 2010. Raise withheld 2011. Performance Advance and LLS paid retroactively for 2011 (paid 12/2011)& 2012 (paid 05/2013)

LLS paid in April and October (See Bulletin # 970 for Initial Lump Sum Information)

Hourly employees are NOT eligible for 2011 raise

Uniform Allowance will increase to \$1,075 then rolled into Base Pay effective 03/31/2011

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR CSEA UNITS (02, 03, 04, AND 47)
 EFFECTIVE MARCH 25, 2010 (INST)
 EFFECTIVE APRIL 1, 2010 (ADMIN)

<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>

Promotion Percentages for Promotions Involving M/C M-Grades

		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	18.0
		664						4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0
		665							4.5	6.0	7.5	9.0	10.5	12.0	15.0
		666								4.5	6.0	7.5	9.0	10.5	12.0
		667									4.5	6.0	7.5	9.0	12.0

		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												
		30						4.5	10.5												
		31						4.5	7.5	10.5											
		32							4.5	7.5											
		33								4.5											
		34									4.5										
		35										4.5									
		36											4.5								
		37												4.5							

		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								4.5							

4%

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
 NEW SALARY GRADE SCHEDULE FOR PEF UNIT (05)
 EFFECTIVE MARCH 25, 2010 (INST)
 EFFECTIVE APRIL 1, 2010 (ADMIN)

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