



Office of
General Services

Business
Services Center

Information Announcement

March 18, 2016

April 2016 Payroll Updates For CSEA, PEF, and Security Employees

The Office of the State Comptroller recently released payroll bulletins. Please find below the details regarding payment dates and eligibility criteria.

Performance Advances (for CSEA, PEF, and Security employees)

CSEA, PEF, and Security represented employees in graded positions and NS positions which are equated to a grade, and whose annual salary is below the job rate of the employee's current grade on the April 2015 CSEA salary schedule and April 2014 PEF salary schedule, are eligible for a performance advance provided the employee meets the following criteria:

- Is in the position on the payment effective date; and
- For PEF or CSEA employees: completed one (1) year of service in such grade by April 1, 2016; or
- For Security employees: completed 100 work days in such grade by April 1, 2016; and
- Has a pay basis code of ANN on the payment effective date; and
- Was rated at least "satisfactory" or its equivalent on their last annual evaluation date; and
- Did not receive a performance advance in October 2015.

The April 2016 performance advances will be processed in the paycheck dated May 4, 2016 (Administration), or April 28, 2016 (Institution). Please note that employees on an unpaid leave of absence on April 7, 2016 (Administration), or March 31, 2016 (Institution) will receive the performance advance upon returning to paid status.

We have not received information regarding the Managerial/Confidential Performance Advances at this time. When information is received, an announcement will be issued.

Longevity Lump Sum Payments (for CSEA and PEF employees)

For CSEA Employees:

CSEA employees in graded positions (Grades 001-025) and NS (Grade 600) positions, which are equated to a grade, are eligible for a longevity lump sum payment if the employee meets all of the following criteria:

- Is on the payroll March 31, 2016 (active, on paid leave of absence, or a military stipend leave) in a BU02, BU03, BU04, or BU47 position;
- As of March 31, 2016, has 5 or more, or 10 or more years of continuous service at a base annual salary equal to or greater than the job rate for the employee's current grade;
- Did not receive an "unsatisfactory" evaluation on their last rating date. Employees who were not rated, or not reported as "unsatisfactory" during the period, are eligible for a longevity payment.

Please note that there will be no direct deposit for the one-time longevity lump sum payment. Longevity lump sum payments will be processed in a separate check dated April 20, 2016 (Administration) or April 28, 2016 (Institution). The amount of the payment will be \$1,250 for those with five (5) through nine (9) years of continuous service at or above the job rate, and \$2,500 for those with ten (10) or more years of continuous service at or above the job rate.

For PEF Employees:

PEF employees in graded positions (Grades 001-037) and NS (Grade 600) positions, which are equated to a grade, are eligible for a longevity lump sum payment if the employee meets all of the following criteria:

- Is on the payroll March 31, 2016 (active, on paid leave of absence, or a military stipend leave) in a BU05 position;
- As of March 31, 2016, has 6* or more, or 11* or more years of continuous service at a base annual salary equal to or greater than the job rate for the employee's current grade;
- Did not receive an "unsatisfactory" evaluation on their last rating period January 1, 2015 and December 31, 2015. Employees who were not rated, or not reported as "unsatisfactory" during the period, are eligible for a longevity payment.

*Until an agreement is negotiated between PEF and NYS, employees with 10 or more years at Job Rate will continue to receive the amount of longevity lump sum payment as eligible in April, 2015 and newly eligible employees with 5 years at Job rate *will not* receive a payment.

Please note that there will be no direct deposit for the one-time longevity lump sum payment. Longevity lump sum payments will be processed in a separate check dated April 20, 2016 (Administration) or April 28, 2016 (Institution). The amount of the payment will be \$1,250 for those with six (6) through ten (10) years of continuous service at or above the job rate, and \$2,500 for those with eleven (11) or more years of continuous service at or above the job rate.

Employees in CSEA or PEF who are on a Voluntary Reduction in Work Schedule (VRWS) on March 31, 2016, will receive the full payment. Part-time employees will receive a prorated payment based on the employee's part-time work percentage in effect on March 31, 2016.

Deficit Reduction Plan (DRP) repayment (for CSEA, NYSCOPBA, Council 82, and SSPU employees)

For CSEA (Bargaining Unit 02, 03, 04 and 47), NYSCOPBA (Bargaining Unit 21) and Council 82 SSPU (Bargaining Unit 91) employees, repayment of DRP reductions will be paid to the employee in equal bi-weekly installments over 39 consecutive bi-weekly pay periods beginning with the last paycheck in March 2016. DRP repayments will begin with paycheck dated March 23, 2016 (Administration Lag) and March 31, 2016 (Institution Lag).

These monies are taxable income and are subject to all employment taxes and income taxes. The monies will be included in the employee's taxable gross and will be reported on the employee's Form W-2.

If you are an employee of a BSC HR customer agency and have any questions regarding performance advances, longevity payments and/or DRP repayment, please feel free to contact the BSC Payroll Unit at (518) 457-4272, or BSCP payrollAdmin@ogs.ny.gov.

Employees in agencies that are not HR customers of the BSC should contact their agency payroll office directly.