



# Memorandum

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## April 2018 Management and Confidential (M/C) 2% Salary Increase

April 30, 2018

The NYS Comptrollers' Office released Payroll Bulletin [#1653](#) to inform agencies of the automatic processing of the April 2018 retroactive 2% Salary Increase for M/C employees.

Payment will be made in the check dates of **May 24, 2018 (Institution Cycle)** or **May 30, 2018 (Administrative Cycle)** to eligible M/C employees.

**Background** Chapter 8 of the Laws of 2017 provides for a salary increase of two percent (2.00%) for fiscal year 2018-2019.

**Eligibility Criteria** The following employees are eligible to receive the April 2018 M/C Salary Increase:

- \*Employees with a Pay Basis Code of HRY (Grade 600 or 800)
- Employees with a Pay Basis Code of ANN who are in a traineeship (Grade 800)
- Employees with a Pay Basis Code of ANN who are in an NS position (Grade 600)
- Employees with a Pay Basis Code of ANN who are in an NS position (Grade 600) which is equated to a grade (Grade 603-668)
- Employees with a Pay Basis Code of ANN who are in a graded position (Grade 603-668)
- Employees with a Pay Basis Code of CAL who are in a Grade 700 position with Job Code 007979 (Supt Corr Fac)

\*Note: The Payroll System is unable to differentiate between seasonal and non-seasonal hourly positions. Hourly employees with an hourly rate that is equal to or less than \$13.00 on or after the payment effective date **will not be processed automatically** and will require agency review to determine payment eligibility.

If an employee is in a seasonal hourly position and the hourly rate is equal to one of the minimum wage rates in effect on the effective date of the M/C 2% Salary Increase for April 2018 (See Effective Dates listed above), then the employee may not be eligible to receive the increase. Seasonal employees who receive an increase to minimum wage are eligible to receive the salary increase provided the increase to minimum wage did not result in a wage increase higher than the negotiated increase.

Hourly employees who are not in seasonal hourly positions are eligible for the increases but **will not be processed automatically** if their hourly rate is equal to or less than \$13.00.

Agencies must determine eligibility and submit appropriate Pay Rate Changes for eligible employees with hourly rates equal to or less than \$13.00. (See sections: *Control-D Report Available Prior to Processing and Agency Actions –Institution or Administration Pay Period 3L.*)

Per guidance from the Division of Budget (DOB), employees who have a BDA transaction in PayServ with a payment effective date on or after 03/29/18 (Institution) or 04/05/18 (Administration) will not automatically receive the 2018 M/C 2% Salary Increase and the salary on the BDA will be assumed to be correct inclusive of any increase. If this is not the case, a new BDA will be needed. OSC will process the M/C 2% Salary Increase for all eligible rows up to but not including any with a BDA transaction that has a payment effective date on or after 03/29/18 (Institution) or 04/05/18 (Administration).

An otherwise eligible employee who is on Leave of Absence (not related to Workers Compensation Leave) on the payment effective date 03/29/18 (Institution) or 04/05/18 (Administration) will become eligible to receive payment upon their return to the payroll.

Employees with a Pay Basis Code of FEE are not eligible for the salary increase unless the employee is budgeted as per diem but is paid using FEE.

**Tax**

**Information**

The adjustments (AJR and Retro (RXX)) are supplemental taxable income and will be included in the employee's taxable gross subject to all employment and income taxes.

Federal, State and New York City income tax withholding will be calculated using the Aggregate method. Yonkers income tax withholding will be calculated using the Flat Rate method (1.61135% for Yonkers residents and 0.50% for Yonkers non-residents).

Please see [Bulletin 1575 Supplemental Wages](#) for more information.

If you have any questions regarding this announcement, please contact the BSC Payroll Unit at [BSCP payrollAdmin@ogs.ny.gov](mailto:BSCP payrollAdmin@ogs.ny.gov) or call (518) 457-4272.

