



Memorandum

April 2018 Management and Confidential (M/C) Longevity Lump Sum (LLS) Payment

April 30, 2018

The NYS Comptrollers' Office released Payroll Bulletin [#1650](#) to inform all agencies of the automatic processing of the April 2018 M/C LLS payment and provide instructions for payments not processed automatically.

Payment is effective April 1, 2018 and will be processed in a **separate check** dated **May 24, 2018 (Institution Cycle) or May 30, 2018 (Administrative Cycle)** to eligible MC employees. **There is no direct deposit for this payment.**

Background Civil Service Law, Section 130 and the Division of the Budget Bulletin D-1137 provide for payment of the 2018-2019 Longevity Payment effective April 2018 as a one-time, lump sum payment in the amount of \$1,250 or \$2,500.

Eligibility Criteria Employees in graded positions (Grade 603-617) and NS positions (Grade 600) which are equated to a grade (Grade 603-617) are eligible for the April 2018 M/C LLS payment provided the employee:

- Is Active, on a Leave With Pay or on an Unpaid Military Stipend Leave in a BU06, BU46, BU66 or BU79 position on 03/31/18; **and**
- Has a Pay Basis Code of ANN or BIW (only if the employee is on a Paid Military Stipend Leave) on 03/31/18; **and**
- Has five (5) or more years or ten (10) or more years of continuous service* at a base annual salary equal to or greater than the Job Rate of the employee's grade (based on the 03/31/17 Salary Schedule; **and**
- Did not have a withholding recommendation approved by the Division of the Budget.

*Continuous service, as used in determining eligibility for the LLS payment, is paid service (including part-time annual salaried service, Paid Military Leave and Sick Leave at Half Pay) or time on Workers' Compensation Leave or Unpaid Military Leave.

Tax Information The LLS and retroactive adjustment (AJR) payments are supplemental taxable income, will be included in the employee's taxable gross subject to employment taxes 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. Yonkers Flat Rate Withholding is 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 or call (518) 457-4272.