



Information Announcement

April 2018 Payroll Updates for CSEA and PEF Employees

March 12, 2018

The Office of the State Comptroller recently released Payroll Bulletins #1637 and #1638 regarding Longevity Lump Sum Payments (LLS payments) for CSEA and PEF employees.

Information for both CSEA and PEF:

The Longevity Lump Sum Payment will be processed in a separate check dated April 18, 2018 (Administration) or April 26, 2018 (Institution). The amount of the payment will be \$1,250 for employees with five (5) or more years of continuous service at a base annual salary equal to or greater than the Job Rate of the employee's grade or \$2,500 for employees with 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, or a prorated amount. **There is no direct deposit for the Longevity Lump Sum payment. The LLS payment is supplemental taxable income, will be included in the employee's taxable gross subject to employment taxes and income taxes.**

CSEA Employees (Bargaining Units 02, 03, 04 or 47):

CSEA employees in graded positions (Grade 001-025) and NS positions (Grade 600) which are equated to a grade (Grade 001-025) are eligible for the April 2018 CSEA Longevity Lump Sum Payment if the employee meets all the following criteria:

- Is Active, on Leave With Pay or on an Unpaid Military Stipend Leave in a BU02, BU03, BU04 or BU47 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 04/01/17 Salary Schedule) as of 03/31/18; **and**
- Did not receive an "Unsatisfactory" evaluation on their last rating date. Employees who were not rated or not reported as "Unsatisfactory" in PayServ during the period will receive the payment.

*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.

PEF Employees (Bargaining Unit 05):

Employees in graded positions (Grade 001-037) and NS positions (Grade 600) which are equated to a grade (Grade 001-037) are eligible for the April 2018 PEF LLS payment provided the employee:

- Is Active, on Leave With Pay or on an Unpaid Military Stipend Leave in a BU05 position on 03/31/18; **and**
- Has a Pay Basis Code of ANN, CAL, 21P 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) as of 03/31/18; **and**
- Did not receive an "Unsatisfactory" evaluation during the rating period 01/01/17 to 12/31/17. Employees who were not rated or not reported as "Unsatisfactory" in PayServ during the period will receive the payment.

*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.

If have any questions regarding this announcement, please contact the BSC Payroll Unit at BSCPAYROLLAdmin@ogs.ny.gov or call (518) 457-4272.