



Information Announcement

Payroll Update for PEF, CSEA and Security Employees

April 7, 2017

The Office of the State Comptroller (OSC) recently released payroll bulletins regarding Performance Advances for CSEA, PEF, and Security Employees. The April 2017 performance advances will be processed in the paycheck dated April 27, 2017 (Institution), or May 3, 2017 (Administration) for all eligible employees. Any employee on an unpaid leave of absence on April 6, 2017 (Administration), or March 30, 2017 (Institution) will receive the performance advance upon returning to paid status.

Please find below the details regarding the payment dates and eligibility criteria.

CSEA Employees Eligibility Criteria:

Employees in graded positions (Grade 001-025) and NS positions (Grade 600) which are equated to a grade (Grade 001-025) and whose annual salary is below the Job Rate of the employee's grade on the payment effective date based on the April 1, 2015 Salary Schedule are eligible for the April 2017 CSEA Performance Advance provided the employee:

- Is in a BU02, BU03, BU04 or BU47 position on the payment effective date; **and**
- Has completed one (1) year of service in such grade by April 1, 2017; **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 rating date; **and**
- Did not receive a performance advance in October 2016.

Promotion Recalculation: Employees who would have been eligible to receive the April 2017 CSEA Performance Advance but were promoted to a higher grade in any bargaining unit prior to April 2017 may be eligible for a revised promotion salary (promotion recalculation) provided the employee is not eligible for a performance advance in the higher grade in April 2017.

PEF Employees Eligibility Criteria:

Employees in graded positions (Grade 001-037) and NS positions (Grade 600) which are equated to a grade (Grade 001-037) and whose annual salary is below the Job Rate of the employee's grade on the payment effective date based on the April 1, 2016 Salary Schedule are eligible for the April 2017 PEF Performance Advance provided the employee:

- Is in a BU05 position on the payment effective date; **and**
- Has completed one (1) year of service in such grade by April 1, 2017; **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 rating date; **and**
- Did not receive a performance advance in October 2016.

Promotion Recalculation: Employees who would have been eligible to receive the April 2017 PEF Performance Advance but were promoted to a higher grade in any bargaining unit prior to April 2017 may be eligible for a revised promotion salary (promotion recalculation) provided the employee is not eligible for a performance advance in the higher grade in April 2017.

Security Employees Eligibility Criteria:

Employees in graded positions (Grade 101-125) and NS positions (Grade 600) which are equated to a grade (Grade 101-125) and whose basic annual salary is below the Job Rate of the employee’s grade on the payment effective date based on the appropriate April 1, 2015 Salary Schedule (BUs 01, 21, 61 and 91) or the April 1, 2014 Salary Schedule (BU 31) are eligible for the April 2017 Security Performance Advance provided the employee:

- Is in a BU01, BU21, BU31, BU61 or BU91 position on the payment effective date; **and**
- Has completed one hundred (100) work days in such grade during fiscal year 2016-2017; **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 rating date.

Promotion Recalculation: Employees who would have been eligible to receive the April 2017 Security Performance Advance but were promoted to a higher grade in any bargaining unit prior to April 2017 may be eligible for a revised promotion salary (promotion recalculation) provided the employee is not eligible for a performance advance in the higher grade in April 2017.

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