



## Information Announcement

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# Payroll Update for PEF Employees

**August 10, 2016**

The Office of the State Comptroller (OSC) recently released payroll bulletins regarding the April 2015 retroactive salary increase and the April 2016 longevity lump sum payments for PEF employees. Please find below the details regarding the payment dates and eligibility criteria for these payments.

Please note if you are a PEF employee and you are unsure of your bargaining unit, this information can be found on the front of your pay stub under "Negotiating Unit". If you need assistance in determining your grade level, please reach out to the BSC Payroll Unit at [BSCP payrollAdmin@ogs.ny.gov](mailto:BSCP payrollAdmin@ogs.ny.gov) or call (518) 457-4272.

### Salary Increases

PEF employees are eligible to receive the April 2015 salary increase of two percent (2%) provided they are in a PEF Bargaining Unit 05 and active (on the State payroll) or are on a Leave with Pay on the payment effective date of March 26, 2015 (Administration) or April 2, 2015 (Institution) and meet one of the following criteria:

- Are an Hourly Employee/Have a Pay Basis Code of HRY (Hourly) (Grade 600 or 800)
- Are an Annual Employee/Have a Pay Basis Code of ANN (Annual), 21P (21 Pay Period) or CAL (Calendar) who are in a traineeship (Grade 800)
- Are an Annual Employee/Have a Pay Basis Code of ANN (Annual), 21P (21 Pay Period) or CAL (Calendar) who are in an NS position (Grade 600)
- Are an Annual Employee/Have a Pay Basis Code of ANN (Annual), 21P (21 Pay Period) or CAL (Calendar) who are in an NS position (Grade 600) which is equated to a grade (Grade 001-038)
- Are an Annual Employee/Have a Pay Basis Code of ANN (Annual), 21P (21 Pay Period) or CAL (Calendar) who are in a graded position (Grade 001-038)

Employees who are active as of March 26, 2015 (Administration) or April 2, 2015 (Institution) and have since left State service or moved to a different negotiating unit will also receive a retroactive payment for previous PEF employment.

The April 2015 Salary Increases will be retroactive to Payroll Period 1 in 2015, and will be paid in the Paycheck dated August 24, 2016 (Administration) or September 1, 2016 (Institution).

Please note that affected employees who are on an unpaid Leave of Absence will receive the salary increase upon returning to paid status.

### **Longevity Lump Sum Payments for Newly Eligible Employees**

Employees in graded positions (Grades 001-037) and NS positions (Grade 600) which are equated to grade (Grades 001-037) are eligible for the April 2016 Longevity Lump Sum Payment provided the employee:

- Is Active, on a Leave With Pay or on an Unpaid Military Stipend Leave, in a BU05 position; **and**
- Had a Pay Basis Code of ANN, CAL, 21P or BIW (only if the employee is on a Paid Military Stipend Leave) on March 31, 2016; **and**
- As of March 31, 2016, has 5 or more, or 10 or more years of continuous service\* at an annual salary equal to or greater than the Job Rate of the employee's current grade **and** did not receive an "Unsatisfactory" evaluation during the rating period January 1, 2015 to December 31, 2015. Employees who were not rated during this period will receive the payment.

\*Continuous service, as used in determining eligibility for the Longevity Lump Sum 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 Military Leave without Pay.

Please note that there will be no direct deposit for longevity lump sum payments. Longevity lump sum payments will be processed in a separate check dated August 24, 2016 (Administration) or September 1, 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.

Employees in 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 work percentage in effect on March 31, 2016.

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