

CSEA (BU 02, 03, 04, 47) and DC-37 (RRSU BU 67)

PERFORMANCE ADVANCE	INCREMENT CODE (Salary Below Job Rate)	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS) Effective April 2010 and Forward
<p>Must complete a full year of service in grade</p> <p>Performance advance is paid the following April or October (whichever comes first)</p> <p>April Cycle – Anniversary Date 10/2/XX – 04/01/XX</p> <p>October Cycle – Anniversary Date 04/02/XX – 10/01/XX</p> <p><i>How to calculate a FIS: Add performance advance of lower grade to lower graded salary (not to exceed job rate) and apply promotion percentage</i></p>	<p>April Increment Codes: 0001 – due performance advance in April 0003 – not due performance advance in April 0004 – due promotion recalculation/FIS (lower grade is April cycle)</p> <p>October Increment Codes: 1001 – due performance advance in October 1003 – not due performance advance in October 1004 – due promotion recalculation/FIS (lower grade is October cycle)</p>	<p>First date in current grade (or any higher grade) extended by any full pay periods on Sick Leave Pay or COVID Leave (19P or FMC) or Leave without pay (except Military Leave or Workers’ Compensation Leave) or time served in a lower grade</p>	<p>Use percentage method (always round up)</p> <p>1.5% for promotion and 1.5% for each grade promoted</p> <p><i>Note: If the promotion is from CSEA, RRSU or PEF and employee received an LLS payment (full or prorated amount) in the lower grade, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04 for PEF and 4/1/20 for CSEA and RRSU)</i></p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Longevity pay \$1500 lump sum in April or October after 5 years at job rate (prior to April 2019 was \$1250)</p> <p>Longevity pay \$3000 lump sum in April or October after 10 years at job rate (prior to April 2019 was \$2500)</p> <p>Longevity pay \$4500 lump sum in April or October after 15 years at job rate (Implemented April 2020)</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX each year for April LLS or 9/30/XX each year for October LLS</p> <p>Effective date of payment is 4/1/XX or 10/01/XX based on LLS payment cycle</p> <p>System will pay automatically based on increment code</p> <p>Employees working less than 100% receive the prorated amount</p> <p>Once LLS is received on a particular cycle, the cycle cannot change</p> <p><i>Note: Employees who have a minimum of 5 years at job rate in April 2010 were established on the April cycle regardless of if they attained job rate on the October performance advance cycle. Refer to Payroll Bulletin #970.</i></p>

PEF (BU 05) – Pay Basis Code ANN

PERFORMANCE ADVANCE	INCREMENT CODE (Salary Below Job Rate)	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS)
<p>Must complete a full year of service in grade</p> <p>Performance advance is paid the following April or October (whichever comes first)</p> <p>April Cycle – Anniversary Date 10/2/XX – 04/01/XX</p> <p>October Cycle – Anniversary Date 04/02/XX – 10/01/XX</p> <p><u>How to calculate a FIS:</u> Add performance advance of lower grade to lower graded salary (not to exceed job rate) and apply promotion percentage</p>	<p><i>April Increment Codes:</i> 0001 – due performance advance in April 0003 – not due performance advance in April 0004 – due promotion recalculation/FIS (lower grade is April cycle)</p> <p><i>October Increment Codes:</i> 1001 – due performance advance in October 1003 – not due performance advance in October 1004 – due promotion recalculation/FIS (lower grade is October cycle)</p>	<p>First date in current grade (or any higher grade) extended by any full pay periods on Sick Leave Pay or COVID Leave (19P or FMC) or Leave without pay (except Military Leave or Workers’ Compensation Leave) or time served in a lower grade</p>	<p>Use percentage method (always round up)</p> <p>1.5% for promotion and 1.5% for each grade promoted</p> <p><i>Note: If the promotion is from CSEA, RRSU or PEF and employee received an LLS payment (full or prorated amount) in the lower grade within 12 months of a promotion, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04 for PEF and 4/1/20 for CSEA and RRSU)</i></p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Longevity pay \$1250 lump sum each April after 5 years at job rate</p> <p>Longevity pay \$2500 lump sum each April after 10 years at job rate</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX each year</p> <p>Effective date of payment is 4/1/XX</p> <p>System will pay automatically based on increment code</p> <p>Employees working less than 100% receive the prorated amount</p>

MANAGEMENT CONFIDENTIAL (BU 06, 46, 66, 79)

PERFORMANCE ADVANCE	INCREMENT CODE (Salary Below Job Rate)	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS) Effective April 2010 and Forward
<p>Must complete 13 full pay periods in grade within the current fiscal year (4/1/XX-3/31/XX)</p> <p>Performance advances paid in April only</p> <p>All MC employees are rated on 4/1</p> <p><u>How to calculate a FIS:</u> Add performance advance of lower grade to lower graded salary (not to exceed job rate) and apply promotion percentage</p>	<p>0001 – due performance advance in April</p> <p>0003 – not due performance advance in April</p> <p>0004 – due promotion recalculation/FIS (lower grade is on April cycle)</p> <p><i>Note: \$10 in FIS field denotes a promotion recalculation is due in the lower grade in CSEA or PEF in October (Use proper increment code for M/C position based on appointment date) Not paid automatically - Agency must submit a Job Request</i></p>	<p>Because rated on 04/01, adjusting the anniversary date is not necessary. If employee will not have 13 full pay periods in the fiscal year, submit a Data Change to change the Increment Code to 0003.</p>	<p>Use percentage method as follows (always round up):</p> <p>1. Promotions within grades M-1 through M-7: Percentage is 3% for each M-grade promoted. Example: Grade M-1 to M-2 = 4.5% (1.5% for promotion and 3% for each M-grade)</p> <p>2. Promotion into grades M-1 through M-7 from numerical grade When coming from a numerical grade into an M-grade, give 1.5% for promotion, 1.5% for each numeric grade & 3% for each M-grade. Example: Grade 622 to M-1 = 6% (1.5% promotional increase, 1.5% for grade 622 to 623, 3% for grade 623 to M-1)</p> <p><i>Note: If the promotion is from CSEA, RRSU or PEF and employee received an LLS payment (full or prorated amount) in the lower grade in the lower grade within 12 months of a promotion, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04 for PEF and 4/1/20 for CSEA and RRSU)</i></p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Grades 603 – 617 only</p> <p>Longevity pay \$1250 lump sum each April after 5 years at job rate</p> <p>Longevity pay \$2500 lump sum each April after 10 years at job rate</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX each year</p> <p>Effective date of payment is 4/1/XX</p> <p>System will pay automatically based in April only based on increment code</p> <p>Employees working less than 100% receive the prorated amount</p> <p><i>Note: There is no October payment cycle.</i></p>

SECURITY (BU 01, 21, 31, 61, 91)

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LGP)
<p>Must have 100 work days within the fiscal year (4/1-3/31)</p> <p>Each day on sick leave at half pay is counted as half a workday</p> <p>Performance advances are paid in April only</p> <p><u>How to calculate a FIS:</u> <i>Subtract any longevity pay that employee is holding, add an performance advance of lower grade to lower graded salary (not to exceed job rate), apply promotion percentage add longevity amounts of new grade</i></p>	<p>001X – Below job rate – due performance advance in April and not holding longevity in salary</p> <p>300X – Below job rate, not holding longevity in salary (<i>not due performance advance in April – less than 100 days</i>)</p> <p>006X – At job rate, not holding longevity pay</p> <p>004X – Below job rate – holding 1 longevity</p> <p>003X – At job rate holding 1 longevity</p> <p>005X – Below job rate – holding 2 longevity payments</p> <p>002X – At job rate, holding 2 longevity payments</p> <p>007X – Below job rate, holding 3 longevity payments</p> <p>008X – At job rate, holding 3 longevity payments</p> <p>9900 – Below job rate, holding 4 longevity payments</p> <p>0099 – At job rate, holding 4 longevity payments</p> <p>0008 Due promotion recalculation/FIS (may or may not be holding longevity pay)</p>	<p>First date in Security bargaining unit minus any time off of the payroll on leave without pay (except Military Leave or Workers' Compensation Leave)</p> <p>Does not change upon position change <i>within</i> Security bargaining units</p>	<p>Use percentage method (always round up)</p> <p>Within Security: Subtract any longevity pay that the employee is currently holding, apply the % and add longevity amounts of new grade</p> <p>To Non-Security Position: Apply the % the employee's salary (including base pay and longevity pay)</p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Due first longevity after 10 years of service in a Security BU</p> <p>Due second longevity after 15 years of service in a Security BU</p> <p>Due third longevity after 20 years of service in a Security BU</p> <p>Due fourth longevity after 25 years of service in a Security BU</p> <p>Payable the beginning of the pay period following the completion of 10, 15, 20 or 25 years in a Security BU</p> <p><i>Note: If longevity rating date falls on the first day of the pay period, it is payable on that date.</i></p>

PEF Institutional Teachers (BU 05) – Pay Basis Code 21P and CAL

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS)
<p>Must have 150 workdays in grade</p> <p>CAL – Between 9/1/XX & 6/30/XX – paid 09/01/XX</p> <p>21P – Per agency contract dates – paid on Contract Begin Date</p> <p><i>How to calculate a FIS: Add performance advance of lower grade to lower graded salary - not to exceed job rate, add PEF LLS (if one was received in lower grade) and apply promotion percentage</i></p>	<p>0001 – due performance advance in September</p> <p>0003 – not due performance advance in September</p> <p>0004 – due promotion recalculation/FIS in September (lower grade is 21P or CAL also)</p> <p>Job Rate – fiscal year following the September job rate was reached (19XX – 20XX) Example: To job rate 09/01/2012 would be 2013</p>	<p>Because these employees are rated on at the end of the academic year, the Anniversary Date is not used by OSC for a specific purpose.</p> <p>No need to adjust for periods of leave - Adjust in Increment Code if employee will have less than 150 days worked</p>	<p>Use percentage method (always round up)</p> <p>1.5% for promotion and 1.5% for each grade promoted</p> <p><i>Note: If the employee received a CSEA, RRSU or PEF LLS payment (full or prorated amount) in the lower grade within 12 months of a promotion, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04 for PEF and 4/1/20 for CSEA and RRSU)</i></p>	<p>Longevity pay \$1250 lump sum in April after 5 years at job rate</p> <p>Longevity pay \$2500 lump sum in April after 10 years at job rate</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX</p> <p>Effective date of payment is 4/1/XX</p> <p>System will pay automatically based on increment code</p>

OTHER VALID INCREMENT CODES

INCREMENT CODE	FUNCTION
7777	For CSEA, RRSU or PEF only: Used to withhold longevity due to unsatisfactory rating. For Security: Used to withhold a performance advance if employee is holding longevity.
2222	For Any BU. Composite salary (salary is a combination of 2 different positions).
XX10	For CSEA, RRSU or PEF only: Employee reached job rate on the October cycle (XX represents the last two digits of the year that they reached job rate). Note: For CSEA per Payroll Bulletin 970 increment codes 0010, 0110, 0210, 0310, and 0410 were converted to a fiscal year to indicate Longevity Lump Sum should be processed on the April payment cycle.
8810	For CSEA, RRSU or PEF only: Employee reached job rate on the October cycle in fiscal year 2020-2021. This increment code was necessary because standard increment code would have been 2010 (first two digits representing year) but this increment code is already used to indicate job rate credit April 2020. (Refer to bulletin No. 1844 <i>New Increment Code Representing Job Rate Status for the October 2020 Cycle</i> .)
0402	For Man Con: Employees who had performance advances or raises withheld in April 2002 (No longer a valid increment code).
19XX or 20XX	For CSEA, PEF and Man Con only: Fiscal year the employee reached job rate in their current grade (XX represents the last two digits of the year the employee reached job rate).
1000	For CSEA and HOS: Indicates employee is established on the October LLS payment cycle at the time of a demotion and has 15 years or more job rate credit when the new 15 year LLS payment was implemented for the October cycle in fiscal year 2020-2021. Prior to 2020, the increment code was used to indicate job rate credit minimum of 10 years (October 2004 or earlier) for employees who were previously established on the October LLS payment cycle at the time of appointment to a lower graded position.
Additional Information: Prior Position was Downward Reallocated (Formerly identified using Increment Code 0069 for Non-Security and Increment Code 6900 for Security)	For Non Security and Security Bargaining Units: Increment Codes 0069 (Non-Security) and 6900 (Security) are no longer used to indicate an employee's position was downward reallocated. An employee retains the salary of the higher grade and all future payments (performance advances, job rate, longevity pay, etc.) are those of the higher grade as long as the employee remains in the position. An employee is assigned an NYS position number to indicate the prior higher grade ("Overfill" position begins with #69) and an increment code associated with the prior higher grade. (Refer to Payroll Bulletin No. 1811 <i>New Procedure for Maintaining Job Data Information for Employees in Reallocated Positions in order to Facilitate Automatic Payment Processing</i>)