

Name	Anniv Date and Inc Code Scenario 1 Answer							Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/19/2019	PAY/NEW	00135174	CLEANER	09/19/2019	\$29589.00	1.0000/F	PERM	S	CLEANER
1	28030	00135174	005	1003	ANN	3	AL7	N03	SUNY Buffalo
A	09/24/2019	43043	03		\$1048.46	NYYYYYN	1	NYS	1510
09/19/2019	HIR/APT	00135174	CLEANER	09/19/2019		1.0000/F	PERM	S	CLEANER
0	28030	00135174	005	0000	ANN	0	AL7	N03	SUNY Buffalo
A	09/24/2019	43043	03			NYYYYYN	1	NYS	1510

Employee is new to the state effective 9/19/2019.

What is the Anniversary Date? **The Anniversary Date is 9/19/2019, the date of appointment.**

What is the Increment Code? **The Increment Code is 1003 indicating the employee is on the October payment cycle (date range the anniversary date falls within (between 4/2/XX - 10/01/XX)).**

What amount of service in grade is required by this employee's negotiating unit in order to be eligible for a performance advance? **The employee's position is in CSEA which requires a year of service to be eligible for a performance advance.**

When will the employee be due his first performance advance? **The employee will be due a performance advance October 2020.**

What is the new hire salary? **Hiring rate of a salary grade 5 on the CSEA 2019 salary schedule (currently in effect) is \$29,589.**

Note: Job Action Request transactions will Auto Approve if all information is entered correctly and the Action/Reason Code is PAY/NEW.

Name	Anniv Date and Inc Code Scenario 2 Answer	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

07/11/2019	POS/OCM	00453161	MEDICAID E	07/11/2019	\$66052.00	1.0000/F	PERM	S	MEDICAID ELIGIBILITY EXMNR 4
0	12000	00453161	021	1003	ANN	0	AL2	N05	NYS Department of Health
A	07/16/2019	15281	05		\$2387.35	NYYYYYN	1	NYS	0110
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04/04/2019	PAY/FAC	00453181	MEDICAID E	08/24/2017	\$57536.00	1.0000/F	PERM	S	MEDICAID ELIGIBILITY EXMNR 3
0	12000	00453181	017	1001	ANN	0	AL2	N05	NYS Department of Health
A	04/11/2019	15233	05		\$2200.81	NYYYYYN	1	NYS	0110
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09/20/2019	PAY/PAV	00453181	MEDICAID E	08/24/2017	\$57536.00	1.0000/F	PERM	S	MEDICAID ELIGIBILITY EXMNR 3
0	12000	00453181	017	1001	ANN	0	AL2	N05	NYS Department of Health
A	09/27/2019	15233	05		\$2206.85	NYYYYYN	1	NYS	0110

Effective 07/11/2019 this employee receives a promotion from a PEF Gr 17 to a PEF Gr 21.

What is the Anniversary Date? **The Anniversary Date is the date appointed to the higher grade position - 7/11/2019.**

What is the Increment Code? **Increment Code of 1003 reflects that the employee is on an October cycle and is not due a performance advance until October 2020 (one year of service in grade is required).**

ID:	Anniv Date and Inc Code Scenario 3 Answer	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/19/2019	XFR/IDP	00455494	OFFICE AST	09/19/2019	\$36772.00	1.0000/F	PERM	S	OFFICE ASSISTANT 2
0	01050	00455494	009	0004	ANN	0	AL5	N02	Office of General Services
A	09/24/2019	64299	02	\$37,606	\$1406.57	NYYYYYN	1	NYS	0110
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05/09/2019	RFL/RLV	00114410	OFFICE AST	10/08/2015	\$34419.00	1.0000/F	PERM	S	OFFICE ASSISTANT 1
0	19000	00114410	006	0001	ANN	0	AL5	N02	Department of State
A	05/10/2019	03416	02		\$1316.56	NYYYYYN	1	NYS	0110
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04/25/2019	PLA/SKL	00114410	OFFICE AST	10/08/2015	\$34419.00	0.5000/F	PERM	S	OFFICE ASSISTANT 1
0	19000	00114410	006	0001	ANN	0	AL5	N02	Department of State
P	04/23/2019	03416	02		\$658.28	NYYYYYN	1	NYS	0110
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04/04/2019	PAY/PAV	00114410	OFFICE AST	10/08/2015	\$34419.00	1.0000/F	PERM	S	OFFICE ASSISTANT 1
0	19000	00114410	006	0001	ANN	0	AL5	N02	Department of State
A	04/11/2019	03416	02		\$1316.56	NYYYYYN	1	NYS	0110

Employee is promoted 9/19/2019. They were paid a Performance Advance in April 2019 in their CSEA Gr 6.

What would be the Anniversary Date? **The Anniversary Date is the date of the promotion (first date in grade) - 9/19/2019.**

What would be the Increment Code? **0004 indicating a Promotional Recalculation is due (FIS). FIS eligibility is based on the performance advance of the lower grade .**

Promotions' recalculation will be discussed further in the Promotion session.

ID:	Anniv Date and Inc Code Scenario 4 Answer	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

04/04/2019 0 A	PAY/SAC 01077 04/11/2019	00114203 00114203 31065	OFFICE AST 009 02	04/20/2017 1001	\$42174.00 ANN \$1613.20	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	OFFICE ASSISTANT 2 Homeland Scrty and Emerg Srvc 0110
10/04/2018 0 A	PAY/PAV 01077 10/11/2018	00114203 00114203 31065	OFFICE AST 009 02	04/20/2017 1001	\$41347.00 ANN \$1585.91	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	OFFICE ASSISTANT 2 Homeland Scrty and Emerg Srvc 0110
04/19/2018 0 A	XFR/IDP 01077 04/25/2018	00114203 00114203 31065	OFFICE AST 009 02	04/20/2017 1001	\$40167.00 ANN \$1540.65	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	OFFICE ASSISTANT 2 Homeland Scrty and Emerg Srvc 0110
04/05/2018 0 A	PAY/SAC 11000 04/12/2018	00286260 00286260 03752	OFFICE AST 006 02	06/25/2009 2016	\$37891.00 ANN \$1453.35	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	OFFICE ASSISTANT 1 NYS Education Department 0110
03/01/2018 0 A	XFR/RLV 11000 03/26/2018	00286260 00286260 03752	OFFICE AST 006 02	06/25/2009 2016	\$37150.00 ANN \$1424.93	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	OFFICE ASSISTANT 1 NYS Education Department 0110
04/06/2017 0 A	PAY/SAC 01050 04/13/2017	00451565 00451565 04892	OFFICE AST 009 02	03/09/2017 0001	\$39379.00 ANN \$1510.42	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	OFFICE ASSISTANT 2 Office of General Services 0110
03/09/2017 0 A	XFR/IDP 01050 03/13/2017	00451565 00451565 04892	OFFICE AST 009 02	03/09/2017 0003	\$38607.00 ANN \$1480.81	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	OFFICE ASSISTANT 2 Office of General Services 0110
10/06/2016 0 A	PAY/PAV 11000 10/13/2016	00286260 00286260 03752	OFFICE AST 006 02	06/25/2009 2016	\$36421.00 ANN \$1396.96	1.0000/F 0 NYYYYYN	PERM AL1 1	S N02 NYS	OFFICE ASSISTANT 1 NYS Education Department 0110

Employee is a CSEA Gr 6 and promoted to a CSEA Gr 9 effective 3/9/2017.
Effective 3/1/2018 they return to their CSEA Gr 6 position.

What is the Anniversary Date of the grade 6? **6/25/2009 - Service in a higher grade counts for a lower grade. When returning to the CSEA Gr 6 we would reinstate their prior grade 6 anniversary date with no adjustment.**

What is the Increment Code of the grade 6? **2016 - Since they were in a higher grade for the period 3/9/2017 - 3/1/2018, we would reinstate the increment code-of the prior grade 6 with no adjustment.**

Effective 4/19/2018 the employee is promoted again to a CSEA Gr 9

To determine the anniversary date we reinstate the prior grade 9 anniversary date of 3/9/2017 and adjust it by time in the lower grade 6 for the period 3/1/2018 - 4/19/2018 (3 complete pay periods).

What is the Anniversary Date of the grade 9? **The adjusted anniversary date is 4/20/2017. There are two tools available to establish the adjusted anniversary date - the payroll calendars and the Anniversary Date Calculator.**

What is the Increment Code of the grade 9? **The new Increment Code is 1001 - The employee did not earn a performance advance in the grade 9 prior to demotion to grade 6 (anniversary was 3/9/2017 and date of demotion was 3/1/2018 (8 days short)). The employee "flips" to the October payment cycle due to the adjusted anniversary date. The next performance advance will be payable October 2019.**

ID:	Anniv Date and Inc Code Scenario 5 Answer	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/18/2019	PAY/CSL	00055743	CORR OFFI	04/10/2018	\$56863.00	1.0000/F	PERM	S	CORR OFFICER
1	10080	00055743	114	0018	ANN	0	ILB	N01	DOCCS Green Haven
A	09/20/2019	11390	01		\$2175.07	NYYYYYN	1	NYS	1450
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09/18/2019	RFL/RLV	00055743	CORR OFFI	10/01/2017	\$53814.00	1.0000/F	PERM	S	CORR OFFICER
0	10080	00055743	114	0017	ANN	0	ILB	N01	DOCCS Green Haven
A	09/19/2019	11390	01		\$2064.09	NYYYYYN	1	NYS	1450
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03/11/2019	LOA/RPD	00055743	CORR OFFI	10/01/2017	\$53814.00	1.0000/F	PERM	S	CORR OFFICER
0	10080	00055743	114	0017	ANN	0	ILB	N01	DOCCS Green Haven
L	03/21/2019	11390	01		\$2064.09	NYYYYYN	1	NYS	1450
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04/11/2018	RFL/RLV	00055743	CORR OFFI	10/01/2017	\$53814.00	1.0000/F	PERM	S	CORR OFFICER
0	10080	00055743	114	0017	ANN	0	ILB	N01	DOCCS Green Haven
A	04/12/2018	11390	01		\$2064.09	NYYYYYN	1	NYS	1450
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04/08/2018	LOA/SKL	00055743	CORR OFFI	09/28/2017	\$53814.00	1.0000/F	PERM	S	CORR OFFICER
0	10080	00055743	114	0017	ANN	0	ILB	N01	DOCCS Green Haven
L	04/12/2018	11390	01		\$2064.09	NYYYYYN	1	NYS	1450
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03/29/2018	PAY/PAV	00055743	CORR OFFI	09/28/2017	\$53814.00	1.0000/F	PERM	S	CORR OFFICER
0	10080	00055743	114	0017	ANN	0	ILB	N01	DOCCS Green Haven
A	04/05/2018	11390	01		\$2064.09	NYYYYYN	1	NYS	1450

Employee is in a Security Bargaining Unit. Effective 4/8/2018 the employee is placed on Sick Leave without Pay.

What is their Anniversary Date upon Rein Leave 4/11/2018? **10/11/2017 - Adjust Anniversary Date by 3 workdays.**

What is their Increment Code? **0017 - The employee will meet the criteria of 100 work days between 4/1/2018 and 3/31/19 and the Increment Code projects the employee's eligibility for a performance advance in April 2019.**

The employee is placed on RPD (leave without pay) effective 3/11/2019.

What is their Anniversary Date upon Rein Leave effective 9/18/2019? **4/10/2018 - Adjust the Anniversary Date for the period 3/11/2019 - 9/18/2019 by work days - total of 191 work days.**

What is their Increment Code? **0018 - The anniversary date is adjusted to 4/10/2018 which passes over the fiscal year begin (4/1/2018). The increment code is updated to reflect that the employee is entitled to a performance advance in April 2020 and the first longevity will be due FY2028.**

Since the employee was entitled to a performance advance upon Rein Leave 9/18/2019 the agency was required to submit a PAY CHG/CSL to pay the performance advance and to update the anniversary date and increment code.

ID:	Return from Leave Scenario 1 Answer							Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/12/2019 0 A	RFL/RLV 28118 09/20/2019	00145045 65000011 56135	TEACHING&R 014 05	04/04/2019 1003	\$46185.00 ANN \$1766.62	1.0000/F 0 NYYYYYN	PERM AL8 1	S HS5 NYS	TEACHING&RSCH CR N1 HSC@Syracuse Hospital Payroll 3410
08/08/2019 0 I	LOA/SKL 28118 08/14/2019	00145045 65000011 56135	TEACHING&R 014 05	03/07/2019 0001	\$46185.00 ANN \$1766.62	1.0000/F 0 NYYYYYN	PERM AL8 1	S HS5 NYS	TEACHING&RSCH CR N1 HSC@Syracuse Hospital Payroll 3410
04/04/2019 1 A	DTA/FAC 28118 04/11/2019	00145045 65000011 56135	TEACHING&R 014 05	03/07/2019 0001	\$46185.00 ANN \$1766.62	1.0000/F 0 NYYYYYN	PERM AL8 1	S HS5 NYS	TEACHING&RSCH CR N1 HSC@Syracuse Hospital Payroll 3410
04/04/2019 0 A	DTA/CIC 28118 04/11/2019	00145045 65000011 56135	TEACHING&R 014 05	03/07/2019 0001	\$46185.00 ANN \$1670.90	1.0000/F 0 NYYYYYN	PERM AL8 1	S HS5 NYS	TEACHING&RSCH CR N1 HSC@Syracuse Hospital Payroll 3410
03/07/2019 0 A	PAY/131 28118 03/12/2019	00145045 65000011 56135	TEACHING&R 014 05	03/07/2019 0003	\$46185.00 ANN \$1771.47	1.0000/F 0 NYYYYYN	PERM AL8 1	S HS5 NYS	TEACHING&RSCH CR N1 HSC@Syracuse Hospital Payroll 0110

Employee was appointed to a PEF Gr 14 position effective 3/7/2019 and then later placed on Leave without Pay on 8/8/2019. Note: Informational only - This employee received an Increased Hiring Rate (Action/Reason PAY/131).

What would the Anniversary Date be upon Return from Leave on 9/12/2019? **4/4/2019 - Due to leave for the period 8/8/2019 - 9/12/2019 the anniversary date is adjusted by full pay periods.**

What would the Increment Code be? **1003 - The increment code would change because the adjusted Anniversary Date of 4/4/2019 would fall within date range of the October cycle. The employee is not eligible for a PAV in October 2019 because they will not earn their PAV until 4/4/2020 payable in October 2020.**

Does their salary change upon rein leave? **No - the employee needs one year in grade to earn a Performance Advance. The employee only worked for the period 3/7/2019 - 8/8/2019 (approximately 5 months). They will not earn their Performance Advance until 4/4/2020 payable in October 2020.**

ID:	Return from Leave Scenario 2 Answer	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/23/2019	RFL/RLV	00248431	DIRECT SUP	03/14/2019	\$36772.00	1.0000/F	PERM	S	Direct Supp Assnt
0	51450	00248431	009	0001	ANN	0	IL3	N04	Metro New York DDSO
A	09/30/2019	51484	04		\$1406.57	NYYYYYN	1	NYS	0310
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04/25/2019	LOA/SKL	00248431	DIRECT SUP	04/26/2018	\$36051.00	1.0000/F	PERM	S	Direct Supp Assnt
1	51450	00248431	009	1001	ANN	0	IL3	N04	Metro New York DDSO
L	05/02/2019	51484	04		\$1378.99	NYYYYYN	1	NYS	0310
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04/25/2019	RFL/RLV	00248431	DIRECT SUP	04/26/2018	\$36051.00	1.0000/F	PERM	S	Direct Supp Assnt
0	51450	00248431	009	1001	ANN	0	IL3	N04	Metro New York DDSO
A	04/29/2019	51484	04		\$1378.99	NYYYYYN	1	NYS	0310
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11/05/2018	LOA/CCL	00248431	DIRECT SUP	04/26/2018	\$36051.00	1.0000/F	PERM	S	Direct Supp Assnt
0	51450	00248431	009	1001	ANN	0	IL3	N04	Metro New York DDSO
L	11/07/2018	51484	04		\$1382.77	NYYYYYN	1	NYS	0310
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10/22/2018	PLA/SKL	00248431	DIRECT SUP	04/26/2018	\$36051.00	0.5000/F	PERM	S	Direct Supp Assnt
0	51450	00248431	009	1001	ANN	0	IL3	N04	Metro New York DDSO
P	10/24/2018	51484	04		\$691.39	NYYYYYN	1	NYS	0310
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10/04/2018	DTA/CIC	00248431	DIRECT SUP	04/26/2018	\$36051.00	1.0000/F	PERM	S	Direct Supp Assnt
0	51450	00248431	009	1001	ANN	0	IL3	N04	Metro New York DDSO
A	10/11/2018	51484	04		\$1382.77	NYYYYYN	1	NYS	0310
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04/26/2018	POS/ADV	00248431	DIRECT SUP	04/26/2018	\$36051.00	1.0000/F	PERM	S	Direct Supp Assnt
0	51450	00248431	009	1003	ANN	0	IL3	N04	Metro New York DDSO
A	05/02/2018	51484	04		\$1382.77	NYYYYYN	1	NYS	0310

Employee is in a CSEA Grade 9 and goes out on Sick Leave at 50% effective 10/22/2018 and returns from leave effective 9/23/2019.

Upon Rein Leave - Does the Anniversary Date change? **Yes it changes to 3/14/2019.**

The Anniversary Date is adjusted for the period 10/22/2018 - 9/23/2019.

Does the Increment Code Change? **Yes, to 0001- The employee moves from the October cycle to the April cycle. Prior to leave effective 10/22/2018 the employee had approximately 6 months towards their PAV for the period 4/26/2018 - 10/22/2018. They will earn their next PAV 3/14/2020 payable in April 2020. Note: Provided the employee does not have additional periods of Leave prior to earning one year of service in grade.**

Does their salary change upon rein leave? **Yes - their salary would go to \$36,772. The employee would be entitled to the 2019 - 2% raise they missed while out on leave (in this case step to step). The employee would not be eligible for a performance advance as they need one year of service in grade. They worked approximately 6 months for the period 4/26/2018 - 10/22/2018. They still need to work 6 months to earn their first performance advance. They will earn their PAV 3/14/2020 payable in April 2020.**

ID:	Return from Leave Scenario 3 Answer	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

06/07/2019	RFL/RLV	00144112	CLEANER	10/13/2011	\$36715.00	1.0000/F	PERM	S	CLEANER
O	28118	00144112	005	2017	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll
A	06/10/2019	51097	03		\$1404.39	NYYYYYN	1	NYS	3410
05/15/2019	LOA/SKL	00144112	CLEANER	09/15/2011	\$36715.00	1.0000/F	PERM	S	CLEANER
O	28118	00144112	005	2017	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll
L	05/21/2019	51097	03		\$1404.39	NYYYYYN	1	NYS	3410
04/04/2019	PAY/SAC	00144112	CLEANER	09/15/2011	\$36715.00	1.0000/F	PERM	S	CLEANER
O	28118	00144112	005	2017	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll
A	04/11/2019	51097	03		\$1404.39	NYYYYYN	1	NYS	3410
03/21/2019	RFL/RLV	00144112	CLEANER	09/15/2011	\$35995.00	1.0000/F	PERM	S	CLEANER
O	28118	00144112	005	2017	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll
A	03/27/2019	51097	03		\$1380.62	NYYYYYN	1	NYS	3410
06/14/2018	LOA/SKL	00144112	CLEANER	10/14/2010	\$35995.00	1.0000/F	PERM	S	CLEANER
O	28118	00144112	005	2016	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll
L	06/20/2018	51097	03		\$1380.62	NYYYYYN	1	NYS	3410
04/19/2018	PLA/SKL	00144112	CLEANER	10/14/2010	\$35995.00	0.5000/F	PERM	S	CLEANER
O	28118	00144112	005	2016	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll
P	4/24/208	51097	03		\$690.31	NYYYYYN	1	NYS	3410
04/05/2018	PAY/SAC	00144112	CLEANER	10/14/2010	\$35995.00	1.0000/F	PERM	S	CLEANER
O	28118	00144112	005	2016	ANN	3	AL5	N03	HSC@Syracuse Hospital Payroll
L	04/12/2018	51097	03		\$1380.62	NYYYYYN	1	NYS	3410

Employee is a CSEA Gr 5 Cleaner with an Anniversary Date of 10/14/2010. They reached Job Rate of the Gr 5 4/1/2016.

Effective 4/19/2018 they are placed on Sick Leave with Pay. On 6/14/2018 they are placed on Sick Leave without Pay and rein leaved on 3/21/2019. On Rein Leave their Anniversary Date, Incement Code and Salary need to be reviewed.

When rein leaved on 3/21/2019 does the Anniversary Date Change? **Yes - it changes to 9/15/2011. Their Anniversary Date would be adjusted for the period 4/19/2018 - 3/21/2019 - The total time on leave.**

Does the Increment Code Change? **Yes - it changes to 2017. A Job Rate Increment Code is adjusted by complete pay periods an employee is not in pay status (Status of L or if break in service). In this scenario their longevity rating date is adjusted for the period 6/14/2018 - 3/21/2019. They reached Job Rate April 1, 2016 and the original Increment Code was 2016 . Their adjusted longevity rating date is 1/6/2017.**

Does the Salary change? **The salary remains the same. They are at Job Rate (no performance advances due) and no raises were paid during the time of leave.**

The employee goes out on another leave effective 5/15/2019 and is returned from leave effective 6/7/2019.

Does the Anniversary Date change? **Yes - it changes to 10/13/2011. Their Anniversary Date will be adjusted for the period 5/15/2019 - 6/7/2019.**

Does their Increment Code Change? **No - The increment code remains the same. The new longevity rating date is 1/20/2017 (adjusted for time off the payroll with Status of L) for the period 5/15/2019 - 6/7/2019. The increment code remains 2017 until the longevity rating date crosses 4/1/2017.**

Does the Salary change? **The salary remains the same. They are at Job Rate (no performance advances due) and no raises were paid during the time of leave.**

ID:	Promotions Scenario 1							Empl 0 Record		
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

07/25/2019	POS/ DPT	00462173	BUSINESS S	07/25/2019	\$48728.00	1.0000 / F	CONT	S	BUSINESS SRVS CENTER REP 2
0	01050	00462173	014	1003	ANN	0	AL4	N02	Office of General Services
A	8/9/2019	61703	02		\$1863.89	NYYYYYN	1	NYS	0110
04/04/2019	PAY/ SAC	00462125	BUSINESS S	12/28/2017	\$42455.00	1.0000 / F	PERM	S	BUSINESS SRVS CENTER REP 1
1	01050	00462125	011	0001	ANN	0	AL4	N02	Office of General Services
A	4/18/2019	62264	02		\$1623.95	NYYYYYN	1	NYS	0110
04/04/2019	PAY/ PAV	00462125	BUSINESS S	12/28/2017	\$41623.00	1.0000 / F	PERM	S	BUSINESS SRVS CENTER REP 1
0	01050	00462125	011	0001	ANN	0	AL4	N02	Office of General Services
A	4/18/2019	62264	02		\$1592.12	NYYYYYN	1	NYS	0110
03/07/2019	POS/ Z12	00462125	BUSINESS S	12/28/2017	\$40324.00	1.0000 / F	PERM	S	BUSINESS SRVS CENTER REP 1
0	01050	00462125	011	0001	ANN	0	AL4	N02	Office of General Services
A	3/5/2019	62264	02		\$1546.67	NYYYYYN	1	NYS	0110

Effective 7/25/2019 employee is promoted from a CSEA Gr 11 to a CSEA Gr 14.

What is the promotional percentage? **6.0% - 1.5 for each grade and 1.5 for the promotion. They are entitled to greater of the promotional calculation or Hiring Rate.**

What is the Salary on promotion? **Hiring rate of grade 14, \$48,728. \$42,455 x 6.0% = \$45,002. Hiring Rate is greater at the time of Promotion.**

What is the Anniversary Date? **7/25/2019 - The Anniversary Date is the date of the appointment.**

What is the Increment Code? **1003 - We would calculate to see if the employee would be entitled to a Promotional Recalculation. The anniversary date is within date range of October cycle (4/2/XX - 10/1/XX).**

FIS CALC. : \$42,455 + 1325 (Gr 11 PAV)= \$43,780 X 6.0% = \$46,407

-Since the promotion recalculation is not greater then the Hiring Rate, no promotional recalcuation is due.

-The employee must have one year of service in grade in order to earn a performance advance in CSEA. He/She is on the October cycle, not due a performance advance in October 2019. They will be due a performance advance October 2020.

ID:	Promotions Scenario 2								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

07/25/2019 2 A	PAY/ RHS 28010 8/12/2019	00131576 00131576 43070	MAINTCE A 009 03	07/25/2019 1004 \$37,606.00	\$36772.00 ANN \$1406.57	1.0000 / F 1 NYYYYYN	PERM AL8 1	S N03 NYS	MAINTCE ASSNT SUNY@Albany 0110
07/25/2019 1 A	REH/ APT 28010 8/5/2019	00131576 00131576 43070	MAINTCE A 009 03	09/14/2015 1001	ANN	1.0000 / F 1 NYYYYYN	PERM AL8 1	S N03 NYS	MAINTCE ASSNT SUNY@Albany 0110
07/25/2019 0 T	TER/ RSI 28650 8/1/2019	00307900 00307900 00051	FACILITY O 006 03	09/14/2015 1001	\$34419.00 ANN \$1316.56	1.0000 / F 3 NYYYYYN	PERM AL8 1	S N03 NYS	FACILITY OPERATIONS ASSNT SUNY System Administration 0110
04/04/2019 0 A	PAY/ SAC 28650 4/18/2019	00307900 00307900 00051	FACILITY O 006 03	09/14/2015 1001	\$34419.00 ANN \$1316.56	1.0000 / F 3 NYYYYYN	PERM AL8 1	S N03 NYS	FACILITY OPERATIONS ASSNT SUNY System Administration 0110

Effective 7/25/2019 employee is promoted from a CSEA Gr 6 to a CSEA Gr 9.

What is the promotional percentage? **6.0% - 1.5 for each grade and 1.5 for the promotion. They are entitled to greater of the promotional calculation or Hiring Rate.**

What is the Salary on promotion? **\$36,722. \$34,419 x 6.0% = 36485. Hiring Rate is greater at the time of Promotion.**

What is the Anniversary Date? **7/25/2019 - The Anniversary Date is the date of the appointment.**

What is the Increment Code? **1004 - We would calculate to see if the employee would be entitled to a Promotional Recalculation. The anniversary date is within date range of October cycle (4/2/XX - 10/1/XX).**

FIS CALC. : \$34,419 + 1058 (Gr 6 PAV)= \$35,477 X 6.0% = \$37,606

-Since the promotion recalculation is greater then the grade 9 Hiring Rate, the employee is entitled to the FIS amount calculated above.

-The employee was on the October Cycle as a grade 6. Therefore their FIS amount will be payable Oct 2019, and their increment code will then be updated to 1001 to receive their next peforemance advance October 2020.

ID:	Promotions Scenario 3								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/19/2019	POS/ APT	00153819	PAYROLL EX	09/19/2019	\$56986.00	1.0000 / F	TEMP	S	PAYROLL EXMR 2
0	28550	00153819	015	1004	ANN	0	AL8	N02	SUNY ESF
A	10/1/2019	00015	02	\$58,486.00	\$2179.77	NYYYYYN	1	NYS	3410
04/04/2019	PAY/ SAC	00153958	PROGRAM AI	09/20/2017	\$54532.00	1.0000 / F	PERM	S	PROGRAM AIDE
0	28550	00153958	013	1001	ANN	0	AL8	N02	SUNY ESF
A	4/18/2019	00812	02		\$2085.90	NYYYYYN	1	NYS	3410
10/04/2018	PAY/ PAV	00153958	PROGRAM AI	09,09/20/2017	\$53463.00	1.0000 / F	PERM	S	PROGRAM AIDE
0	28550	00153958	013	1001	ANN	0	AL8	N02	SUNY ESF
A	10/18/2018	00812	02		\$2050.63	NYYYYYN	1	NYS	3410
04/05/2018	PAY/ SAC	00153958	PROGRAM AI	09/20/2017	\$52056.00	1.0000 / F	PERM	S	PROGRAM AIDE
1	28550	00153958	013	1001	ANN	0	AL8	N02	SUNY ESF
A	4/19/2018	00812	02		\$1996.66	NYYYYYN	1	NYS	3410

Effective 9/19/2019 employee is promoted from a CSEA Gr 13 to a CSEA Gr 15.

What is the promotional percentage? **4.5% - 1.5 for each grade and 1.5 for the promotion. They are entitled to greater of the promotional calculation or Hiring Rate.**

What is the Salary on promotion? **\$56,986.**

\$54,532 x 4.5% = \$56,986. Promotional Calc. is greater than Grade 15 hiring rate of \$51,558

What is the Anniversary Date? **9/19/2019 - The Anniversary Date is the date of the appointment.**

What is the Promotional Recalculation(FIS) Amount? **\$58,486.**

FIS CALC. : \$54,532 + 1435 (Gr 13 PAV)= \$55,967 X 4.5% = \$58,486

What is the Increment Code? **1004 - The anniversary date of the lower grade is within date range of October cycle (4/2/XX - 10/1/XX). EE will be entitled to promote recalculation October 2019. After the promote recal. is processed the increment code will update to 1001 for employee to receive first grade 15 performance October 2020.**

ID:	Promotions Scenario 4 - PEF to PEF with LLS Answer								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

08/22/2019	POS/ APT	00142873	TEACHING R	08/22/2019	\$72087.00	1.0000 / F	PERM	S	TEACHING RES CT NR 3
O	28108	00142873	020	1003	ANN	0	ALF	N05	Downstate Medical Center(Hosp)
A	9/4/2019	55322	05		\$2757.40	NYYYYYN	1	NYS	2410
04/04/2019	PAY/ FAC	00142927	TEACHING&	07/10/1997	\$64557.00	1.0000 / F	PERM	S	TEACHING&RSCH CTR N 2
O	28108	00142927	016	1995	ANN	0	ALF	N05	Downstate Medical Center(Hosp)
A	4/19/2019	54976	05		\$2469.37	NYYYYYN	1	NYS	2410
04/05/2018	PAY/ SAC	00142927	TEACHING&	07/10/1997	\$64557.00	1.0000 / F	PERM	S	TEACHING&RSCH CTR N 2
O	28108	00142927	016	1995	ANN	0	ALF	N05	Downstate Medical Center(Hosp)
A	4/19/2018	54976	05		\$2476.15	NYYYYYN	1	NYS	2410
04/06/2017	PAY/ SAC	00142927	TEACHING&	07/10/1997	\$63293.00	1.0000 / F	PERM	S	TEACHING&RSCH CTR N 2
O	28108	00142927	016	1995	ANN	0	ALF	N05	Downstate Medical Center(Hosp)
A	4/20/2017	54976	05		\$2427.67	NYYYYYN	1	NYS	2410

ErnCd	Eff Dt	Earnings	Biw Pmt	OT Eff Dt	End Dt	Goal Amt	Goal Bal	Action Dt	OkPay
Additional Pay Summary									
LLS	4/1/2019	\$2,500.00	\$2,500.00	4/1/2019	8/21/2019	\$2,500.00	\$2,500.00	4/4/2019	<input checked="" type="checkbox"/>
LLS	4/1/2019	\$2,500.00	\$2,500.00	4/1/2018	3/31/2019	\$2,500.00	\$2,500.00	4/5/2018	<input checked="" type="checkbox"/>

Effective 8/22/2019 employee is promoted from a PEF grade 16 at Job Rate (paid \$2500 LLS in Fiscal Year 2019) to a PEF grade 20.

What is the promotional percentage? **7.5% - 1.5 for each grade and 1.5 for the promotion. They are entitled to either the the promotional calculation or Hiring Rate, whichever is greater.**

What is the Salary on promotion? **\$72,087. \$64577 + 2500 LLS x 7.5% = \$72,087. Promotion is greater than Hiring rate.**

What is the Anniversary Date? **8/22/2019 - The Anniversary Date is the date of the appointment.**

What is the Increment Code? **1003 - Since the employee is at Job Rate, no FIS is due. The anniversary date is within date range of October cycle (4/2/XX - 10/1/XX).**

The employee must have one year of service in grade in order to earn a performance advance in PEF. He/She is on the October cycle and will be due a performance advance in October 2020.

When does the LLS end? **The LLS is ended the day prior to promotion as they are no longer entitled to it in the higher grade. The LLS ends 8/21/2019 so that the employee will not receive an LLS payment in April 2020.**

ID:	Promotions Scenario 5 - MC to MC							Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

08/22/2019	POS/ DPT	00088602	SUPVG BUD	08/22/2019	\$94493.00	1.0000 / F	CONT	S	SUPVG BUDGTG ANLST
0	12000	00088602	661	0001	ANN	0	AL2	N06	NYS Department of Health 0110
A	9/4/2019	03129	06		\$3614.45	NYYYYYN	1	NYS	0110
04/04/2019	PAY/ SAC	00088604	ASSOC BUDG	02/20/2015	\$90423.00	1.0000 / F	PERM	S	ASSOC BUDGETG ANLST
2	12000	00088604	623	0001	ANN	0	AL2	N06	NYS Department of Health
A	5/16/2019	03153	06		\$3458.77	NYYYYYN	1	NYS	0110
04/04/2019	PAY/ PAV	00088604	ASSOC BUDG	02/20/2015	\$88650.00	1.0000 / F	PERM	S	ASSOC BUDGETG ANLST
1	12000	00088604	623	0001	ANN	0	AL2	N06	NYS Department of Health
A	5/16/2019	03153	06		\$3390.95	NYYYYYN	1	NYS	0110
04/04/2019	PAY/ FAC	00088604	ASSOC BUDG	02/20/2015	\$85601.00	1.0000 / F	PERM	S	ASSOC BUDGETG ANLST
0	12000	00088604	623	0001	ANN	0	AL2	N06	NYS Department of Health
A	4/19/2019	03153	06		\$3274.32	NYYYYYN	1	NYS	0110

Effective 8/22/2019, employee is promoted from an MC Gr. 623 to an MC Gr. 661.

What is the promotional percentage? **4.5% - 1.5 for each grade and 1.5 for the promotion. They are entitled to greater of the promotional calculation or Hiring Rate.**

What is the Salary on promotion? 94,493. **\$90,423 x 4.5% = \$94,493. Promotion is greater than Hiring Rate at the time of Promotion.**

What is the Anniversary Date? 8/22/2019 - **The Anniversary Date is the date of the appointment.**

What is the Increment Code? 0001 - **MC performance advances are only payable in April as there is no October cycle. To earn an the employee must have 13 full pay periods of service. Since this employee was promoted effective 8/22/2019, he/she will earn a performance advance in the gr. 661 payable in April 2020 as long as he/she meets the 13 pay period requirement.**

ID:	Promotions Scenario 6 - Security to Security	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

08/15/2019	XFR/ DPT	00401973	CORR SERGE	04/16/2007	\$72631.00	1.0000 / F	TEMP	S	CORR SERGEANT
0	10410	00401973	117	0042	ANN	0	IL2	N01	DOCCS Cor Trainees
A	8/27/2019	68856	01		\$2778.21	NYYYYYN	1	NYS	0110
05/23/2019	PAY/ PSP	00412551	CORR OFFIC	04/16/2007	\$68238.00	1.0000 / F	PERM	S	CORR OFFICER
0	10080	00412551	114	0032	ANN	0	IL2	N01	DOCCS Green Haven
A	6/27/2019	13750	01		\$2610.17	NYYYYYN	1	NYS	1450
03/28/2019	PAY/ SAC	00412551	CORR OFFIC	04/16/2007	\$68238.00	1.0000 / F	PERM	S	CORR OFFICER
4	10080	00412551	114	0032	ANN	0	IL2	N01	DOCCS Green Haven
A	5/10/2019	13750	01		\$2610.17	NYYYYYN	1	NYS	1450

Effective 8/15/2019, employee is promoted from a BU01 Gr 114 to a BU01 Gr 117.

What is the promotional percentage? **6% - 1.5 for each grade and 1.5 for the promotion. They are entitled to greater of the promotional calculation or Hiring Rate.**

What is the Salary on promotion? **\$72,631. \$68,238- \$3487 x 6% +\$3994 = \$72,631. Promotion is greater than Hiring Rate.**

When promoting from Security BU01 to BU01, if the employee is at job rate holding a long pay, the long pay of the current grade is removed, promotion percent applied and the long pay of the promotional grade is added back into the calculation.

What is the Anniversary Date? **4/16/2007 - The Anniversary Date does not change if employee remains in a Security bargaining unit.**

What is the Increment Code? **0042 - since the employee was at Job Rate holding one long pay in the lower grade, upon promotion, increment code would be below Job Rate holding one long pay. A Security employee must have 100 work days to earn a performance advance. As long as he/she fulfills the 100 day requirement, he/she will earn a performance advance in the gr. 117 April 2020. Security bargaining units do not have an October cycle and performance advances are only payable in April.**

ID:	Pellegrini Scenario 1 Answer								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

08/08/2019	POS/ DPT	00173000	PARK MANAG	08/08/2019	\$67550.00	1.0000 / F	CONT	S	PARK MANGR 2
O	49120	00173000	621	0001	ANN	0	AL3	N06	Central State Park Comm
A	9/6/2019	00901	06	\$10	\$2583.86	NYYYYYN	1	NYS	3850
04/04/2019	PAY/ FAC	00173238	PARK MANAG	06/04/2015	\$62435.00	1.0000 / F	PERM	S	PARK MANGR 1
O	49120	00173238	018	1001	ANN	0	AL3	N05	Central State Park Comm
A	4/19/2019	00708	05		\$2388.20	NYYYYYN	1	NYS	3850
10/04/2018	PAY/ PAV	00173238	PARK MANAG	06/04/2015	\$62435.00	1.0000 / F	PERM	S	PARK MANGR 1
O	49120	00173238	018	1001	ANN	0	AL3	N05	Central State Park Comm
A	10/18/2018	00708	05		\$2394.76	NYYYYYN	1	NYS	3850
04/05/2018	PAY/ SAC	173238	PARK MANAG	06/04/2015	\$60491.00	1.0000 / F	PERM	S	PARK MANGR 1
O	49120	00173238	018	1001	ANN	0	AL3	N05	Central State Park Comm
A	4/19/2018	00708	05		\$2320.19	NYYYYYN	1	NYS	3850

Effective 8/8/2019 employee is promoted from a Gr 18 in BU05 to a Gr 621 in BU 06.

Since the employee is changing Bargaining Units What is the first step? **Determine what(if any) raises were received in each Bargaining Unit. BU06(M/C) received a 2% raise in 2019, BU05(PEF) has not received 2019 raise at this time. Since the employee is moving into BU06 the 2019 raise can be applied to their promotional salary.**

What is the promotional percentage? **6.0% - 1.5 for each grade and 1.5 for the promotion. They are entitled to greater of the promotional calculation or Hiring Rate. \$62,435 X 6.0% = \$66,182. Then apply the 2% M/C raise to the promotional calc: \$66,182 X 2% = \$67506.**

What is the Salary on promotion? **Gr 621 Hiring rate of \$67,550 - Hiring Rate is greater at the time of Promotion.**

How is the promotional recalculation(FIS) done when changing bargaining units?

-\$62,435 + 1944 (2018 PEF Gr 18 PAV) = \$63,479 X 6%= \$68,242

-Then again apply the 2% M/C raise to the FIS calculation : \$68,242 X 2% = \$69,607

-Since amount is greater than promotional salary FIS is due

What is the Anniversary Date? **8/8/2019 - The Anniversary Date is the date of the appointment.**

What is the Increment Code? **0001 - Since the employee was on the October cycle while in the lower grade, FIS is payable October 2019 BUT M/C employee's cannot have October increment codes. Instead, to report this, \$10 is entered as the FIS amount so we are able to pull these employee's during October processing and ensure the actual amount is submitted manually by the their agency as a PAY/PMR. Also, the Employee will have 13 full Pay Periods to receive a performance advance in the higher grade April 2020 which is why 0001 instead of 0003 is used.**

ID:	Pellegrini Scenario 2 Answer								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/16/2019	XFR/ APT	00054004	CORR LIEU	02/13/1995	\$90777.00	1.0000 / F	TEMP	S	CORR LIEUT
0	10060	00054004	120	0079	ANN	0	IL6	N61	DOCCS Wallkill
A	9/26/2019	10006	61		\$3472.31	NYYYYYN	1	NYS	5630
05/23/2019	PAY/ PSP	00052965	CORR SERG	02/13/1995	\$87790.00	1.0000 / F	PERM	S	CORR SERGEANT
0	10050	00052965	117	0089	ANN	0	IL6	N01	DOCCS Fishkill
A	6/27/2019	10052	01		\$3358.06	NYYYYYN	1	NYS	1410
03/28/2019	PAY/ SAC	00052965	CORR SERG	02/13/1995	\$87790.00	1.0000 / F	PERM	S	CORR SERGEANT
4	10050	00052965	117	0089	ANN	0	IL6	N01	DOCCS Fishkill
A	5/10/2019	10052	01		\$3358.06	NYYYYYN	1	NYS	1410
03/28/2019	PAY/ CSL	52965	CORR SERG	02/13/1995	\$86071.00	1.0000 / F	PERM	S	CORR SERGEANT
4	10050	00052965	117	0089	ANN	0	IL6	N01	DOCCS Fishkill
A	5/10/2019	10052	01		\$3358.06	NYYYYYN	1	NYS	1410

Effective 9/16/2019 employee is promoted from a Gr 117 in BU01 to a Gr 120 in BU 61.

Since the employee is changing Bargaining Units What is the first step? **Determine what(if any) raises were received in each Bargaining Unit. BU 01 received a 2% raise in 2019, BU61 has not received a raise since 2015. The first step is to remove the current year raise from the grade 117 salary: The amount is \$86,071 Since the employee is on step this amount can be taken from the 2018 salary chart for grade 117 holding 3 long pays**

Since the employee is holding 3 longevity payments what amount should be removed from this salary? **\$11,917 - Once we removed the 2019 raise we are now using 2018 amounts to complete our calculation. \$86,071 - \$11,917 = \$74154.**

What is the promotional percentage? **6.0% - 1.5 for each grade and 1.5 for the promotion. They are entitled to greater of the promotional calculation or Hiring Rate. \$74154 X 6.0% = \$78604**

What is the longevity amount to be added into the salary upon movement to BU61? **\$12173 - This is the cumulative amount of 3 longevity pays for a grade 120 in BU61. \$78,604 + \$12,173 = \$90,777 this is the final Salary on promotion as it is greater than the hiring rate of the grade 120.**

What is the Anniversary Date? **2/13/1995 - Employees' can hold their anniversary date when moving within Security Bargaining Units.**

What is the Increment Code? **0079 - The Employee is now below job rate of a grade 120 holding 3 longevity pays (\$93,890) Based on their anniversary date they will earn their next longevity pay 2/13/2020 payable in fiscal year 2019-20.**

ID:	Demotions Scenario 1 Answer	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

07/11/2019	PAY/RLV	00152356	OFFICE AST	04/21/2016	\$33361.00	1.0000/F	PERM	S	Office Assnt 1 (Keyboarding)
0	28360	00152356	006	1001	ANN	0	AL1	N02	SUNY Canton
A	07/19/2019	00109	02		\$1276.09	NYYYYYN	1	NYS	4530
04/04/2019	PAY/SAC	00152367	OFFICE AST	03/21/2019	\$36772.00	1.0000/F	PERM	S	Office Assnt 2 Customer S
1	28360	00152367	009	0001	ANN	0	AL1	N02	SUNY Canton
A	04/11/2019	00125	02		\$1406.57	NYYYYYN	1	NYS	4530
04/04/2019	DATA/CIC	00152367	OFFICE AST	03/21/2019	\$36051.00	1.0000/F	PERM	S	Office Assnt 2 Customer S
0	28360	00152367	009	0001	ANN	0	AL1	N02	SUNY Canton
A	04/11/2019	00125	02		\$1303.03	NYYYYYN	1	NYS	4530
03/21/2019	POS/DPT	00152367	OFFICE AST	03/21/2019	\$36051.00	1.0000/F	PERM	S	Office Assnt 2 Customer S
0	28360	00152367	009	0003	ANN	0	AL1	N02	SUNY Canton
A	03/25/2019	00125	02		\$1382.77	NYYYYYN	1	NYS	4530
10/04/2018	PAY/PAV	00152356	OFFICE AST	04/21/2016	\$32706.00	1.0000/F	PERM	S	Office Assnt 1 (Keyboarding)
0	28360	00152356	006	1001	ANN	0	AL1	N02	SUNY Canton
A	10/11/2018	00109	02		\$1254.47	NYYYYYN	1	NYS	4530

Employee was a CSEA Gr 6 and promoted to a CSEA Gr 9 3/21/2019. Demoted to a CSEA gr 6 effective 7/11/2019.

What is their salary on 7/11/2019 when demoted to a CSEA Gr 6? **\$33,361. Higher service counts for lower service. The employee received their last grade 6 PAV in October 2018. If the employee remained in the CSEA Gr 6 position they would not receive another PAV until October 2019. We would bring their prior Grade 6 salary through with any raises (according to that Bargaining Unit) to the date of demotion giving credit for equal or higher graded service. The employee is credited with earning the next performance advance but it is not payable yet.**

What is the Anniversary Date? **4/21/2016 - Bring prior grade 6 anniversary date through to current with no adjustment.**

What is the Increment code? **1001 - They would be due their next performance advance in October 2019.**

ID:	Demotions Scenario 2 Answer	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

08/08/2019	POS/APT	00149580	CLEANER	12/15/2016	\$31625.00	1.0000/F	CONT	S	CLEANER
O	28220	00149580	005	0001	ANN	3	ALE	N03	SUNY Oneonta
A	08/16/2019	01309	03		\$1209.69	NYYYYYN	1	NYS	3910
04/04/2019	PAY/SAC	00263027	MAINTCE HE	12/24/2014	\$32303.00	1.0000/F	TEMP	S	MAINTCE HELPER
1	28220	00263027	006	0001	ANN	0	ALE	N03	SUNY Oneonta
A	04/11/2019	02318	03		\$1235.62	NYYYYYN	1	NYS	3910
04/04/2019	PAY/PAV	00263027	MAINTCE HE	12/28/2017	\$31669.00	1.0000/F	TEMP	S	MAINTCE HELPER
O	28220	00263027	006	0001	ANN	0	ALE	N03	SUNY Oneonta
A	04/11/2019	02318	03		\$1214.70	NYYYYYN	1	NYS	3910
04/05/2018	PAY/SAC	00263027	MAINTCE HE	12/28/2017	\$30632.00	1.0000/F	TEMP	S	MAINTCE HELPER
O	28220	00263027	006	0001	ANN	0	ALE	N03	SUNY Oneonta
A	04/12/2018	02318	03		\$1174.92	NYYYYYN	1	NYS	3910
12/28/2017	POS/APT	00263027	MAINTCE HE	12/28/2017	\$30031.00	1.0000/F	TEMP	S	MAINTCE HELPER
O	28220	00263027	006	0003	ANN	0	ALE	N03	SUNY Oneonta
A	01/02/2018	02318	03		\$1151.87	NYYYYYN	1	NYS	3910
04/06/2017	PAY/SAC	00149580	CLEANER	12/15/2016	\$28440.00	1.0000/F	CONT	S	CLEANER
O	28220	00149580	005	0001	ANN	3	ALE	N03	SUNY Oneonta
A	04/13/2017	01309	03		\$1090.85	NYYYYYN	1	NYS	3910

Employee was a CSEA Gr 5 promoted to a CSEA Gr 6 effective 12/28/2017. They are then demoted, returning to the CSEA Gr 5 position effective 8/8/2019.

What would their salary be? **\$31,625 - Go back to their prior CSEA Gr 5 and bring through with performance advances and raises missed while in the higher grade 6.**

28,440 + 978 (PAV April 2018) X 2% (Raise 2018) + 998 (PAV April 2019) X 2% (Raise 2019) Note: Prior salary was Hiring Rate of grade 5 on the 2017 salary chart and is increased to Step 2 on the 2019 schedule ("step to step").

What would the Anniversary Date be? **12/15/2016 - Reinstate their prior CSEA Gr 5 Anniversary date.**

What would the increment code be? **0001 - Indicates the employee will be eligible to receive their next performance advance in April 2020.**

ID:	Demotions Scenario 3 Answer	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/19/2019	POS/RLV	00108083	Medical As	03/21/2012	\$71980.00	1.0000/F	PERM	S	Medical Asstnce SP 1
0	12000	00108083	018	2016	ANN	0	ALC	N05	NYS Department of Health
A	10/02/2019	80162	05		\$2749.86	NYYYYYN	1	NYS	0110
04/04/2019	DTA/CIC	00467792	Medicade R	11/01/2018	\$90375.00	1.0000/F	PROV	S	Medicaid Redesign Anl 3
0	12000	00467792	027	0001	ANN	0	ALC	N05	NYS Department of Health
A	04/18/2019	80162	05		\$3466.42	NYYYYYN	1	NYS	0110
11/01/2018	POS/PEX	00467792	Medicade R	11/01/2018	\$90375.00	1.0000/F	PROV	S	Medicaid Redesign Anl 3
0	12000	00467792	027	0003	ANN	0	ALC	N05	NYS Department of Health
A	11/16/2018	80162	05		\$3466.42	NYYYYYN	1	NYS	0110
04/05/2018	PAY/SAC	00461301	Long Term	03/24/2016	\$78062.00	1.0000/F	PROV	S	Long Term Care SYS Spec 2
1	12000	00461301	023	0001	ANN	0	ALC	N05	NYS Department of Health
A	04/19/2018	95009	05		\$2994.15	NYYYYYN	1	NYS	0110
04/05/2018	PAY/PAV	00461301	Long Term	03/24/2016	\$76531.00	1.0000/F	PROV	S	Long Term Care SYS Spec 2
0	12000	00461301	023	0001	ANN	0	ALC	N05	NYS Department of Health
A	04/19/2018	95009	05		\$2935.42	NYYYYYN	1	NYS	0110
04/06/2017	PAY/SAC	00461301	Long Term	03/24/2016	\$74189.00	1.0000/F	PROV	S	Long Term Care SYS Spec 2
1	12000	00461301	023	0001	ANN	0	ALC	N05	NYS Department of Health
A	04/20/2017	95009	05		\$2845.59	NYYYYYN	1	NYS	0110
04/06/2017	PAY/PAV	00461301	Long Term	03/24/2016	\$72734.00	1.0000/F	PROV	S	Long Term Care SYS Spec 2
0	12000	00461301	023	0001	ANN	0	ALC	N05	NYS Department of Health
A	04/20/2017	95009	05		\$2789.79	NYYYYYN	1	NYS	0110

04/07/2016 2 A	PAY/SAC 12000 03/09/2017	00461301 00461301 95009	Long Term 023 05	03/24/2016 0001	\$70438.00 ANN \$2701.72	1.0000/F 0 NYYYYYN	PROV ALC 1	S N05 NYS	Long Term Care SYS Spec 2 NYS Department of Health 0110
04/07/2016 1 A	PAY/CSL 12000 08/11/2016	00461301 00461301 95009	Long Term 023 05	03/24/2016 0001	\$69057.00 ANN \$2648.75	1.0000/F 0 NYYYYYN	PROV ALC 1	S N05 NYS	Long Term Care SYS Spec 2 NYS Department of Health 0110
04/07/2016 0 A	DTA/CIC 12000 04/21/2016	00461301 00461301 95009	Long Term 023 05	03/24/2016 0001	\$67703.00 ANN \$2596.82	1.0000/F 0 NYYYYYN	PROV ALC 1	S N05 NYS	Long Term Care SYS Spec 2 NYS Department of Health 0110
03/24/2016 1 A	PAY/CSL 12000 08/11/2016	00461301 00461301 95009	Long Term 023 05	03/24/2016 0003	\$69057.00 ANN \$2641.50	1.0000/F 0 NYYYYYN	PROV ALC 1	S N05 NYS	Long Term Care SYS Spec 2 NYS Department of Health 0110
03/24/2016 0 A	POS/PEX 12000 04/04/2016	00461301 00461301 95009	Long Term 023 05	03/24/2016 0003	\$67703.00 ANN \$2589.71	1.0000/F 0 NYYYYYN	PROV ALC 1	S N05 NYS	Long Term Care SYS Spec 2 NYS Department of Health 0110
03/26/2015 1 A	PAY/SAC 12000 08/11/2016	00423110 00423110 88394	Medical As 018 05	03/21/2012 0001	\$58836.00 ANN \$2250.54	1.0000/F 0 NYYYYYN	CONT ALC 1	S N05 NYS	Medical Asstnce SP 1 NYS Department of Health 0110
03/26/2015 0 A	PAY/PAV 12000 04/09/2015	00423110 00423110 88394	Medical As 018 05	03/21/2012 0001	\$57682.00 ANN \$2206.39	1.0000/F 0 NYYYYYN	CONT ALC 1	S N05 NYS	Medical Asstnce SP 1 NYS Department of Health 0110

Employee was a PEF Grade 18 promoted to a PEF Grade 23 on 3/24/2016 and then promoted to a PEF Grade 27 on 11/1/2018. Effective 9/19/2019 the employee is demoted to a PEF Grade 18 position.

What is the salary due upon demotion? **\$71,980** Salary calculation: Starting with the last grade 18 salary, give the employee all PEF grade 18 perf adv's due up to job rate and all PEF raises due until demoted on 09/19/2019. $\$58836 + 1832 \times 1.02$ (April 2016 perf adv & raise) = 61881 $+ 1868 \times 1.02$ (April 2017 perf adv & raise) = 65024 $+ 1906 \times 1.02$ (April 2018 perf adv & raise) = 68269 $+ 3712$ (April 2019 advance to job rate perf adv) = 71981. Cap at job rate = 71980.

What is the Anniversary Date? **3/21/2012** Explanation: All grade 23 & grade 27 service counts toward grade 18 anniversary date.

What is the Increment Code? **2016** Explanation: Once an employee reaches job rate on a demotion, ask yourself were is the salary of the higher grade first equal or exceeds the job rate of the grade the employee is being demoted into. That is the date where job rate service is considered to start. Since on 03/24/2016 the salary of \$69057 is higher then the then grade 18 job rate of \$67827(see April 2015 PEF salary chart),and all prior service is below grade 18 job rate, that is were grade 18 job rate is considered to start.

ID: Demotions Scenario 4 Answer								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/02/2019	POS/RLV	00438588	Office Ast	08/20/2003	\$45200.00	1.0000/F	PERM	S	Office Assistant 2
0	10360	00438588	009	0510	ANN	0	IL1	N02	DOCCS Lincoln
A	09/10/2019	27104	02		\$1728.95	NYYYYYN	1	NYS	3110
03/28/2019	PAY/FAC	00066919	Inmate RC	10/01/2018	\$48299.00	1.0000/F	PROV	S	Inmate Rcrds Coord 1
0	10360	00066919	014	1001	ANN	0	IL1	N05	DOCCS Lincoln
A	04/11/2019	27101	05		\$1847.49	NYYYYYN	1	NYS	3110
10/01/2018	POS/PEX	00066919	Inmate RC	10/01/2018	\$48299.00	1.0000/F	PROV	S	Inmate Rcrds Coord 1
0	10360	00066919	014	1001	ANN	0	IL1	N05	DOCCS Lincoln
A	10/11/2018	27101	05		\$1847.49	NYYYYYN	1	NYS	3110
03/29/2018	PAY/SAC	00438588	Office Ast	08/20/2003	\$44311.00	1.0000/F	PERM	S	Office Assistant 2
0	10360	00438588	009	0510	ANN	0	IL1	N02	DOCCS Lincoln
A	04/12/2018	27104	02		\$1699.59	NYYYYYN	1	NYS	3110
03/30/2017	PAY/SAC	00438588	Office Ast	08/20/2003	\$43443.00	1.0000/F	PERM	S	Office Assistant 2
0	10360	00438588	009	0510	ANN	0	IL1	N02	DOCCS Lincoln
A	09/26/2017	27104	02		\$1666.30	NYYYYYN	1	NYS	3110

Employee promoted from a CSEA Gr 9 to a PEF grade14 Effective 10/01/2018. Effective 09/02/2019 the employee is demoted a CSEA (

What is the salary due upon demotion? **\$48299** Salary calculation: . On demotion we would go back to their last grade 9 salary and give the employee all perf adv's and raises due while the employee is in the higher grade. Since the employee was at job rate, we may only give the employee raises. The "normal" calculation for a raises would be 44311 X1.02(April 2019 raise) =45197. However, since the employee was at job rate in 2018, the employee is automatically brought to job rate off 2019 chart(45200).

What is the Anniversary Date? **08/20/2003**- Bring their prior grade 9 anniversary date through grade 14 with no adjustment. Grade 14 service counts toward grade 9 anniversary date.

What is the Increment Code? **0510**- On demotion, if the employee was formerly at job rate in the same grade level, upon demotion the employee returns to the former inc code. Service in a higher grade counts as job rate in a lower grade.

Name:	Demotions Scenario 5 Bonus Answer	Empl Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

05/16/2019	POS DMT	00126334	Head Mail&Supply Clerk	11/07/2013	\$58177.00	1.0000/F	PERM	S	Head Mail&Supply Clerk
0	23000	00126334	015	0001	ANN	0	AL4	N05	Dept of Motor Vehicle
A	05/20/2019	47013	05		\$2225.33	NYYYYYN	1	NYS	23000
04/04/2019	PAY FAC	08970850	Head Driver Impr Exm	05/19/2016	\$62322.00	1.0000/F	PERM	S	Head Driver Impr Exm
0	23000	08970850	018	1001	ANN	0	AL7	N05	Dept of Motor Vehicle
A	04/11/2019	34720	05		\$2383.88	NYYYYYN	1	NYS	23000
10/04/2018	Pay PAV	08970850	Head Driver Impr Exm	05/19/2016	\$62322.00	1.0000/F	PERM	S	Head Driver Impr Exm
0	23000	08970850	018	1001	ANN	0	AL7	N05	Dept of Motor Vehicle
A	10/11/2018	34720	05		\$2390.42	NYYYYYN	1	NYS	23000
04/05/2018	PAY SAC	08970850	Head Driver Impr Exm	05/19/2016	\$60378.00	1.0000/F	PERM	S	Head Driver Impr Exm
0	23000	08970850	018	1001	ANN	0	AL7	N05	Dept of Motor Vehicle
A	4/12/208	34720	05		\$2315.86	NYYYYYN	1	NYS	23000
10/05/2017	Pay PAV	08970850	Head Driver Impr Exm	05/19/2016	\$59194.00	1.0000/F	PERM	S	Head Driver Impr Exm
0	23000	08970850	018	1001	ANN	0	AL7	N05	Dept of Motor Vehicle
A	10/12/2017	34720	05		\$2270.45	NYYYYYN	1	NYS	23000
04/06/2017	PAY SAC	08970850	Head Driver Impr Exm	05/19/2016	\$57288.00	1.0000/F	PERM	S	Head Driver Impr Exm
1	23000	08970850	018	1001	ANN	0	AL7	N05	Dept of Motor Vehicle
A	04/13/2017	34720	05		\$2197.34	NYYYYYN	1	NYS	23000
04/06/2017	PAY PMR	08970850	Head Driver Impr Exm	05/19/2016	\$56165.00	1.0000/F	PERM	S	Head Driver Impr Exm
0	23000	08970850	018	1001	ANN	0	AL7	N05	Dept of Motor Vehicle
A	04/13/2017	34720	05		\$2154.26	NYYYYYN	1	NYS	23000
05/19/2016	XFR DPT	08970850	Head Driver Impr Exm	05/19/2016	\$54610.00	1.0000/F	PERM	S	Head Driver Impr Exm
0	23000	08970850	018	0004	ANN	0	AL7	N05	Dept of Motor Vehicle
A	05/23/2016	34720	05	56165	\$2094.62	NYYYYYN	1	NYS	23000
04/07/2016	PAY SAC	03004600	Head Housekeeper	11/07/2013	\$51518.00	1.0000/F	PERM	S	Head Housekeeper
1	50000	03004600	015	0001	ANN	0	AL7	N02	Dept of Mental Health
A	04/14/2016	34708	02		\$1976.02	NYYYYYN	1	NYS	50000
04/07/2016	PAY PAV	03004600	Head Housekeeper	11/07/2013	\$50507.00	1.0000/F	PERM	S	Head Housekeeper
0	50000	03004600	015	0001	ANN	0	AL7	N02	Dept of Mental Health
A	04/14/2016	34708	02		\$1937.25	NYYYYYN	1	NYS	50000

For this example assume all prior service not shown (prior to 4/7/2016) was in a grade equal to or less than grade 15.

Employee is a CSEA grade 15 promoted to a PEF grade 18 and then demoted to PEF Grade 15.

What is the PEF Grade 15 salary upon demotion? **\$58,177** Reconstruct the CSEA grade 15 using the higher PEF Grade 18 service. Beginning effective 5/19/2016 (date of promotion to grade 18) bring the prior CSEA Grade 15 salary through with Performance Advances and raises (based on CSEA salary schedules) through to the date of appointment. Then we would remove the 2% raise that CSEA received in April 2019 applying Payroll Bulletin 702 where there is a change in bargaining units where the raises are different.

What is the Anniversary Date? **11/7/2013** - Same anniversary date as CSEA Grade 15 (higher counts for lower).

What is the Increment Code? **0001** - Anniversary Date reflects the prior CSEA service and stays on the April cycle.

ID:	NS to Grade Scenario 1 Answer								Empl 0
									Record

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/19/2019	POS/OCM	00021270	SENR ATTOR	06/13/2018	\$10980.00	1.0000/F	PERM	S	SENR ATTORNEY
0	25000	00021270	661	0001	ANN	0	ALA	N06	Offic of Children & Family Serv
A	09/29/2019	00212	06		\$3862.59	NYYYYYN	1	NYS	4210
04/04/2019	PAY/SAC	00107426	ASSNT COUN	06/13/2018	\$100980.00	1.0000/F	PERM	S	ASSNT COUNSL
0	25000	00107426	600	0000	ANN	0	ALA	N06	Offic of Children & Family Serv
A	04/19/2019	00241	06		\$3862.59	NYYYYYN	2	NYS	4210
06/13/2018	POS/BDA	00107426	ASSNT COUN	06/13/2018	\$99000.00	1.0000/F	PERM	S	ASSNT COUNSL
0	25000	00107426	600	0000	ANN	0	ALA	N06	Offic of Children & Family Serv
A	06/18/2018	00241	06		\$3797.24	NYYYYYN	2	NYS	4210

Employee is appointed to an NS position (non-equated) with a BDA (Budget Director Approval) effective 6/13/2018. Effective 9/19/2019 the employee is appointed to a M/C grade 661 position.

What bargaining unit NS to Grade rules apply? **M/C - Use the rules associated with the NS position immediately prior to the graded appointment (Payroll Bulletin #682).**

What would their Salary be? **\$100,980 - The employee meets the eligibility criteria for M/C NS to Grade (in the same MC NS position, no discretionary increases in salary less than one year, etc). Since their current salary is within the range of a grade 663 (NS money assigned grade) being appointed to a grade 661, the position change is considered a demotion movement.**

Per Bulletin 682 - Build the salary in the lower grade 661 using the higher graded service. This would bring their salary to 100,980 (Hiring Rate + credit for PAV 2019 + 2%) OR the employee would retain their current salary upon movement to the graded position 100,980 whichever is best at the time of appointment.

What would their Anniversary Date be? **6/13/2018 - The date the NS salary was at least equal to minimum hiring rate of the grade 661 position.**

What would their Increment Code be? **0001 They are credited with having 13 pay periods in FY 2018-19 and will have 13 pay periods in 2019 - 20 and will be eligible for a performance advance April 2020.**

ID:	NS to Grade Scenario 2 Answer	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

08/08/2019 0 A	POS/APT 09000 08/25/2019	00392398 00392398 02127	BUSINESS S 027 05	08/08/2019 1003	\$99645.00 ANN \$3811.52	1.0000/F 0 NYYYYYN	PERM AL3 1	S N05 NYS	BUSINESS SYS ANLST 4 Environmental Conservation 0110
04/04/2019 0 A	PAY/PAV 09000 04/11/2019	00456395 00456395 02833	PROJECT CO 600 05	11/17/2016 0001	\$101446.00 ANN \$3880.41	1.0000/F 0 NYYYYYN	PERM AL3 1	S N05 NYS	PROJECT COORD Environmental Conservation 0110
04/04/2019 0 A	PAY/FAC 09000 04/11/2019	00456395 00456395 02833	PROJECT CO 600 05	11/17/2016 0001	\$98612.00 ANN \$3772.01	1.0000/F 0 NYYYYYN	PERM AL3 1	S N05 NYS	PROJECT COORD Environmental Conservation 0110
04/05/2018 0 A	PAY/PAV 09000 04/12/2018	00456395 00456395 02833	PROJECT CO 600 05	11/17/2016 0001	\$98612.00 ANN \$3782.36	1.0000/F 0 NYYYYYN	PERM AL3 1	S N05 NYS	PROJECT COORD Environmental Conservation 0110
04/05/2018 0 A	PAY/PAV 09000 04/12/2018	00456395 00456395 02833	PROJECT CO 600 05	11/17/2016 0001	\$96678.00 ANN \$3708.18	1.0000/F 0 NYYYYYN	PERM AL3 1	S N05 NYS	PROJECT COORD Environmental Conservation 0110
04/06/2017 1 A	PAY/SAC 09000 04/13/2017	00456395 00456395 02833	PROJECT CO 600 05	11/17/2016 0001	\$93899.00 ANN \$3591.73	1.0000/F 0 NYYYYYN	PERM AL3 1	S N05 NYS	PROJECT COORD Environmental Conservation 0110
04/06/2017 0 A	DTA/CIC 09000 04/13/2017	00456395 00456395 02833	PROJECT CO 600 05	11/17/2016 0001	\$92058.00 ANN 16 \$3530.98	1.0000/F 0 NYYYYYN	PERM AL3 1	S N05 NYS	PROJECT COORD Environmental Conservation 0110
11/17/2016 0 A	POS/PJT 09000 12/02/2016	00456395 00456395 02833	PROJECT CO 600 05	11/17/2016 0003	\$92058.00 ANN \$3530.98	1.0000/F 0 NYYYYYN	PERM AL3 1	S N05 NYS	PROJECT COORD Environmental Conservation 0110
03/24/2016 0 A	PAY/SAC 09000 03/31/2016	00392394 00392394 02139	BUSINESS S 023 05	03/30/2008 2015	\$89095.00 ANN \$3417.33	1.0000/F 0 NYYYYYN	PERM AL3 1	S N05 NYS	BUSINESS SYS ANLST 2 Environmental Conservation 0110

Employee was a PEF Gr 23 in 2016. Effective 11/17/2016 they are appointed to a PEF NS position equated to a Gr 27. Effective 8/8/2019 the employee is appointed to a PEF Gr 27.

What would their salary be? **\$99,645 - Refer to Bulletin 882. Look at the equated grade and compare to the graded position. This would be a lateral.**

Go back to 11/17/2016 and begin with Hiring Rate of the PEF Gr 27 and build with performance advances and raises 86,866 x 2% (2017) + 2,779 PAV 2018 X 2% (2018) + 2,834 (2019) = 96,044 OR

Go back to their PEF 23, bring prior salary (of Job Rate) through with raises and promote effective 8/8/2019 to their PEF GR 27. (92,693 off current chart x 7.5% = 99,645).

What is their Anniversary Date? **8/8/2019 - Since the result of bringing the prior grade 23 salary through and promoting was best; the anniversary date is date of appointment to the PEF 27 (The NS money was used to "support" the grade 23). This NS to Grade calculation is an example of "Grade to Grade."**

What is the Increment Code? **1003 - The employee needs one year in the graded position to earn a performance advance. They will earn their performance advance for their PEF Gr 27- 8/8/2020 payable in October 2020.**

ID:	NS to Grade Scenario 3 Answer								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/05/2019	POS/APT	00149106	Cleaner	05/23/2019	\$29589.00	1.0000/F	PERM	S	Cleaner
0	28210	00149106	005	1003	ANN	3	ALC	N03	SUNY New Paltz
A	09/18/2019	00702	03		\$1131.81	NYYYYYN	1	NYS	5620
05/16/2019	PAY/NEW	00149230	Cleaner	05/16/2019	\$14.17	1.0000/F	TEMP	H	Cleaner
1	28210	00149230	600	0000	HRY	3	ALC	HRY	SUNY New Paltz
A	05/23/2019	19713	03		\$14.17	NYYYYYN	1	NYS	5620
05/16/2019	HIR/OCS	00149230	Cleaner	05/16/2019		1.0000/F	TEMP	H	Cleaner
0	28210	00149230	600	0000	HRY	3	ALC	HRY	SUNY New Paltz
A	05/23/2019	19713	03			NYYYYYN	1	NYS	5620

Employee worked in an hourly position for the period 5/16/2019 - 9/4/2019.
 Effective 9/5/2019 a transaction is submitted appointing the employee to a CSEA Gr 5 position.
 In the Status Reason box on the Job Request the agency reports the employee worked 603 hours for the period 5/16/2019 - 9/4/2019 and was an 8 hour day employee.

Using bulletin 835:

What would their salary be? **29,589 - We would take the hiring rate of the CSEA Gr 5 salary (29589) / by 2088 = 14.17.**
The hourly rate falls within the range of the graded position. The appointment is considered a lateral position change.
Take the hours submitted - 603/8 = 75.375 days. We use the date appointed (9/5/2019) and adjust it by 75 work days.
The agency should enter the hours and whether 8 or 7.5 hour employee into General Comments.

What would their Anniversary Date be? **5/23/2019**

What would their Increment Code be? **1003 - On the October cycle, not entitled to a performance advance in October 2019.**

ID:	NS to Grade Scenario 4 Answer							Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/05/2019	POS OCM	00479150	HUMAN RESO	09/05/2019	\$59528.00	1.0000/F	PERM	S	HR SPEC 1
0	23000	00479150	618	0001	ANN	0	AL2	N06	Department Of Motor Vehicles
A	09/19/2019	18514	06		\$2277.01	NYYYYYN	1	NYS	0110
04/04/2019	PAY SAC	00454595	EMPIRE FEL	09/17/2017	\$57794.00	1.0000/F	TEMP	S	EMPIRE FELLOW
0	23000	00454595	600	0000	ANN	0	AL2	N06	Department Of Motor Vehicles
A	05/16/2019	10820	06		\$2210.68	NYYYYYN	1	NYS	0110
04/04/2019	PAY FAC	00454595	EMPIRE FEL	09/17/2017	\$56661.00	1.0000/F	TEMP	S	EMPIRE FELLOW
0	23000	00454595	600	0000	ANN	0	AL2	N06	Department Of Motor Vehicles
A	04/19/2019	10820	06		\$2167.34	NYYYYYN	1	NYS	0110
04/05/2018	PAY SAC	00454595	EMPIRE FEL	09/17/2017	\$56661.00	1.0000/F	TEMP	S	EMPIRE FELLOW
1	23000	00454595	600	0000	ANN	0	AL2	N06	Department Of Motor Vehicles
A	05/17/2018	10820	06		\$2173.29	NYYYYYN	1	NYS	0110
04/05/2018	PAY SAC	00454595	EMPIRE FEL	09/17/2017	\$55550.00	1.0000/F	TEMP	S	EMPIRE FELLOW
0	23000	00454595	600	0000	ANN	1	AL2	N06	Department Of Motor Vehicles
A	05/17/2018	10820	06		\$2130.68	NYYYYYN	1	NYS	0110
09/07/2017	PAY BDA	00454595	EMPIRE FEL	09/07/2017	\$55000.00	1.0000/F	TEMP	S	EMPIRE FELLOW
1	23000	00454595	600	0000	ANN	0	AL2	N06	Department Of Motor Vehicles
A	09/07/2017	10820	06		\$2109.58	NYYYYYN	1	NYS	0110
09/07/2017	HIR APT	00454595	EMPIRE FEL	09/07/2017		1.0000/F	TEMP	S	EMPIRE FELLOW
0	23000	00454595	600	0000	ANN	0	AL2	N06	Department Of Motor Vehicles
A	09/14/2017	10820	06			NYYYYYN	1	NYS	0110

Employee was in a NS not equated to grade position appointed by a BDA effective 9/7/2017.
Effective 9/5/2019 the employee is appointed to a MC 618 position.

What would their salary be? **\$59,528 - We would review the employees history to see if they are eligible for New NS to grade rules per bulletin 682. Since the employee meets the eligiblity we would review the NS money and compare it to the current MC chart (the bargaining unit they are coming from). Hiring rate of a 617 is 55,575. This would be considered a promotion. We would promote 3%. The employee would be entitled to hiring rate or the promotional percentage.**

What is their Anniversary Date? **9/5/2019 - The date of the promotion.**

What is the Increment Code? **0001 - they would have 13 complete pay periods in the FY for a Performance Advance in April 2020.**

ID: NS to Grade Scenario 5 Answer								Empl 0 Record	
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

10/17/2019	POS/APT	00356397	Facility Oper Assnt 1	10/17/2019	\$32574.00	1.0000/F	PERM	S	Facility Oper Assnt 1
O	28210	00356397	006	0003	ANN	3	ALC	N03	SUNY New Paltz
A	10/21/2019	00581	03		\$1245.99	NYYYYYN	1	NYS	5620
04/04/2019	PAY/SAC	00149230	Cleaner	07/28/2016	\$14.18	1.0000/F	TEMP	H	Cleaner
O	28210	00149230	600	0000	HRV	3	ALC	HRV	SUNY New Paltz
A	04/11/2019	19713	03		\$14.18	NYYYYYN	1	NYS	5620
04/05/2018	PAY/SAC	00149230	Cleaner	07/28/2016	\$13.90	1.0000/F	TEMP	H	Cleaner
O	28210	00149230	600	0000	HRV	3	ALC	HRV	SUNY New Paltz
A	04/12/2018	19713	03		\$13.90	NYYYYYN	1	NYS	5620
04/06/2017	PAY/SAC	00149230	Cleaner	07/28/2016	\$13.63	1.0000/F	TEMP	H	Cleaner
O	28210	00149230	005	0000	ANN	3	ALC	HRV	SUNY New Paltz
A	04/13/2017	19713	03		\$13.63	NYYYYYN	1	NYS	5620
07/28/2016	PAY/NEW	00149230	Cleaner	07/28/2016	\$13.36	1.0000/F	TEMP	H	Cleaner
1	28210	00149230	600	0000	HRV	3	ALC	HRV	SUNY New Paltz
A	08/02/2016	19713	03		\$13.36	NYYYYYN	1	NYS	5620
07/28/2016	HIR/OCS	00149230	Cleaner	07/28/2016		1.0000/F	TEMP	H	Cleaner
O	28210	00149230	600	0000	HRV	3	ALC	HRV	SUNY New Paltz
A	08/02/2016	19713	03			NYYYYYN	1	NYS	5620

Employee worked in an hourly position for the period 7/28/2016 as a Cleaner and appointed to a CSEA Grade 6 Effective 10/17/2019. The agency has reported that the employee worked 6,300 Hours as a 7.5/hour employee = 840 work days.

Starting in October 2019 CSEA has a sideletter from the 2016 - 2021 agreement. This sideletter includes a new promotion calculation when going from hourly to annual.

What would their salary be? **\$32,574 - Review the hourly rate immediately prior to the graded service to see if it is within the range of the grade 6. Grade 6 hiring rate is 31245/2088 =14.96 - not within the range of the grade 6.**

Now we need to determine what grade the hourly rate is equal to. Take the hourly rate and annualize it by multiplying by 2088 (14.18 x 2088 = 29,608). The grade 5 hiring rate is 29,598. This is equal to CSEA grade 5. Review the prior hourly history taking the hourly and annualizing it for each year to make sure the money is within the range of the CSEA grade 5.

With the New CSEA NS to Grade Rules - use the NS to grade calculator and calculate their adjusted Anniversary Date using the number of work days that the agency reported - 7/28/2016. Reconstruct the grade 5 salary giving credit for all the time in the hourly. (Step 2 off the current 2019 chart) 31,625 x 3% (promotion % grade 5 to grade 6) = 32,574. The employee would be entitled to the promotional calculation or hiring rate of the CSEA Grade 6 (31,245). In this case; the employee received the promotional calculation.

What would their Anniversary Date be? **10/17/2019 - that would be the date of appointment to the CSEA Grade 6.**

What would their Increment Code be? **0003 - The employee would need one year in grade to earn their PAV in the CSEA Grade 6 position - not due till April 2021**

ID:	NS to Grade Scenario 6 Answer	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/25/2019 0 A	POS/NCP 01160 10/04/2019	00479249 00479249 00079	ADMNV OFFR 665 06	09/25/2019 0001	\$139430.00 ANN \$5333.34	1.0000/F 0 NYYYYYN	PERM AL2 1	S N06 NYS	ADMNV OFFR 6 Justice Center 0161
04/04/2019 1 A	PAY/SAC 01160 05/16/2019	00029202 00029202 00080	DEPUTY DIR 600 06	09/08/2017 0000	\$136204.00 ANN \$5209.94	1.0000/F 2 NYYYYYN	PERM AL2 1	S N06 NYS	DEPUTY DIR Justice Center 0161
04/04/2019 0 A	PAY/FAC 01160 04/19/2019	00029202 00029202 00080	DEPUTY DIR 600 06	09/08/2017 0000	\$133533.00 ANN \$5107.77	1.0000/F 2 NYYYYYN	PERM AL2 1	S N06 NYS	DEPUTY DIR Justice Center 0161
10/18/2018 0 A	POS/MOV 01160 11/05/2018	00029202 00029202 00080	DEPUTY DIR 600 06	09/08/2017 0000	\$133533.00 ANN \$5121.79	1.0000/F 2 NYYYYYN	PERM AL2 1	S N06 NYS	DEPUTY DIR Justice Center 0161
04/05/2018 1 A	PAY/SAC 01160 05/17/2018	00029202 00029202 00301	DEPUTY DIR 600 06	09/08/2017 0000	\$133533.00 ANN \$5121.79	1.0000/F 2 NYYYYYN	PERM AL2 1	S N06 NYS	DEPUTY DIR Justice Center 0161
04/05/2018 0 A	PAY/SAC 01160 05/17/2018	00029202 00029202 00301	DEPUTY DIR 600 06	09/08/2017 0000	\$130915.00 ANN \$2130.68	1.0000/F 2 NYYYYYN	PERM AL2 1	S N06 NYS	DEPUTY DIR Justice Center 0161
09/08/2017 0 A	POS/BDA 01160 10/03/2017	00029202 00029202 00301	DEPUTY DIR 600 06	09/08/2017 0000	\$129619.00 ANN \$4971.67	1.0000/F 2 NYYYYYN	PERM AL2 1	S N06 NYS	DEPUTY DIR Justice Center 0161

04/06/2017 2 A	PAY/SAC 01160 06/01/2017	00453073 00453073 00083	DIR FINANC 664 06	03/24/2017 0001	\$117836.00 ANN \$4519.72	1.0000/F 0 NYYYYYN	CONT AL2 1	S N06 NYS	DIR FINANCIAL ADMIN 4 Justice Center 0161
04/06/2017 1 A	PAY/SAC 01160 06/01/2017	00453073 00453073 00083	DIR FINANC 664 06	03/24/2017 0001	\$115525.00 ANN \$4431.08	1.0000/F 0 NYYYYYN	CONT AL2 1	S N06 NYS	DIR FINANCIAL ADMIN 4 Justice Center 0161
04/06/2017 0 A	PAY/PMR 01160 06/01/2017	00453073 00453073 00083	DIR FINANC 664 06	03/24/2017 0001	\$113260.00 ANN \$4344.20	1.0000/F 0 NYYYYYN	CONT AL2 1	S N06 NYS	DIR FINANCIAL ADMIN 4 Justice Center 0161
03/24/2017 1 A	PAY/CSL 01160 05/18/2017	00453073 00453073 00083	DIR FINANC 664 06	03/24/2017 0001	\$109084.00 ANN \$113,260 \$4184.03	1.0000/F 0 NYYYYYN	CONT AL2 1	S N06 NYS	DIR FINANCIAL ADMIN 4 Justice Center 0161
03/24/2017 0 A	POS/526 01160 04/17/2017	00453073 00453073 00083	DIR FINANC 664 06	03/24/2017 0001	\$106945.00 ANN \$111,039 \$4101.98	1.0000/F 0 NYYYYYN	CONT AL2 1	S N06 NYS	DIR FINANCIAL ADMIN 4 Justice Center 0161

Employee was in a NS not equated to grade position appointed by a BDA effective 9/8/2017.
Effective 9/25/2019 the employee is appointed to a MC 665 position.

What would their salary be? **139,430** - Review the employee's history. They are in an MC position and they meet the eligibility criteria per Payroll Bulletin 682- they are eligible for the highest salary based on Reinstatement promote, holding NS salary (NTE JR) or demotion reconstructions.

Hold last NS Salary - Compare current NS to range of the graded position - Employee may hold salary up to the JR of the graded position. **136,204**

Demotion Calculation: 9/8/2017 HR of 665 is 116,189 + PAV 5101 (2017 MC salary chart) X 1% (parity raise) X 2% (2018 raise) = 124,953 + PAV 5255 (2018 MC salary chart) X 2% = **132,812**

Grade to Grade Promotion Calculation - Bring prior grade 664 through with Performance Advances and Raises (117,836 + 4,569 X 1% X 2% = 126,102 + PAV 4,707 X 2% = 133,425 X 4.5% (promotion percentage 664 to 665) = **139,430**

Whichever is best at the time of appointment is their new salary - **139,430**

What is their Anniversary Date? **9/25/2019** - The date of the promotion. All the prior NS was used to build the 664 salary, so the Anniversary Date would be the date of promotion. If Payroll Bulletin 682 salary calculation was used the anniversary date would have been the date entering the NS position 9/8/2017.

What is the Increment Code? **0001** - they would have 13 complete pay periods in April 2020 to receive a Performance Advance.

ID:	NS to Grade Old Rules Scenario 7 Answer	Empl 0 Record
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Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/26/2019 0 A	POS/NCP 01160 10/07/2019	00479250 00479250 00742	DIR HUMN R 663 06	09/24/2015 0001	\$116893.00 ANN \$4471.27	1.0000/F 0 NYYYYYN	PERM AL4 1	S N06 NYS	DIR HUMN RESRC 3 Justice Center 0161
04/04/2019 2 A	PAY/SIC 01160 06/19/2019	00029110 00029110 00081	DEPUTY DIR 600 06	09/24/2015 0000	\$114446.00 ANN \$4548.70	1.0000/F 2 NYYYYYN	PERM AL4 1	S N06 NYS	DEPUTY DIR Justice Center 0161
04/04/2019 1 A	PAY/SAC 01160 05/16/2019	00029110 00029110 00081	DEPUTY DIR 600 06	09/24/2015 0000	\$112303.00 ANN \$4295.70	1.0000/F 2 NYYYYYN	PERM AL4 1	S N06 NYS	DEPUTY DIR Justice Center 0161
04/04/2019 0 A	PAY/FAC 01160 04/19/2019	00029110 00029110 00081	DEPUTY DIR 600 06	09/24/2015 0000	\$110101.00 ANN \$4211.47	1.0000/F 2 NYYYYYN	PERM AL4 1	S N06 NYS	DEPUTY DIR Justice Center 0161
04/05/2018 1 A	PAY/SAC 01160 05/17/2018	00029110 00029110 00081	DEPUTY DIR 600 06	09/24/2015 0000	\$110101.00 ANN \$4223.03	1.0000/F 2 NYYYYYN	PERM AL4 1	S N06 NYS	DEPUTY DIR Justice Center 0161
04/05/2018 0 A	PAY/SAC 01160 05/17/2018	00029110 00029110 00081	DEPUTY DIR 600 06	09/24/2015 0000	\$107942.00 ANN \$4140.22	1.0000/F 2 NYYYYYN	PERM AL4 1	S N06 NYS	DEPUTY DIR Justice Center 0161

04/06/2017 1 A	PAY/SAC 01160 06/01/2017	00029110 00029110 00081	DEPUTY DIR 600 06	09/24/2015 0000	\$106873.00 ANN \$4099.22	1.0000/F 2 NYYYYYN	PERM AL4 1	S N06 NYS	DEPUTY DIR Justice Center 0161
04/06/2017 0 A	PAY/SAC 01160 06/01/2017	00029110 00029110 00081	DEPUTY DIR 600 06	09/24/2015 0000	\$104777.00 ANN \$4018.83	1.0000/F 2 NYYYYYN	PERM AL4 1	S N06 NYS	DEPUTY DIR Justice Center 0161
04/07/2016 2 A	PAY/SAC 01160 05/18/2017	00029110 00029110 00081	DEPUTY DIR 600 06	09/24/2015 0000	\$102723.00 ANN \$3940.04	1.0000/F 2 NYYYYYN	PERM AL4 1	S N06 NYS	DEPUTY DIR Justice Center 0161
04/07/2016 1 A	PAY/SAC 01160 05/19/2016	00029110 00029110 00081	DEPUTY DIR 600 06	09/24/2015 0000	\$100709.00 ANN \$3862.79	1.0000/F 2 NYYYYYN	PERM AL4 1	S N06 NYS	DEPUTY DIR Justice Center 0161
04/07/2016 0 A	PAY/FAC 01160 04/21/2016	00029110 00029110 00081	DEPUTY DIR 600 06	09/24/2015 0000	\$98734.00 ANN \$3787.00	1.0000/F 2 NYYYYYN	PERM AL4 1	S N06 NYS	DEPUTY DIR Justice Center 0161
09/24/2015 0 A	POS/BDA 01160 10/22/2015	00029110 00029110 00081	DEPUTY DIR 600 06	09/24/2015 0000	\$98734.00 ANN \$3776.67	1.0000/F 2 NYYYYYN	PERM AL4 1	S N06 NYS	DEPUTY DIR Justice Center 0161
07/02/2015 0 A	PAY/SAC 01160 07/16/2015	00452750 00452750 00112	DIR PERSON 661 06	09/26/2013 2015	\$89758.00 ANN \$3443.33	1.0000/F 0 NYYYYYN	PERM AL4 1	S N06 NYS	DIR PERSONNEL D Justice Center 0161

Employee was in a NS not equated to grade position appointed by a BDA effective 9/24/2015.
Effective 9/26/2019 the employee is appointed to a MC 663.

What would their salary be? **\$116,891 - Review the employees history. Since the employee received a SIC 4/4/2019 they do not meet the eligibility for New NS to Grade Rules per Payroll Bulletin 682.**

We would calculate their salary 2 ways:

Bring the prior grade MC 661 salary through and promote to 663 . Since they were at Job Rate of the 661 on 7/2/2015 we would bring their salary to Job Rate off the current 2019 MC Salary Chart (102,093) and promote 7.5% (661 to 663) = 109,750

Or using Old NS to Grade Rules, start where the NS money is equal to or greater then the Hiring Rate of the MC 663. Reconstruct their salary giving performance advances and raises to current. Effective 9/24/2015 NS salary was 98,734 - hiring rate of the 663 is 87,404 (greater then hiring rate). Start the reconstruction at 87,404 + 2016 PAV 3,842 (2015 chart) x 2% Parity x 2% Raise for 2016. Add 2017 PAV 3,996 (2016 chart) x 2% parity x 2% Raisefor 2017. Add 2018 PAV 4,158 (2017 chart) x 1% parity x 2% raise for 2017. Add a 2019 PAV 4,283 (2018 chart) x 2% raise for 2019 = 116,893

Since using old NS to Grade rules is best at the time of appointment the employees salary would be 116,893

What is their Anniversary Date? **9/24/2015 - The effective date of when the reconstruction started.**

What is the Increment Code? **0001 - they would have 13 complete pay periods in April 2020 to receive a Performance Advance.**