

PS&T and Rent Regulation Merit Step Payment Correction Report

Eligible for Payment

Department ID	Employee ID	Employee Record	Employee Status	BU	Increment Code	Has 1 year at Job Rate in current grade	Has 5 years cumulative State service	No NOD within last 3 years	No Unsatisfactory Rating within last 3 years	Attended agency sponsored job-related training within last 3 years

Instructions:

- Fill in identifying information and check all columns.
- Fax Correction Report to 518-474-2601.
- Send email to SalaryDetermination@osc.state.ny.us to verify that this report has been faxed.