Chapter 14

Compensation Adjustments

## Chapter Topics

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Introduction

This NYSTEP page is primarily used to request changes to Non-Statutory (NS) positions that are on **both** the NYSTEP and PayServ systems (shared positions). The page can also be used to request changes to the compensation associated with certain existing Extra Service (ES) and Unclassified Service positions which are not carried on the NYSTEP system (position numbers for these positions begin with the digits "61" or "63"). The Compensation Adjustment transaction is designed to enable agency and Division of Budget (DOB) staff to review historic changes to the rates and frequency of compensation associated with NS positions and to update that information. This transaction is also used to update information on the position table of the State's payroll system, PayServ.

Approval of a Compensation Adjustment request by DOB replaces the previous paper-based PS Certificate amendment process and eliminates the need for almost all State agencies, and DOB, to process PS Certificate amendments as paper documents.
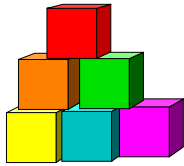
NYSTEP-PayServ Shared Positions

Access the Page

1.   Click **Maintain Comp Adjustments**, **Maintain Comp Adjustments**, **Use**, **Compensation Adjustments**.

       The Compensation Adjustments Search Dialog page will display.

2.   In the **Position Number** field, enter the 8-digit NYSTEP position number. Click **Search**.

3.   If the position number is not known, in the **Agency** field, enter the agency code; and in the **Line Item Number** field, enter the line number. Click **Search**.

4.   Or, to search by **Title Code** or **Salary Grade** instead, leave the **Line Item Number** field blank and in the appropriate field and enter either the Title Code or Salary Grade "NS". Click **Search**.

       A list with the Search Results will display.

Search Results

View All   First ◄ 1-16 of 16 ► Last

Position Number	Agency	Line Item Number	Title Code	Salary Grade	Request Status	Reason Code
00026510	01370	61045	2912001	NS	Approved	NSA
00026511	01370	61002	2875850	NS	Approved	NSA
00026518	01370	61008	6529000	NS	Approved	NSA
00026522	01370	65254	8132010	NS	(blank)	(blank)
00026524	01370	64120	2259900	NS	Approved	NSA
00026545	01370	65250	8132010	NS	(blank)	(blank)

5. Select the desired transaction.
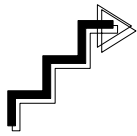*The Compensation Adjustments page will display.*

NYSTEP

🔘 Nystep Reports   ⌂ Home   🔘 Worklist   ❓ He

Home > Maintain Comp Adjustments > Maintain Comp Adjustments > Use > **Compensation Adjustments**   New Window

Compensation Adjustments \ Comments

Position #:   00026518

View All   First ◄ 1 of 2 ► Last

*Effective Date: 10/07/2003 📅 Rate Frequency: [_____] ▼   LIMIT INFORMATION   [+]

Action Reason: NSA

POSITION DATA

Agency:	01370	Off for Aging	**Line #:**	61008
Title:	6529000	Counsel	**SG:**	NS
Location:	0110	Albany	**Rate Frequency:**	SG EQ
Pos Type:	P		**Equated Grade:**	65
Pos Ends:			**JC:** 2 **NU:** 06	

Agency User: **Request Status:**

DOB User: **Request Status Date:** 11/09/2001

[Submit]   [Deny]

Position Summary

[💾 Save]   [🔍 Return to Search]

Compensation Adjustments | Comments

📝 **NOTE:** Use the **Position Summary** hyperlink on the page to display **Position Summary** and check the position's history. This will open a new window. To return to the transaction, click the x in the upper right-hand corner on the **Position Summary** menu bar.

📝 **NOTE:** The Action Reason shown on **Position Summary** for a routine adjustment to an NS Salary will show as "NSA". Were the adjustment due to a general salary increase, the Action Reason would be "GSI". GSI is not an option for routine Comp Adjustments; it is only available when using the Comp Adjustment Mass Change.

W ork with the Page

> **NOTE:** Use of the Compensation Adjustment transaction applies only for single items/positions at a time. To create a Comp Adjustment for 10 or more items at a time, use the Mass Change Comp Adjustment menu option. The Mass Change Comp Adjustment can only be used for shared NYSTEP- PayServ positions.

1. In the **Effective Date** field, enter the date requested for the transaction to become effective or click 🗓 to select a date.

> **NOTE:** Effective dates for Compensation Adjustment requests cannot be earlier than July 2, 2001, the date of rollout of this transaction. Future dating of Compensation Adjustment transactions is limited to 90 days from the system date. Backdating a compensation adjustment transaction to a date prior to an already existing compensation adjustment is not allowed. See "Troubleshooting" section.
>
> In the event that DOB denies a transaction, a new request must have an effective date **later** than the date of the denied request.
>
> When the **Compensation Adjustment** page is accessed to make a change to the compensation attributes for an NS position carried on **both** the NYSTEP and PayServ systems, the information displayed in the Position Data box is the latest information available in **NYSTEP**.

2. In the **Rate Freq** field, click the ▼ and select the appropriate value.

Compensation Adjustments	Comments

Position #:   00026518

*Effective Date:	10/07/2003 🗓	Rate Frequency:	▼

Action Reason: NSA

Annual
Hourly
Not to Exceed
SG EQ

If the value chosen is either **Annual** or **SG EQ**, the page will display as shown below:

3. If **Annual** is chosen, in the **Annual Rate** field, enter the annual compensation associated with the position.

4. If **SQ EQ** is chosen, in the **Equated Grade** field, enter the equivalent salary grade of a position in the Classified Service which has been approved for this position.

5. If the **Rate Frequency** chosen is either **Hourly** or **Not to Exceed**, the page will display as shown below:

6. For **Hourly** positions, enter the hourly compensation associated with the position. Enter this amount without currency designation or decimals. A value of up to $999.99 may be entered here. If the hourly rate requested must be greater than $999.99, enter the actual rate on the **Comments** tab.

7. For **Not To Exceed** positions, enter the maximum annual rate of compensation for the position (this compensation rate is routinely established by BDA). Enter this amount without currency designation or decimals. A value of up to $999,999.00 may be entered here.

> **NOTE:** For Not to Exceed or Hourly Rate Frequency, the Limit Amount option will become available. This is not a required field, and does Not update the PayServ or NYSTEP Databases; It is for internal Informational purposes only.

8. If there is a limit to be noted, check the **Limit Required?** check box.

9. In the **Limit Amount** field, enter the maximum amount that may be expended per Limit Basis.

10. In the **Limit Basis** field, enter the basis on which the Limit Amount is to be applied. For example, in the Hourly illustration above, a maximum of $100.00 may be expended at an hourly rate of $15.00, based on per Case, per day, per examination, etc.

11. In the **Limit #** field, enter the maximum number of occurrences of the basis which can be supported by the Limit Amount. For example, if the Limit amount is $100.00, the Limit Basis is per case, and the hourly rate is $15.00, Limit Number is $100.00/$15.00 or roughly 6 ½ hours per case. In the Not To Exceed example, if the Limit Amount of $150.00 were based on a per case base, then the Limit Number could be $55000.00/$150.00 or a maximum number of cases of 366.

12. Click the **Comments** tab, and enter any comments.

13. Click the **Compensation Adjustment** tab and press **Submit**.

14. To create another compensation transaction for the same position, press the Insert Row icon [+] or press Alt + 7. A new Compensation Adjustment request cannot be created for the same item/position if there is already a pending Compensation Adjustment request in the system.

15. To make a change to another position, click [Q Return to Search] icon and in the **Position Number** field, enter the position number and press **Search**.

NOTE: If the position previously had other requested changes, use the **View All** hyperlink to view and scroll through all the data rows together. The **First** hyperlink brings the User to the first (the most recent) row of data. The **1 of #** shows the User how many rows of data exist for the transaction. The **Last** hyperlink brings the User to the last (the oldest) row of data. To view one row at a time, use the ◀ arrow to the right of **First** and the ▶ arrow to the left of **Last** to navigate back and forth between rows.

NYSTEP-PayServ SHARED POSITIONS

Position Type	*Data Entry Options*
███████████████████████████████	
Other Statutory	Salary enterable as annual, hourly or NTE amount. Cannot be Grade Equated
SG 38/68	Salary only enterable as annual or NTE. Cannot be Grade Equated to any other grade or to OS; cannot be hourly.
NS- Annual	Salary enterable as annual rate. No SG Equated; no NTE; no Hourly. No Limit Required choice.
NS- SG Equated	Enter equivalent classified service salary grade for this position. No Annual enterable; no NTE; no Hourly enterable. No Limit Required choice.
NS – Not SG Equated (HOURLY)	Hourly enterable to a max of 999.99. No SG Equated; no NTE; no Annual. Limit Required is an option. Hourly rate should be set to MAXIMUM of any person in that jobcode, even though PayServ may be less.
NS – Not SG Equated (NOT TO EXCEED)	Salary should be set set to *MAXIMUM* annual rate of any person in that jobcode, even though PayServ may be less. If Limit Required chosen, Limit Amount and Limit Basis are required. Limit Number is optional.
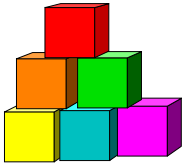
PayServ Only Positions

The Compensation Adjustment transaction can also be used to make changes to certain *existing* Extra Service and Unclassified Service positions which were initially established by PayServ but are not part of the NYSTEP position database. These positions carry position numbers beginning with the digits"61" or '63". In the case of these positions carried only on the PayServ system, the Position Data information shown on the Compensation Adjustment page is the latest information carried by the **PayServ** system.

If establishment of a *new* Extra Service or other Unclassified position is necessary, current procedures in place with PayServ should continue to be followed. Once established, and updated in the PayServ database, compensation changes can then be made in NYSTEP.

NOTE: There is no Mass Change transaction for PayServ only positions.

Access the Page

1. Click **Maintain Comp Adjustments**, **Maintain Comp Adjustments**, **Use**, **Compensation Adjustments**.
    The Compensation Search Dialog Box will display.

2. In the **Position Number** field, enter the PayServ position number beginning with either a "61" or "63".

    The Compensation Adjustments page will display.

3. If the Position Number is not known, in the **Agency** field and enter the agency code; and in the **SG** field enter "600" or "700".
    A list box of positions (up to 300 records) will appear.

4. Double Click on the position you wish to change.

5. A search for these positions can also be done by entering the Agency Code and then the PayServ 6-digit title code.

WARNING: When the list box displaying your results displays, the PayServ 6-digit title code will appear as a 7-digit code; NYSTEP must add a left-leading zero to the 6-digit PayServ code to maintain consistency in record retrieval.

NOTE: If an invalid PayServ position number is entered, or an attempt is made to make a change to PayServ positions other than those beginning with a "61" or "63" a "No matching values were found" will appear below the **Search** button.

Work with the Page

NOTE: *THE MESSAGE "PAYSERV ONLY POSITION. NO UPDATE TO NYSTEP" APPEARS ON THE PAGE. This is another indication that the user has chosen to make changes to an Extra Service or unclassified position that is a PayServ only position. No record updates will be made in NYSTEP, only in the PayServ database.*

1. In the **Effdt** field, enter the effective date requested for the compensation change.

NOTE: Effective dates for Compensation Adjustment requests cannot be prior to July 2, 2001.

2. In the **Empl Type** field, click ▾ to view menu choices and make a selection. If **Exception Hourly or Hourly is chosen**, the **Hourly Rt** field will open for data entry. Enter the hourly rate as a numeric value with a maximum of three digits without decimal points.

NOTE: For Exception Hourly or Hourly Rate Frequency, the Limit Amount option will become available. This is not a required field, and does Not update the PayServ or NYSTEP Databases; It is for internal Informational purposes only.

3.   If there is a limit to be noted, check the **Limit Required?** check box.

4.   In the **Limit Amount** field, enter the maximum amount that may be expended per Limit Basis.

5.   In the **Limit Basis** field, enter the basis on which the Limit Amount is to be applied. For example, in the Hourly illustration above, a maximum of $100.00 may be expended at an hourly rate of $15.00, based on per Case, per day, per examination, etc.

6.   In the **Limit #** field, enter the maximum number of occurrences of the basis which can be supported by the Limit Amount. For example, if the Limit amount is $100.00; the Limit Basis is per case, and the hourly rate is $15.00, Limit Number is $100.00/$15.00 or roughly 6 ½ hours per case. In the Not To Exceed example, if the Limit Amount of $150.00 were based on a per case base, then the Limit Number could be $55000.00/$150.00 or a maximum number of cases of 366.

7.   Click the **Comments** tab, and enter any comments.

8.   Click the **Compensation Adjustment** tab and press **Submit**.

9.   If **Salaried** was selected, choose either an **Annual Rate** expressed as a numeric value of not more than 6 digits without decimals, or **App**roved **SG Eq**uated entering the appropriate equivalent classified service salary grade.

10.   If necessary, enter any Limit Required information as described above for Hourly and Exception Hourly employee types.

11.   Click the **Comments** tab and enter any comments. This is a required field.

12.   Click the **Compensation Adjustments** tab and press **Submit**.

13.   If it is determined that the transaction is unnecessary, click the **DENY** button.

14.   To create another compensation adjustment transaction for the same position, press the Insert Row icon ⊞ or press Alt + 7. A new Compensation Adjustment request cannot be created for the same item/position if there is already a pending Compensation Adjustment request in the system.

15.   To make a change to another position, click 🔍 Return to Search icon and in the **Position Number** field, enter the position number and press **Search**.

NOTE: If the position previously had other requested changes, use the **View All** hyperlink to view and scroll through all the data rows together. The **First** hyperlink brings the User to the first (the most recent) row of data. The **1 of #** shows the User how many rows of data exist for the transaction. The **Last** hyperlink brings the User to the last (the oldest) row of data. To view one row at a time, use the ◀ arrow to the right of **First** and the ▶ arrow to the left of **Last** to navigate back and forth between rows.

PayServ ONLY POSITIONS

Employee Type	*Rate Frequency*	*Data Entry Options*
600 level	Salaried	If Annual Rt chosen salary enterable as annual amount. Cannot enter App Sal Grade Equated; cannot be hourly.
600 level	Salaried	If App Sal Grade Equated chosen enter grade as three digit OSC grade (i.e. 623).
600 level	Exception Hourly	Hourly rate enterable to a maximum of 999.99.
600 level	Hourly	Hourly rate enterable to a maximum of 999.99.
700 level	Annual	Salary enterable as Annual Rate only.
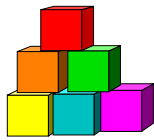
Inactive Positions

Due to the fact that many NS positions are either temporary or seasonal in nature, the positions will often be inactivated for periods of time. During an inactive period, compensation adjustment actions cannot be completed on these positions.

Access the Page

1. Click **Maintain Comp Adjustments**, **Maintain Comp Adjustments**, **Use**, **Compensation Adjustments**.
    The Compensation Search Dialog Box will display.

2. In the appropriate fields, enter data to
    The following page will display

The page will not display any information on the position and will indicate that the position is inactive. To view detail on when the position expired, or became inactive, click on the **Pos Sum** button to view the position summary.

Eff Dt / Seq Action Dt Reason Job # / Seq #	Agency Code / Line # / Status Agency Title Title Code	JC / SG / NU Location 55 Tag Freq / Rate	Pos Estab Pos Ends Phi Tag	% Use Pos Type CSC Exr	Frozen / Waiver/End Dt Earmarks / Dates
04/01/2003 0 08/27/2003 INA	49240 21670 Inactive P&R Niagara-Sp Parks&Rec Aide 5 1588250	3 / NS / 03 3220 Niagra Fls H $7.97	11/01/2002 03/31/2003	100 Seasonal	N N CC DOB CSC
11/01/2002 1 11/06/2002 GSI	49240 21670 Active P&R Niagara-Sp Parks&Rec Aide 5 1588250	3 / NS / 03 3220 Niagra Fls H $7.97	11/01/2002 03/31/2003	100 Seasonal	N N CC DOB CSC

Position Summary / Position Fund

Position #:   00337683

View All   First ◀ 1-3 of 11 ▶ Last

In this example, the position has been inactive since April 01, 2003 and therefore, no compensation or other NYSTEP action can be completed for this position.
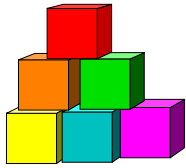
Position Summary

Access the Page

WARNING: Compensation Adjustment transactions **do not have job control numbers.** To view previous compensation actions on the same position, click `Q Return to Search` and in the **Position Number** field, enter the position number and press **Search**. Use the right hand scroll bar to view previously completed actions.

1. Click **NY Personnel Mgmt**, **Incumbent Change Request**, **Inquire**, **Position Summary**.

2. In the **Position Number** field enter the position number of the *Shared NYSTEP-PayServ position.*

3. Click **Search**.
   The Position Summary page will display.

4. Look for the row with the action/reason of **NSA (Non-Statutory Adjustment)**. That row will display the approved change made to the compensation of the position in the same format as all other TPM actions are displayed on **Position Summary**. (If the transaction was not approved or errored for any reason, no NSA row will appear.)

NOTE: An Action Reason of "GSI" is also considered a Comp Adjustment but represents a change in rate due to a general salary increase.

Warning: **Position Summary will Only show changes to Shared NYSTEP-PayServ NS positions. There will *Not* be a Position Summary for <u>PayServ Only Positions</u>!**

Since the PayServ only position changes are not part of the NYSTEP database, compensation changes to those positions do not update the NYSTEP database. No Position Summary is available for those positions.

To check on PayServ only compensation actions previously approved for the same position, click <u>Q Return to Search</u> and in the **Position Number** field, enter the position number and press **Search**. Once the page displays, use the right hand scroll bar to view previously completed actions.

OR

You may use the **Position Summary** hyperlink on the Compensation Adjustments page to toggle to Position Summary and the transaction, using the "Back" arrow to return to the transaction.
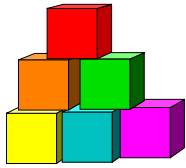
Troubleshooting/Help

If there is a problem with the effective date on a Compensation Adjustment transaction that has already been submitted but not yet acted on by the Division of Budget (the status is "Agency Requested"), please contact your Division of Budget examiner**.** *The effective date is the only field on a submitted transaction that your examiner can change*; no other information on the request can be altered by your examiner.

In cases where the compensation adjustment action has been approved by DOB, but the request status on the page indicates "TPM corrections", no update to NYSTEP occurred. The transaction has errored and will be corrected manually after appearing on a special operator worklist.

In the event that a Compensation Adjustment request requires some other modification, was made in error, has incorrect information other than the effective date, must be "backdated" prior to the date of an already existing adjustment, or has some other defect, please call your DOB Examiner to discuss the problem.
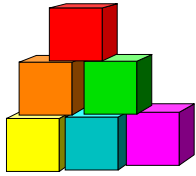
Compensation Adjustment Page
Field Descriptions

Field	Description
Position #	The 8-digit NYSTEP position number of the item being affected.
Effective Date	The date the change to the position is to become effective.
Rate Frequency- **(Shared NYSTEP/PayServ Position)**	The way the compensation for the position is expressed; i.e. Annual, Hourly, Not to Exceed, or Salary Grade Equated (SG EQ).
Employee Type **(PayServ Only Position)**	The way the compensation for the position is expressed; i.e. Exception Hourly; Hourly, Salaried.
Action Reason	NSA populates.
Equated Grade	A rate equivalent to a salary grade in the classified service for an NS position, fixed by the Director of the Budget.
Limit Required **Shared (NYSTEP/PayServ Position)**	Placing an "x" in this box enables the agency to create further detail on how the position will be compensated. This checkbox will be available **only** if the Rate Frequency is 'Not to Exceed' or 'Hourly'.
Limit Required **(PayServ Only Position)**	Placing an "x" in this box enables the agency to create further detail on how the position will be compensated. This checkbox is always available.
Limit Amount	**The maximum amount that may be expended per Limit Basis** (see "Limit Basis" below). This information is for agency and Division of Budget information only and does not update either the NYSTEP or PayServ record for the position. The field is intended to track historical changes to the Limits if applied. If Limit Amount is entered, a Limit Basis will be required. Field is hidden until the Limit Required checkbox is marked and Rate Freq. is either Not To Exceed or Hourly.

Field	Description
Limit Basis	**The basis on which the Limit Amount is to be applied** (i.e. Limit Amount is $250.00 and Limit Basis is "per case" indicates that the maximum amount to be expended on a single case is $250.00). This information is for agency and Division of Budget information only and does not update either the NYSTEP or PayServ record for the position. The field is intended to track historical changes to the Limits, if applied. If Limit Basis is entered, a Limit Amount will be required. Field is hidden until the Limit Required checkbox is marked and Rate Freq. is either Not To Exceed or Hourly.
Limit Number	**The maximum number of occurrences of the Limit Basis** (i.e. Limit Basis is per case, and Limit # is "25" indicates that compensation should be made for a maximum of 25 cases This information is for agency and Division of Budget information only and does not update either the NYSTEP or PayServ record for the position. The field is intended to track historical changes to the Limits, if applied. This field is optional. Field is hidden until the Limit Required checkbox is marked and Rate Freq. is either Not To Exceed or Hourly.
Position Data	The area of the page that shows the latest position information taken from the NYSTEP Position Summary page.
Agency	The Agency Code and associated descriptor requesting the transaction.
Line #	The line number of the position affected.
Title	The title code of the position.
SG	The salary grade of the position.
Location	The Location code and geographic description of the position.
Employee Type (PayServ Only Position)	The way the compensation for the position is expressed; i.e. Exception Hourly; Hourly, Salaried.
Rate Frequency	The way the compensation for the position is expressed.
Duration Cd	Indicates whether the position is **P**ermanent, **T**emporary or **S**easonal.
End Date	If the position is Temporary or Seasonal, the date the position becomes inactive.
SQ EQ	A rate equivalent to a salary grade in the classified service for an NS position, fixed by the Director of the Budget.
Agency User	The agency staff person that last saved or submitted the request.

`Field`	`Description`
Request Status	Where the transaction is in the approval process. Associated values are: **AI** Agency Initiated (saved but the Submit button not pressed) **AR** Agency Requested (Submit button has been pressed) **A** Approved **DW** Division of Budget withdrawn **D** Division of Budget denied **DI** Division of Budget initiated (hidden for agency users) **DR** Division of Budget Requested (Submit button pressed)
DOB User	The Division of Budget staff that last saved or submitted the transaction.
Request Status Date	Date the current status (Approved, Denied) occurred.
Route To	Hidden for Agency staff; available only to Division of Budget staff
Submit	Submits the transaction to the next approval level.
Withdraw	Hidden for Agency staff; available only to Division of Budget staff.
Approve	Hidden for Agency staff; available only to Division of Budget staff
Deny	Hidden for Agency staff; available only to Division of Budget staff.