Deficit Reduction Plan Guidelines for PBANYS
What is the Deficit Reduction Plan?

- A reduction in compensation by 9 days for FT employees over the course of 29.2 pay periods. Part-time and hourly employees will be prorated appropriately.
  - 2011–2012 Plan Year: 1/31/12 – 3/14/12 (3.2pp)
  - 2012–2013 Plan Year: 3/15/12 – 3/13/13 (26 pp)
When can I expect to see my compensation reduced?

- 2011/2012 Plan – The DRP reduces employee compensation by the equivalent of 1.923% of 26 pay periods of compensation, to be withheld from employees' retroactive checks paid on 3/28/2012.
How much will my compensation be reduced in the 2012–2013 State Fiscal Year?

- 1.538% reduction per paycheck for all 26 pay periods 2012–2013.

- Compensation reductions will commence with the paycheck issued April 11, 2012.
The Deficit Reduction will not affect the following:

- Health Insurance Opt Out
- Holiday Pay
- Lost Time
- Lump Sum Payments for Accruals upon Separation
- Overtime Pay
- Preshift Briefing
- Uniform/Clothing Allowance
- Unpaid Leave
The following will be affected by the Deficit Reduction:

• Inconvenience Pay and adjustments
• Intermittent Inconvenience Pay
• Extra Service
What you may see on your paycheck:

D1A: 11–12 Deficit Reduction

D2A: 11–12 Deficit Reduction Other

D4A: 12–13 Deficit Reduction

D5A: 12–13 Deficit Reduction Other
When can DRL credits be used?

• DRL (time-off) is available for use immediately.

• Nine (9) days of DRL will be credited to full-time employees.

• DRL credits may be used in quarter-hour increments.
To use DRL credits you must:

• Obtain your supervisors approval.

• Provide reasonable advance notice of time-off request.

• DRL credits may not be used to cover unscheduled absences such as calling in sick.
• Employees who are approved for, and work, extra service will be credited with DRL in proportion to the additional hours of work.

• Payroll will notify employees, who work extra service, of the additional DRL that should be added to their timesheet.
• New timesheets will not be printed.

• Please add a column using the code DRL to your timesheet to account for any DRL used.

• Record your initial balance of your DRL credits at the bottom of your timesheet.

SEE TIMESHEET EXAMPLE ON NEXT SLIDE
## Record Hours 'In' and 'Out' Daily

<table>
<thead>
<tr>
<th>Day</th>
<th>Enter Dates</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>Min.</th>
<th>Early</th>
<th>Hours Worked</th>
<th>Earned C/E</th>
<th>Total Paid</th>
<th>COME TIME</th>
<th>Paid Decision</th>
<th>Ann. Leave (Vacation)</th>
<th>Sick Leave</th>
<th>Personal</th>
<th>COME TIME</th>
<th>FLOAT</th>
<th>REG.</th>
<th>DRL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>REG.</td>
<td></td>
<td>REG</td>
<td>OVER 40</td>
<td></td>
<td>REG</td>
<td>FAM.</td>
<td>REG</td>
<td>FAM.</td>
</tr>
</tbody>
</table>

## Enter Time Used

<table>
<thead>
<tr>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## Totals

## Time Summary

<table>
<thead>
<tr>
<th>Time Summary</th>
<th>COMP TIME</th>
<th>HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REG.</td>
<td>OVER 40</td>
</tr>
</tbody>
</table>

- Subtotal at beginning of Time Record
- Subtotal at end of Time Record
- Add credits earned
- Credits Banked

I have noted that my regular credits total 25 days or more. If I exceed this amount, I do not receive payment on only 50 days.

Employee's Signature: __________________________ Date: __________

Supervisor's Signature: __________________________ Date: __________

-certified correct as to time and credits

SEE OTHER SIDE
Use it or Lose it

• All DRL credits must be exhausted by close of business 3/31/13 or they are forfeited.

• The maximum vacation credit balance an employee may carry on October 1, 2012 has been increased from 40 to 45 days in order to ensure that individuals are able to use their DRL credits.
Employees who are separated from State service for any reason during the DRP period will forfeit all unused DRL credits. If an employee has used more DRL credits than earned, the State will offset the excess DRL by reducing the employee’s vacation accruals. To the extent that such accruals are insufficient to offset the excess DRL, the State may utilize any other legal remedies available to recoup the value of the excess DRL.
Questions???

Please contact the Payroll Office at x2504.