



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject	Instructions for Payment of 1995 Uniform and Tool Allowances for Management/Confidential Employees and employees represented by CSEA	Bulletin No. P-871
		Date November 2, 1995

This bulletin explains the procedures for payment of Uniform Allowances for 1995 for eligible Management/Confidential (NU-06) employees, and for the Uniform and Tool Allowances for employees in the Institutional Services Unit (04) and Operational Services Unit (03). Refer to the memorandum for each negotiating unit issued by the Governor's Office of Employee Relations for eligibility requirements.

1. **Management/Confidential (06) 1995 - \$550 - Uniform Maintenance and Cleaning Allowance**

Eligible employees are entitled to a Uniform Cleaning and Maintenance Allowance of \$500. The allowance is paid on the payroll.

2. **CSEA-Institutional Services Unit (04) 1995 - \$60 or \$40 Uniform Maintenance Allowance**

Eligible full-time employees are entitled to a uniform maintenance allowance of \$60. Part-time employees will receive \$40. This allowance is paid on the payroll.

3. **CSEA-Operational Services Unit (03) 1995 - \$39 Work Related Clothing Allowance**

The work related clothing allowance for this unit is to be paid either through the Payroll System or on Standard Vouchers.

Standard Vouchers are to be used to reimburse employees when receipts are provided. If no receipts are provided, the payment is taxable and must be paid on the payroll.

4. **CSEA-Operational Services Unit (03) - 1995 Tool Allowance**

The Tool Allowance payment for this unit is to be paid either through the Payroll System or on Standard Vouchers.

Standard Vouchers are to be used to reimburse employees when receipts are provided. If no receipts are provided, the payment is taxable and must be paid on the payroll.

5. **CSEA-Institutional Services Unit (04) 1995 - Work Related Clothing Allowance**

The work related clothing allowance (up to \$30) is paid only to employees who provide receipts. Standard Vouchers should be prepared to reimburse eligible employees.

**AC-1265 PAYROLL HEADER FILE**

Before submitting PR-75's for the Uniform or Tool Allowance payment, agencies must submit an AC-1265 Payroll Header File Change Notice establishing header records for each payment as described in the memorandum from GOER.

**PR-75 INSTRUCTIONS**

Agencies may submit PR-75's in Payroll Period 17-Lag. Payment will be included in the employee's regular paycheck.

When submitting PR-75's the block requirements are:

Group 3  
Class B

Complete blocks #01 through 06

07 Transaction Code	- enter UNIF ALLOW or TOOL ALLOW, whichever is applicable
23 Gross (Add)	
24 Normal (Deduct)	
49 Misc. Block A	- enter 95
50 Misc. Block B	- enter the amount of the allowance to be included in the gross add

**SPLIT CHARGE**

87 No. Periods	- enter 1
88 Line Number	- enter the line number used to establish the header record for the payment
90 Amount	- enter the amount of the allowance

**TAXES**

Taxes will be computed based on Bulletin P-813, dated March 25, 1994. Fixed taxes submitted on either an AC-1040 or through the On-Line Deduction Processing System will not be processed for these payments.

Questions concerning the processing of PR-75's should be directed to the Payroll Planning Office at (518) 486-3728.