



Office of the State Comptroller
PAYROLL BULLETIN

Subject	Instructions for Payment of 1995 Uniform Allowance for Security Services (01) and Security Supervisors (61)	Bulletin No.	P-875
		Date	December 14, 1995

OSC will automatically pay the 1995 Uniform Allowance to members of the Security Services Units who were active on the payroll at the end of Payroll Period 15-Lag for Administration and 16-Lag for Institution. The amount of the payment is \$550 for all full time employees except for employees working in the Shock Incarceration Camps who receive \$600 (agencies 10190, 10200, 10510, 10600 and 10820). Eligible employees who have transferred from an agency after Administration Payroll Period 15-Lag or Institution Period 16-Lag will be paid from their current agency. Employees on sick leave status of 50 percent are entitled to a full amount. Employees who are working on a part-time basis or on a sick leave status other than 50 percent in NU 01 or 61 will automatically receive a pro-rated amount. The payment will be made by separate check. Payroll registers and checks will be issued during the week of December 18, 1995. The amount paid will be stored in position 757-760 of the master file tape.

Prepare a PR-76 Transmittal. Enter "Uniform Allowance" at the top, leave the certification total blank and sign the agency payroll certification. Submit the original copy of the Transmittal as soon as possible. If a valid PR-76 is not received, uniform allowance checks will not be released to the agency.

Refer to Payroll Bulletin P-871 for PR-75 instructions and computation of taxes. The Governor's Office of Employee Relations has issued a memorandum for eligibility requirements and the header information needed to process PR-75's for eligible employees not paid automatically.

After processing of the special payroll eligible employees on an approved LWOP status can be paid by submission of a PR-75 upon return to the payroll.