



Office of the State Comptroller
PAYROLL BULLETIN

Subject Instructions for Payroll Header and Continuous Split Charges for the New Fiscal Year	Bulletin No. P-802
	Date January 31, 1994

The expenditure code information necessary to create charges for your payroll is contained in the payroll header file and is updated automatically for the new year appropriations. The new headers will be effective in Institution 1-LAG (payroll checks dated April 28, 1994) and Administration 27-LAG and 1-Current (payroll checks dated April 20, 1994).

A tentative payroll header file will be sent during the week of February 7, 1994. The records will be updated to reflect the 1994-95 appropriations, when appropriate. Review this listing carefully and submit Form AC-1265 to report any additions, deletions or changes to the header file as described below.

- A. When making corrections to the tentative listing, enter all changes, deletions and additions on the AC-1265. Also where there is a change to any part of a header, cross out the entire line on the listing. Refer to Chapter B of the Payroll Manual for instructions on completing Form AC-1265.
- B. If you are not making any changes to the tentative listing, write "No Changes" on the listing.
- C. Please contact Faith Drake at (518) 474-1217 if you wish to replace all header records. Complete AC-1265's to add new headers. Do not submit delete transactions if you are replacing all of your agency's headers.

The tentative listing and Form AC-1265 should be forwarded to the Bureau of Accounts Appropriation Section as soon as possible and no later than March 18, 1994 for both Administration and Institution payrolls.

NOTE: The tentative header files for the following agencies are sent to the main offices: Office of Court Administration, Correctional Services, Department of Health, Department of Transportation, Parks & Recreation, Office of Mental Health and Office of Mental Retardation.

If you have questions regarding header changes, please contact your agency's representative in the Appropriation Section of the Bureau of Accounts.