



Office of the State Comptroller
PAYROLL BULLETIN

Subject

Bulletin No.

P-850

Realignment of Item Numbers for the New Fiscal Year

Date

February 7, 1995

Realignment of Item Numbers for the New Fiscal Year

Realignment of item numbers will be effective for Administration payrolls in payroll period 26-Lag and 1-Current (checks dated April 19, 1995) and Institution payrolls in payroll period 1-Lag (checks dated April 27, 1995).

OSC will not produce position realignment listings automatically. If you have 20 or more line changes, you may request the realignment listing to report these changes. All other agencies will submit these changes by PR-75.

To request a realignment listing return the attached form to OSC to the address below:

NYS Office of the State Comptroller
Payroll Planning Office-8th Floor
A.E. Smith State Office Building
Albany, New York 12236

Any agency not requesting a listing on or before March 3, 1995, will have to report line changes by PR-75's. To ensure OSC has received the request form for a realignment listing contact the Payroll Planning Unit at (518) 474-1330, no later than March 3, 1995.

The realignment listings for the following agencies are sent to the main offices: Office of Court Administration, Correctional Services, Department of Health, Department of Transportation, Parks and Recreation, Office of Mental Health and Office of Mental Retardation.

Line Changes Reported by PR-75

PR-75's for line changes due to position realignment are to be submitted in Administration Period 26-Lag and 1-Current and Institution Period 1-Lag. Transaction Code AMEND LINE is used to report these changes. Refer to the Agency Payroll Manual Chapter C, Page 73 for the block requirements.

Line Changes Reported by Realignment Listings

If your agency has requested a realignment listing, you will receive together with the payroll for Administration Period 24-Lag and 25-Current or Institution 25-Lag two copies of the listing entitled "Position Realignment for New Fiscal Year". This listing is sequenced by line item number and includes the following:

- a. Vacant items.
- b. Items encumbered by employees who are active and being paid.
- c. Items encumbered by employees on leave without pay, on Workers' Comp leave or removed pending determination.

For each listed position, the 1994-95 line number (under column headed old line) will be printed and space will be provided for entry of the new 1995-96 line number (under column headed new line), if appropriate. The titles and grades of all persons occupying the position also will be printed.

The listing is completed as follows:

- a. No action is required for items that are not to be changed.
- b. Enter the new line item number in the space provided for those items to be changed.
- c. For any new position which will be set up in Administration 25-Lag and 26-Current or Institution 26-Lag and changed to a new number for the new year, manually enter the 1994-95 and new 1995-96 item numbers on the listing. It is not necessary to enter any information for positions set up in these periods when the line numbers will not change for the new fiscal year.

NOTE: Do not enter new vacant items or delete vacant items for the new fiscal year on this listing. These will be added or deleted by OSC.

Submit the original copy of the completed position realignment listing to OSC, Bureau of Payroll Audit, together with Forms PR-76 and PR-75 for payroll period Administration 25-Lag and 26-Current or Institution 26-Lag.

Tentative Payroll Listing

After payrolls are produced for Administration 25-Lag and 26-Current or Institution 26-Lag, OSC will process the line changes for agencies which submit changes on a Position Realignment Listing and will produce a tentative payroll. Use the tentative payroll as the "previous payroll" for preparation of forms for Administration 26-Lag and 1-Current or Institution 1-Lag. OSC will also produce a listing of Accepted Line Changes reflecting those line changes processed and also a listing of Unmatched or Invalid Line Changes.

Agencies will receive the tentative payroll listing with the regular payroll. Tentative payrolls should be examined carefully to verify that all fiscal year line changes are properly reflected. PR-75 forms should be submitted with transaction code AMEND LINE for any corrections.

NOTE: These tentatives will not reflect the new header file as described in Bulletin P-849 issued February 7, 1995. You will receive a separate listing of the header records as they will appear on your register for Administration 26-Lag and 1-Current or Institution 1-Lag.

Premium Overtime and Standby Certifications

Agencies with Premium Overtime and Standby Payments must have new certificates of approval from the Division of the Budget for fiscal year 1995-96.

Information

Please direct any questions relating to information contained in this bulletin to the Payroll Planning Unit at (518) 474-1330.

February 7, 1995

REALIGNMENT LISTING REQUEST

AGENCY CODE - _____
AGENCY - _____
PAYROLL OFFICER - _____
PHONE NUMBER - _____

Return Address: NYS Office of the State Comptroller
Payroll Planning Office-8th Floor
A.E. Smith State Office Building
Albany, New York 12236