



Office of the State Comptroller  
**PAYROLL BULLETIN**

<b>Subject</b>  <b>PROCESSING FOR TEACHING EMPLOYEES</b>	<b>Bulletin No.</b>  P-1003
	<b>Date</b>  August 21, 1998

This bulletin is to explain the processing for the removal of Teachers who are being paid over the calendar year and are not returning to work in September and Teachers who have a pay basis code of 10M and need to be restored to the payroll in September.

**TEACHERS BEING REMOVED IN SEPTEMBER**

A Teaching employee who is being paid over the calendar year who will not return in September must be removed effective on August 31. Use the appropriate Group 2 removal transaction. The 14-day calendar basis (.0714286 x Biweekly salary) must be used in calculating salary due for the removal period.

**Institutions**

Payment for Teaching employees in Payroll Period 12L (August 27-September 9, 1998) for 5 Calendar days.

**Office of Children and Family Services**

Payment for Teaching employees in Payroll Period 11L (August 20-September 2, 1998) for 12 Calendar days.

**TEACHERS BEING RESTORED IN SEPTEMBER**

10 Month Teaching employees must be reappointed to the payroll by the submission of a PR75. Due to the implementation of the new payroll system, the 10M Teaching employees will now be paid over 21 payroll periods. To restore Teaching employees that have a pay basis code of 10M, the 21P factor will now be used. This new factor is .047619. For employees on a lag basis (Salary Deferral Program) the new factor is .042857. The pay basis code 10M should still be reported on the PR75. Upon conversion to the new payroll system, OSC will automatically change these employees to Contract Pay employees. Additional instructions for continued processing of these employees after they are converted to the new payroll system will be provided in a PaySR bulletin shortly. PR-75's must be submitted for teaching employees still on the payroll with pay basis code CAL only if their original appointment was not permanent or if they are not remaining in the same position.

The payment for Teaching employees is to be processed as follows:

**Institution**

Restore Teaching employees in Payroll Period 12L (August 27-September 9, 1998) checks dated September 24, 1998. For employees with pay basis code 10M, the effective date is August 27 and the payment is 10 days. For employees with pay basis code CAL, the effective date is September 1 and the payment is for 9 calendar days using the 14 day factor (.0714286).

**Office of Children and Family Services**

Restore Teaching employees with the pay basis code 10M in Payroll Period 12L (September 3-September 16, 1998) checks dated September 30, 1998. The effective date is September 3 and the payment is for 10 days.

Restore Teaching employees with the pay basis code CAL in Payroll Period 11L (August 20-September 2, 1998) checks dated September 16, 1998. The effective date is September 1 and payment is for 2 calendar days using the 14 day factor (.0714286).

It will be necessary to restart any deductions which have been canceled if the employee wishes to continue them. Employees currently enrolled in Direct Deposit will automatically be reactivated in the program when they return to the payroll in September.

Refer to Chapter C, Section 5 of the Agency Payroll Manual for transaction codes and block requirements for restoration of teaching employees.

**NEED HELP?**

If you have any questions or need assistance in preparing PR-75 forms, please contact the Executive Audit Section at (518) 474-5446.