



Office of the State Comptroller

PAYROLL BULLETIN

Subject Instructions for the Legacy Payroll System Payment of 1998 Uniform Allowance for Security Services and Security Supervisors Bargaining Units	Bulletin No. P- 1007
	Date October 28, 1998

This bulletin explains the procedures for payment of the Uniform Allowances for 1998 for eligible employees in the Security Services (01) and Security Supervisors (61) bargaining units that have not been converted to the new payroll system (PaySR).

OSC will automatically pay the 1998 Uniform Allowance to members of these units who were active on the payroll at the end of Payroll Period 16-Lag for Institution and Administration agencies. The amount of the payment is \$550 for all full-time employees in Security Units. Employees on sick leave at 50 percent are entitled to a full amount. Employees who are working on a part-time basis will automatically receive a pro-rated amount. The payment will be made by separate check. Payroll registers will be issued during the week of November 9, 1998. Checks will be issued the week of November 23, 1998.

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 so it is received no later than November 6, 1998. If a valid PR-76 is not received, uniform allowance checks will not be issued to the agency.

Taxes will be computed based on Bulletin P-813, dated March 25, 1994.

Refer to PaySR Bulletin 46 for instructions for the Uniform Allowance payment to eligible employees in NU 03, 04 or 06 or to pay an employee on approved LWOP upon return to the payroll.

Questions concerning this bulletin should be directed to the Systems Development Office at (518) 473-0950.