

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-195

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To : All State Departments and Agencies
Payroll and Personnel Officers

Subject: Change in Payroll Reporting Requirements

Effective in Payroll Period 3, the employee's negotiating unit as assigned in her/his regular position will be a block requirement when reporting transaction codes LIEU OF EXPENSES and LIEU OF TRAVEL. Revisions to the Agency Payroll Manual will be issued at a later date.

LIEU OF EX.....IN LIEU OF EXPENSES
LIEU OF TR.....IN LIEU OF TRAVEL

Group 3
Class P

Complete blocks 01 through 06 and the following

| | |
|-------------------------|---|
| #07 Transaction Code | - enter the appropriate transaction code. |
| 12 Trans Effective Date | - enter the beginning of business date. |
| 13 Title Code and Title | |
| 15 Salary Grade | - enter 985. |
| 16 Negotiating Unit | - enter the same negotiating unit as reported for regular position. |
| 21 Pay Basis Code | - enter CAL. |
| 22 Salary Rate | - enter annual amount appropriated. |
| 23 Gross (Add) | |
| 24 Normal (Deduct) | - if applicable. |
| 26 Time Paid | |