BULLETIN NO. __P-205__   September 26, 1979

Attention: Payroll and Personnel Officers - All State Departments and Agencies

Subject   :   Reporting Longevity Payments for employees in the Security Unit
              and Security Supervisors Units

        This bulletin contains instructions for reporting a longevity payment for
an employee in the Security Unit or Security Supervisors Unit who will become eligible
to receive the payment in the future.

        Eligibility requirements for a longevity payment for an employee in the
Security Unit (NU01) are contained in Bulletin P-200 and for an employee in the
Security Supervisors Unit (NU61) in Bulletin P-204.

        The longevity payment is payable from the beginning of the payroll period
the first day of which is closest to the date the employee completes the required
service, or from the earlier of two payroll periods if the date is equally distant
from the first day of two periods, and should be reported with the following
transaction codes. The new transaction code LONG PAY will allow us to record the
amount of longevity pay separately in the employee's history record.

                Transaction Codes: COR SAL and LONG PAY

                    Group 3
                    Class B

        Complete blocks 01 through 06 and the following:

        #07 Transaction Code   -   enter COR SAL
         12 Transaction Effective Date -   enter the beginning date of the
                                            period closest to the date employee
                                            completes required service

         22 Salary Rate
         23 Gross (Add)
         24 Normal (Deduct)
         45 Addt'l Trans Code   -   enter LONG PAY
         49 Misc Block A   -   enter the longevity amount