

**ACCOUNTING AND  
CONTROL MANUAL**

**BULLETIN**

**NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER**

**DIVISION OF AUDITS AND ACCOUNTS**

**BULLETIN NO.** P-212

December 7, 1979

To : All State Departments and Agencies  
Payroll and Personnel Officers

Subject: Payroll Summary Listing for 1980 Calendar Year

Effective the first period of the 1980 Calendar Year (Period 20), most records for employees who became inactive during the 1979 calendar year will continue to appear on your Payroll Summary Listing. All cumulative information, of course, will be zero. The only records which will be deleted are those for employees who were on the payroll on an extra service basis only.

This procedure will enable the Department of Audit and Control to identify those inactive employees who could be due a retroactive payment for the Performance Advance, or Performance Award or, when a contract is ratified, the salary increase for employees in the bargaining unit designated Professional, Scientific or Technical.

As a result of this change, the transaction code Restore PA-which is normally required to make a payment to an employee who became inactive in the prior calendar year-will not be required in 1980.

Also, all employees' deduction information will be retained as if the employee had a break in service ending within the 1980 Calendar year. See Chapter D, Section 2, Retention, Page 3 of the Payroll Manual for detailed instructions.