

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-215

January 8, 1980

To : All State Departments and Agencies

Subject: Performance Awards for employees in the Administrative,
Operational and Institutional Services Negotiating Units

This bulletin amends Bulletin P-207, issued November 15, 1979, regarding payment of Performance Awards to employees in the Administrative (02), Operational (03), and Institutional (04) negotiating units.

Since many agencies could not submit the information on performance awards as scheduled in Period 19, the schedule for payment of performance awards has been revised as follows:

1. PR-75's reporting the remaining performance awards may be submitted in either Payroll Period 22 or 23.
2. The special listing of employees receiving a performance award will be sent to you after Period 23.
3. Corrections to the listing, if necessary, should be made by PR-75 in Period 24.
4. The special PR-76 Transmittal for the Performance Award payment should be submitted at the time you submit your payroll for Period 24.
5. The checks and registers will be distributed during the week of March 3, 1980.