

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-222

April 14, 1980

To : All State Departments and Agencies

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

This Bulletin supplements previous bulletins issued regarding payment of Performance Awards to employees in the Administrative (02), Operational (03) and Institutional (04) negotiating units.

Since some agencies were unable to pay all performance awards in March, a second performance award payroll has been scheduled. These payments will be made in separate checks to be issued during the week of May 12, 1980.

All agencies with performance awards remaining to be paid should submit the required information as described below. This includes agencies which have identified employees who should have received an award but were omitted from the first payroll in error. Also, performance awards for management/confidential employees may be submitted for this payroll by agencies that have had their 1979-80 performance advance and award plan approved by the Director of the Budget.

Each agency should prepare a list of employees to be paid performance awards. The list should include the line number, name, social security number and amount of award for each eligible employee. In addition, a special PR-76 Transmittal must be prepared. Write Performance Awards at the top of the transmittal, enter the total amount from the listing in the certification total block and sign the agency payroll certification. Submit the listing and the transmittal to the Department of Audit and Control by April 30, 1980.

Eligibility requirements for performance awards are contained in Bulletins P-207 issued November 15, 1979 and P-209 issued November 29, 1979.

Questions regarding performance award payments should be directed to the Payroll Planning Unit at 474-1246 or 474-1247.