

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-249

February 11, 1981

Attention: Payroll Officers--All State Departments and Agencies

Subject : Realignment of Item Numbers for the New Fiscal Year

Realignment of Item Numbers for the New Fiscal Year

Realignment of item numbers will be accomplished in payroll period #26 (March 19-April 1, 1981) for Institution payrolls and in payroll period #1 (March 26-April 8, 1981) for Administration payrolls.

The realignment of item numbers for the new fiscal year will be accomplished on the basis of position. You will receive, together with the payroll for period 24 for Institution (period 25 for Administration) two copies of a computer-produced listing entitled "Position Realignment for Payroll Period 26 (or Period 1)". This listing will be sequenced by line item number and will include the following types of positions:

- a. Vacant items.
- b. Items encumbered by employees who are active and being paid.
- c. Items encumbered by employees on leave without pay or removed pending determination.

For each listed position, the 1980-81 line number will be printed and a space will be provided for entry of the new 1981-82 line number, if appropriate. The titles and grades of all persons occupying the position also will be printed.

The "Position Realignment for Payroll Period 26 (or Period 1)" listing must be completed as follows:

- a. For those listed items that are not to be changed, no action is required.
- b. In the space provided, enter the new line item number for those listed items to be changed for payroll period 26 (period 1 for administration).
- c. For any new positions which will be set up in period 25 for Institution, (period 26 for Administration) and will not change in period 26 (or period 1), no action is required. This includes vacant positions and items encumbered by employees on leave without pay or removed, etc.

- d. For any new positions which will be set up in period 25 for Institution, (period 26 for Administration) and changed to a new item number for period 26 (or period 1), manually enter the 1980-81 and new 1981-82 item numbers on the listing.

Note: Do not enter new vacant items for the new fiscal year on this listing. These will be added by Audit and Control.

Submit the original copy of the marked up position realignment listing to the Department of Audit and Control, Bureau of Payroll Audit, together with forms PR-76 and PR-75 for payroll period 25 for Institutions and period 26 for Administration. Agencies not submitting the marked up listing because of no changes or a small number of fiscal year item changes which will be done by PR-75 should write "No Line Change Listing Submitted" on the PR-76.

Appropriation Charge Information and 1980 Split Payroll

Instructions for updating appropriation headers for the new fiscal year and information regarding the 1981 split payroll are forwarded in separate bulletins.

PR-75's must be submitted in period 26 (Institution cycle) or period 1 (Administration cycle) for all permanent split charges for the new fiscal year. Refer to Chap C, Sec 5, page 91 of the Audit and Control Payroll Manual.

Agencies with Premium Overtime, Premium Holiday and Standby Payments must have new certificates of approval from the Division of the Budget for fiscal year 1981-82.

Tentative Payroll Listing

After payrolls are produced for period 25 for Institutions and period 26 for Administration, Audit and Control will process the fiscal year line changes. For each agency which submits changes on the Position Realignment Listing, we will produce a tentative payroll listing which should be used as the "previous payroll" for preparation of forms for period 26 for Institution (period 1 for Administration).

Agencies will receive the tentative payroll listing shortly after receipt of the regular payroll. Tentative payrolls should be examined carefully to verify that all fiscal year line changes are properly reflected. PR-75 forms should be submitted in period 26 (period 1 for Administration) with transaction code AMEND LINE for any corrections.

Information

Please direct any questions relating to information contained in this bulletin to the Payroll Planning Unit at (518) 474-1246 or 1247.