

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-272

July 2, 1981

Subject: Payment of Deferred COLA to Employees in the
administrative, operational and institutional
services negotiating units

Effective immediately, transaction code DEF COLA, as described in Bulletin P-267 issued May 4, 1981, should be used to report payments of Deferred COLA for 1980-81 to employees in the administrative (02), operational (03) and institutional (04) services negotiating units who did not receive payment on the special payroll through error or who are entitled to an adjustment or who return to service and become eligible for the payment. In completing the PR-75, the amount entered in Miscellaneous Block A should be the total adjusted gross earnings for Periods 1 to 13 and the amount in Miscellaneous Block B is the total adjusted gross earnings for Periods 14-26.

Also, effective immediately, an employee who was on leave of absence or separated from service on March 31, 1981 who returns to the State payroll and becomes eligible for a COLA adjustment will receive the payment in the agency in which he or she is currently employed. The Bureau of Payroll Audit will review the record of any employee who is reappointed or reinstated to service to determine eligibility for the COLA, and if the employee is eligible and it has not been reported on the PR-75, the COLA amount will be added to the PR-75 and you will be notified by your auditor.

Questions concerning this Bulletin should be addressed to the Payroll Planning Unit at 518-474-1246.