

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-283

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To : All State Departments and Agencies

Subject: New Transaction Code for Reporting a Change from
Part-Time to Full-Time Employment

Effective in Payroll Period 17, a new transaction code-CHG PT FUL-must be used to report the appointment of a part-time employee to full-time employment. The new code is a Group I transaction and requires certification by the Department of Civil Service. The existing transaction code CHG PCT will now be used only to report the change of a full-time employee to a part-time basis or the change in percentage of time worked for a part-time employee. The transaction code CHG PCT remains a Group II transaction.

The definition and block requirements for CHG PT FUL are as follows:

CHG PT FUL....CHANGE PART TIME EMPLOYEE TO FULL TIME. Use this code to report the movement from part-time to full-time employment.

Group I
Class P

Complete blocks 01 through 06 and the following:

| | |
|-------------------------|---|
| #07 Transaction Code | - enter CHG PT FUL |
| 08 Line Changed To | - if applicable |
| 12 Trans Effective Date | - enter the beginning of business date |
| 13 Title Code & Title | |
| 14 Jur Class | |
| 15 Salary Grade | |
| 16 Negotiating Unit | |
| 18 Appointment Code | |
| 19 C.S. Fund Code | - use for initial appointment |
| 20 Trans Good Thru Date | - if applicable |
| 21 Pay Basis Code | |
| 22 Salary Rate | - leave blank for FEE employee |
| 23 Gross (Add) | - enter if different from Normal (Deduct) |
| 24 Normal (Deduct) | - if applicable |
| 26 Time Paid | |
| 27 Increment Code | - if applicable |

CHG PT FUL (continued)

- #28 Paid Thru (HRY,DLY,FEE) - enter ending date for which services are being paid, if applicable
- 29 Ann Location Pay
- 30 Ann Inconvenience Pay - if applicable on initial appointment and for any status change when factors are to continue
- 31 Ann Geo-Amt or %
- 32 Ann Shift Amt or %
- 33 Pre-Shift Briefing
- 36 Vet Sight
- 37 Vol Fire - use for initial appointment to state service or for re-employment after absence of more than one year
- 39 Date of Birth
- 40 Sex
- 41 List Number
- 42 Cert Serial No.
- 43 List Title (max 21 pos)
- 44 Rating

Remarks - use when necessary to further explain the transaction.