

ACCOUNTING
AND CONTROL
MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-294

December 22, 1981

To : All State Departments and Agencies

Subject: 1981 Performance Awards

This bulletin supplements previous bulletins issued regarding payment of performance awards to employees in the administrative (02), operational (03) and institutional (04) negotiating units and to employees covered by the Budget Director's Rules and Regulations for management/confidential employees.

A second performance award payroll has been scheduled for the week of February 1, 1982. Eligibility requirements for performance awards are contained in Bulletins P-286 and P-287 issued November 16, 1981. All agencies with performance awards remaining to be paid should submit PR-75's as explained in Bulletin P-286. The forms should be submitted in Institution Payroll Period 21 (January 7 to 20, 1982) and Administration Payroll Period 22 (January 14 to 27, 1982).

NOTE: Agencies which submitted PR-75's for the performance awards for employees for the December payroll whose payments were not approved by the Task Force on Performance Evaluation do not need to submit new PR-75's for these employees. PR-75's must be submitted only for corrections or additions.

Following Institution Payroll Period 21 and Administration Payroll Period 22 you will receive two copies of a special listing of all employees who will receive a performance award payment with the amount for each employee and a grand total for your agency. Review this listing carefully. If corrections or additions are necessary call the Payroll Planning Unit (474-1246 or 474-1247) to report your changes. In addition, enter all corrections on the special listing and adjust the grand total. Prepare a special PR-76 Transmittal. Write Performance Award Payment at the top of the Transmittal, enter your adjusted total from the special listing in the Certification Total block and sign the Agency Payroll Certification. Send the original copy of the special listing (corrected for any adjustments) and the PR-76 to the Payroll Planning Unit so that it is received by January 29, 1982.

Questions concerning this bulletin should be directed to the Payroll Planning Unit at 474-1246 or 474-1247.