

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

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To : All State Departments and Agencies

Subject: New Procedures for HOL PAY and use of Split
Charges by State University agencies

Effective in Payroll Period 1, the payroll system will accumulate totals for holiday pay by header record and create separate charge records which will appear on the PRG-3 Payroll Expenditure Charge Register and the J-13 Payroll Expenditure Credit Listing and be reported to the Central Accounting System for reporting on the expenditure reports. The object codes reported for holiday pay are 4120 for a personal service regular header and 4220 for personal service temporary header and the code HP will appear on the charge reports. This processing is similar to the current accumulation of totals for overtime and extra service.

To report a split charge for Holiday Pay, you should refer to the following instructions in addition to the Payroll Manual Block Requirements for transaction code REF BELOW....Split Charge (ref. Chapter C, Section 5, page 91).

1. If Holiday Pay is reported by PR-75 and this amount is to be charged to a line other than the employee's current line, enter HP in Block #87 and complete the block requirements for split charges.
2. If Overtime and Holiday Pay are reported by PR-75 and both amounts are to be charged to lines other than the employee's current line, enter OH in Block #87. Blocks 88-90 should always contain the information applicable to overtime. Blocks 91-93 should always contain the information applicable to holiday pay.

Also effective in Period 1, we will begin accumulating totals and creating separate charge records for overtime, extra service and holiday pay for State University agencies. SUNY agencies may also begin using the split charge blocks on the PR-75 in that period. When a split charge is reported on a PR-75, the "line number split to" must be to a valid cost center and not to the "99" cost center (XXX99X). If a PR-75 is submitted to pay overtime, extra service or holiday pay for the employee charged to the "99" cost center on the payroll header file, and no split charge information is submitted on the PR-75, the amounts of overtime, extra service or holiday pay will be charged to the first cost center on the payroll distribution file.