

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-308

March 23, 1982

To : All State Departments and Agencies

Subject: Final Payment of 1981 Performance Awards

A final payment of 1981 performance awards has been scheduled for the week of May 3, 1982 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.

Eligibility requirements for performance awards are contained in Bulletins P-286 (CSEA) and P-287 (MAN CON) 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 2 (April 15 to 28, 1982) and Administration Payroll Period 3 (April 22 to May 5, 1982). Prepare a special PR-76 Transmittal. Write Performance Award Payment at the top of the form and enter your total in the Certification Total block and sign the Agency Payroll Certification. Submit the PR-76 for the performance award payment at the time you submit your regular payroll for period 2 (or 3).

The payment will be made in a separate check which will be issued during the week of May 3, 1982. You will also receive two copies of a special listing of all employees who are receiving a performance award payment with the amount for each employee and the grand total for your agency.

Should you require assistance in preparation of PR-75's contact the Payroll Planning Unit at 474-1246 or 474-1247.

Should you require assistance in determining correct salary entitlement contact the Salary Determination Unit on 474-1248 or 474-3564.