

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: Changes in Payroll Reporting Requirements to Change a Jurisdictional Class or Negotiating Unit on the Payroll and a Change in Negotiating Unit for Positions Which are Unassigned or "Casual" in Nature from NU 00 to NU 71

Effective in Payroll Period 5, the following changes are being made in reporting requirements for payroll transactions. Revisions to the Agency Payroll Manual will be issued at a later date.

1. Transaction Codes CHG JUR CL and CHG NU are eliminated. A new transaction code-CHG JCNU-is being added. This transaction code is to be used to report a change in jurisdictional class and/or a change in negotiating unit.

Reporting requirements are as follows:

Group 3
Class B

Complete blocks #01 through #06 and the following:

#07 Transaction Code - enter CHG JCNU. If this block is filled, use the first available Addt'l Trans Code block.

12 Trans Effective Date
14 Jur Class
16 Negotiating Unit

NOTE: If only the Jurisdictional Class is changing the code CHG JCNU is always used as a supporting code with the appropriate appointment transaction code.

However, both the Jurisdictional Class code and the Negotiating Unit Code must always be reported even if only one is changing.

2. Change in Negotiating Unit 00 to 71

Currently, the negotiating units for positions which are unassigned to a bargaining unit or have been determined to be "Casual" in nature are assigned negotiating unit 00 by the Division of Classification and Compensation of the Department of Civil Service.

Effective in Payroll Period 5, these positions will be assigned negotiating unit 71. The Division of Classification and Compensation will correct its records and will assign code 71 on all CC Forms processed in the future and the Office of the State Comptroller will change the negotiating unit code for all active employees on your payroll to the new negotiating code.

Effective in Payroll Period 5, PR-75's submitted for these employees should have the new code when the negotiating unit is required.

3. Change to the Payroll Register

Effective in Payroll Period 5, the employee's jurisdictional class code will print on the payroll register under the column and on the line currently provided for NU and will appear as the first position followed by the two position negotiating unit code.