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│ CONTROL MANUAL  │
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NEW YORK STATE

OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-316   June 10, 1982

To   : All State Departments and Agencies

Subject: Changes in Payroll Reporting Requirements for
           Group 3 Transaction Codes PAY SERV and REST

        Effective in Institution Period 6, additional block requirements
(jurisdictional class and neogitating unit) must be reported for Group 3
transaction codes PAY SERV and REST. Revisions to the Agency Payroll Manual
will be issued at a later date.

        Reporting requirements are as follows:

        PAY SERV.....Pay for services.

            Group 3
            Class P

            Complete blocks #01 through #06 and the following:

            #07 Transaction Code   - enter PAY SERV
             12 Trans Effective Date   - enter the beginning of
                                             business date

             13 Title Code and Title
             14 Jur Class
             15 Salary Grade
             16 Negotiating Unit
             21 Pay Basis Code
             22 Salary Rate   - leave blank for FEE
             23 Gross (Add)
             26 Time Paid   - not needed for FEE basis
             28 Paid Thru (HRY,DLY,FEE) - enter the ending date
                                             services are being paid

        NOTE: If the employee does not appear on the most
               recent payroll PAY SERV is correct. Otherwise
               use CHG GROSS.

REST.....Restoration to payroll after removal pending
        determination (RPD).

Group 3
Class P

Complete blocks #01 through #06 and the following:

#07 Transaction Code	– enter REST
12 Trans Effective Date	– enter the beginning of business date
13 Title Code and Title	
14 Jur Class	
15 Salary Grade	
16 Negotiating Unit	
21 Pay Basis Code	
22 Salary Rate	
23 Gross (Add)	
26 Time Paid	
27 Incr Code	– if applicable

IMPORTANT: If the employee is to be paid any additional
           salary factors (blocks #29 through #33, Premium
           Overtime and Premium Holiday Pay) they must be
           re-entered.