

OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-323

July 30, 1982

To : All State Departments and Agencies

Subject: 1981 Performance Awards Remaining to be Paid

Effective immediately, any 1981 performance awards which have not been paid 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 may be submitted by PR-75 using transaction code PERF AWARD.

Eligibility requirements for performance awards are contained in Bulletins P-286 (CSEA) and P-287 (MAN/CON) issued November 16, 1981.

The payment will no longer be made in a separate check but will be included in the employee's regular paycheck for the period. The amount reported for the award in the Misc Block should be included in the Gross (Add) in the period in which the PR-75 is processed. Therefore, it will no longer be necessary to submit a special PR-76 Transmittal. Use the following block requirements for reporting PERF AWARD.

Transaction Code: PERF AWARD

Group 3

Class B

Block Requirements: Complete blocks 01 through 06 and

#07 Transaction Code - enter PERF AWARD

49 Misc Block A - enter the amount of the performance award.
For part-time employees the amount of the payment is determined by multiplying the performance award amount by the employee's PT% on October 1, 1981.

If other transactions are reported for the individual during this payroll period, PERF AWARD may be used in an additional transaction code block. If there are conflicts in using the miscellaneous blocks, the performance award data may be reported in the Remarks block. (Remember to use SPECIAL as an additional transaction code.)

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.