

**ACCOUNTING
AND CONTROL
MANUAL**

BULLETIN

**NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER**

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-326

September 2, 1982

To : All State Departments and Agencies

Subject: Payment of COLA Adjustment for 1981-82 to
Employees Represented by the Security Services
and Security Supervisors Negotiating Units

The Legislation which implements the contract between the State and Council 82 representing employees in the Security (NU01) and Security Supervisors (NU61) negotiating units provides for an additional COLA amount of .6% for 1981-82, so that the total COLA for that fiscal year will be paid as if the salary increase had been 7%.

The additional .6% will be paid to all eligible Security Unit employees during the week of September 20, 1982. The COLA adjustments will be computed as follows:

	<u>Administration</u>	<u>Institution</u>
.6% of adjusted gross for	Payroll Periods	Payroll Periods
	1 to 13	1 to 13
	(3/26-9/23/81)	(4/2 to 9/30/81)
.58% of adjusted gross for	Payroll Periods	Payroll Periods
	14 to 26	14 to 26
	(9/24/81-3/24/82)	(10/1/81-3/31/82)

In addition, employees are entitled to an additional .6% on all payments made for services (overtime and holiday pay) performed prior to Period 1, but paid in and after Period 1. We have accumulated the amounts of these payments and the adjustment will be included on the COLA payment.

The eligibility requirements for this payment are contained in Bulletin P-301 issued February 25, 1982. Please prepare a PR-76 Transmittal for this payment. Write COLA at the top of the transmittal, enter your completed total in the certification total block and sign the agency payroll certification. Submit the transmittal to this Office by September 20, 1982.

Along with the checks and salary registers, you will receive a listing showing the accumulated adjusted gross salary for each six months period, the accumulated gross for overtime and holiday payments performed prior to Period 1 and the calculated additional deferred COLA payment for each of your employees.

Questions concerning this payment should be directed to the Payroll Planning Unit at (518) 474-1246 or 474-1247.