



Office of the State Comptroller

ACCOUNTING BULLETIN

Subject YEAR-END PROCEDURES-SPLIT PAYROLLS	Date 2/15/83	Bulletin No. A-59 (P-344)
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The following instructions prescribe the method of deriving the appropriation charges for the year-end split of payroll charges.

COMPUTER PAYROLLS

The regular bi-weekly payrolls for Administration period 27 for both normal and lag payroll checks dated April 6 and Institution period 27 lag payroll checks dated April 14 will be used by the Office of the State Comptroller to calculate the amount charged to applicable 1982 appropriations in arriving at the 1982-83 fiscal year-end payroll split.

The State Purpose appropriations will be the only appropriations split.

ADMINISTRATION: .60 representing 6 days chargeable to 1982 appropriations

INSTITUTION: .10 representing 1 day chargeable to 1982 Appropriations

The split charges as indicated above will be included on your regular bi-weekly payroll. You will not receive additional PRG3 listings. Each split charge will be calculated by cost center and the amount listed by account code, cost center and year.

Agencies will be permitted to make adjustments to the split payroll formula where deemed justifiable and necessary, by means of a Journal Transfer Request (Form AC-22).

TYPEWRITTEN PAYROLLS

Typewritten payrolls (D Warrants) submitted to this office covering the Administration normal bi-weekly payroll periods should be summarized as to appropriate charges as follows:

ADMINISTRATION: .60 representing 6 days chargeable to 1982 appropriations, balance to 1983 appropriations.

INSTITUTION: .10 representing 1 day chargeable to 1982 appropriations, balance to 1983 appropriations.

Typewritten payrolls (C Warrants) submitted to this office covering various periods between fiscal years should be apportioned to 1982 and 1983 appropriations based on the number of days covered in each fiscal year.

Should any questions arise regarding the information contained in this Bulletin, please call the Bureau of Accounts, Appropriation Section. The telephone number is 518-474-3673.