



Office of the State Comptroller PAYROLL BULLETIN

Subject Payroll Header File for New Fiscal Year	Bulletin No. P-345
	Date March 7, 1983

The expenditure code information necessary to create charges for your payroll is contained in the payroll header file.

Enclosed is a tentative payroll header file for Administration period 28L and 1N (payroll checks dated April 20, 1983) and Institution 1L and 2N (payroll checks dated April 28, 1983). The records have been updated to reflect 1983-84 appropriations, when appropriate. Review this listing carefully and submit Form AC-1265 to report any additions, deletions or changes to the header file as described below.

- A. If you wish to replace all header records, please contact Donald McLaughlin at 518-474-3673. Also, complete AC-1265's to add new headers. Do not submit DELETE transactions if you are replacing all of your agency's headers.
- B. If you are making corrections to the tentative listing, enter all changes, deletions and additions on the AC-1265. Also, where there is a change to any part of a header, cross out the entire line on the listing. Refer to Chapter B of the Payroll Manual for instructions on completing Form AC-1265.
- C. If you are making no changes to the tentative listing, write "No Changes" on the listing.

The corrected tentative listing and Form AC-1265's should be forwarded to the Bureau of Accounts Appropriation Section as soon as possible and no later than March 23, 1983 for both Administration and Institution payrolls.

If you have any questions regarding header changes please contact your agency's representative in the Appropriation Section of Accounts.

Agencies with Continuous Split Charges

Continuous split charges will be cancelled automatically at the end of period 27L and 27N (payroll check dated April 6, 1983) for Administration agencies and 27L and 1N (payroll check dated April 14, 1983) for Institution agencies.

Administration agencies using continuous split charges must submit the new splits on PR-75's in period 28L and 1N and also again in Administration 1L and 2N, since all splits will again be automatically cancelled after periods 28L and 1N.

Institution agencies need only submit their continuous split charges on PR-75's in period 1L and 2N.

If you have any questions regarding the splits on PR-75's contact your payroll auditor.