



# Office of the State Comptroller

## PAYROLL BULLETIN

<b>Subject</b> Realignment of Item Numbers for the New Fiscal Year and Salary Factor Changes	<b>Bulletin No.</b> P-347
	<b>Date</b> March 9, 1983

### Relignment of Item Numbers for the New Fiscal Year

Realignment of item numbers will be accomplished in payroll period 28L and 1N (checks dated April 20, 1983) for Administration payrolls and payroll period 1L (checks dated April 28, 1983) for Institution payrolls.

The realignment of item numbers for the new fiscal year will be accomplished on the basis of position. You will receive, together with the payroll for period A26N or the tentative payrolls produced for A27L or I27N two copies of a computer-produced listing entitled "Position Realignment for New Fiscal Year". This listing will be sequenced by line item number and will include the following types of positions:

- a. Vacant items.
- b. Items encumbered by employees who are active and being paid.
- c. Items encumbered by employees on leave without pay or removed pending determination.

For each listed position, the 1982-83 line number (under column headed old line) will be printed and space will be provided for entry of the new 1983-84 line number (under column headed new line), if appropriate. The titles and grades of all persons occupying the position also will be printed.

The "Position Realignment for New Fiscal Year" listing must be completed as follows:

- a. For those listed items that are not to be changed, no action is required.
- b. In the space provided, enter the new line item number for those listed items to be changed for A28L or A1N (checks dated April 20, 1983) or I1L (checks dated April 28, 1983).
- c. For any new positions which will be set up in period A27L or A27N (checks dated April 6, 1983) or I27L (checks dated April 14, 1983) and will not change in period A28L, A1N or I1L, no action is required. This includes vacant positions and item encumbered by employees on leave without pay or removed, etc..
- d. For any new positions which will be set up in A27L, A27N or I27L and changed to a new number for period A28L, A1N or I1L manually enter the 1982-83 and new 1983-84 item numbers on the listing.

**NOTE:** Do not enter new vacant items or delete items for the new fiscal year on this listing. These will be added or deleted by OSC.

Submit the original copy of the marked up position realignment listing to the OSC, Bureau of Payroll Audit, together with forms PR-76 and PR-75 for payroll period A27L, A27N or I27L. Agencies not submitting the marked up listing because of no changes or a small number of fiscal year item changes which will be done by PR-75 should write "No Line Change Listing Submitted" on the PR-76.

#### Appropriation Charge Information and 1983 Split Payroll

Instructions for updating appropriation headers for the new fiscal year and information regarding the 1983 split payroll are forwarded in separate bulletins.

Agencies with Premium Overtime, Premium Holiday and Standby Payments must have new certificates of approval from the Division of the Budget for fiscal year 1983-84.

#### Tentative Payroll Listing

After payrolls are produced for period A27L, A27N or I27L, OSC will process the fiscal year line changes. For each agency which submits changes on the Position Realignment Listing, we will produce a tentative payroll listing which should be used as the "previous payroll" for preparation of forms for period A28L, A1N or I1L.

Agencies will receive the tentative payroll listing shortly after receipt of the regular payroll. Tentative payrolls should be examined carefully to verify that all fiscal year line changes are properly reflected. PR-75 forms should be submitted in period A28L, A1N or I1L with transaction code AMEND LINE for any corrections.

NOTE: The tentatives for Period A28L, A1N or I1L will not reflect the new header file as described in Bulletin P-345 issued March 7, 1983. You will receive a separate listing of the header records as they will appear on your A28L, A1N or I1L payroll.

#### Payroll Preparation for New Fiscal Year

#### Salary Factors

Since 1984 is a leap year, the salary factors for fiscal 1983-84 will change to those based on 366 days. Effective in Institution payroll period 1N (checks dated April 14, 1983) and 1L (checks dated April 28, 1983) and in Administration payroll period 1N (checks dated April 20, 1983) and 1L (checks dated May 4, 1983) the following factors are to be used:

<u>Pay Basis Codes</u>	<u>Factor</u>
ANN and 8AN and CAL (except for grade 980's)	.038251
10M	.046052

The factor for State University employees (grade 980) with pay basis code CAL or CYF will not change until September 1, 1983.

The transition to the 366 day factors will result in a slight decrease in biweekly gross salaries. Remember that payments in the old fiscal year must be computed at the 365 day factor.

#### Information

Please direct any questions relating to information contained in this bulletin to the Payroll Planning Unit at (518) 474-1246 or 4-1247.