



Office of the State Comptroller PAYROLL BULLETIN

Subject New Transaction Code for Reporting a Temporary Appointment under Section 64.1(c) of the Civil Service Law	Bulletin No. P-349
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Effective immediately a new transaction code-PEND PL-must be used when making a temporary appointment under Section 64.1(c) of the Civil Service Law. Instructions for the use of this code have been issued by the Department of Civil Service.

The definition and block requirements for PEND PL are as follows:

PEND PL...PENDING PREFERRED LIST. Use this code to report a temporary appointment under Section 64.1(c) of the Civil Service Law.

Group I
Class P

Complete blocks 01 through 06 and the following:

- #07 Transaction Code - enter PEND PL
- 08 Line Changed To - if applicable
- 12 Trans Effective Date - enter the beginning of business date
- 13 Title Code & Title
- 14 Jur Class
- 15 Salary Grade
- 16 Negotiating Unit
- 18 Appointment Code - enter TEMP
- 19 C.S. Fund Code - use for initial appointment
- 20 Trans Good Thru Date - if applicable
- 21 Pay Basis Code
- 22 Salary Rate
- 23 Gross (Add) - enter if different from Normal (Deduct)
- 24 Normal (Deduct) - if applicable
- 26 Time Paid
- 27 Increment Code - if applicable
- 28 Paid Thru (HRY,DLY,FEE) - enter ending date for which services are being paid, if applicable
- 29 Ann Location Pay
- 30 Ann Inconvenience Pay - if applicable on initial appointment
- 31 Ann Geo-Amt or % and for any status change when factors are to continue
- 32 Ann Shift Amt or %
- 33 Pre-Shift Briefing
- 36 Vet Sight
- 37 Vol Fire - use for initial appointment to state
- 39 Date of Birth service or for reemployment after
- 40 Sex absence of more than one year
- 41 List Number
- 42 Cert Serial No.
- 43 List Title (max 21 pos)
- 44 Rating
- 48 Empl Loc Code/Loc
- 59 Prev State Agy/Code - use these blocks when the employee
- 60 Date of Separation has previous state service

Remarks - Enter appropriate transaction and appointment code for the permanent appointment.