



Office of the State Comptroller
PAYROLL BULLETIN

Subject 1983 Longevity Lump Sum Payment for N.S. Employees in the Administrative, Operational and Institutional Services Negotiating Units.	Bulletin No. P-380
	Date February 7, 1984

The Division of the Budget has authorized payment of the \$500 Longevity Lump Sum Payment to employees who occupied non-seasonal N.S. (grade 600) grade-equated positions in the administrative (02), operational (03) and institutional (04) services unit on March 31, 1983 and who meet all other eligibility criteria as described in Bulletin P-371, dated November 15, 1983.

In determining eligibility, employees must have been on the payroll (active or on leave with partial pay) on December 13, 1983 (the date of payment), or reinstated from a leave without pay since that date.

Agencies must make certain that Budget documentation for the equated grade is on file in the Office of the State Comptroller or submitted with the PR-75 form.

PR-75 forms may be submitted immediately to process payment for these employees. The transaction code-LONG LSP-and the block requirements are explained in Bulletin P-371.