



Office of the State Comptroller PAYROLL BULLETIN

Subject Payroll Header File for New Fiscal Year	Bulletin No. P-381
	Date February 24, 1984

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 26-LAG and 1-Current (payroll checks dated April 18, 1984) and Institution 1-LAG (payroll checks dated April 26, 1984). The records have been updated to reflect 1984-85 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 Bill Wohlleber at (518)-474-3673. Also complete AC-1265's to add new headers. Do not submit deleted 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 should be forwarded to the Bureau of Accounts Appropriation Section as soon as possible and no later than March 21, 1984 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 the Bureau of Accounts.

Agencies with Continuous Split Charges

Continuous split charges will be cancelled at the end of period 25-LAG (payroll check dated April 4, 1984) and period 26-Current (payroll check dated April 4, 1984) for Administration. Institution splits will be cancelled at the end of period 26-Current (payroll check dated March 28, 1984) and period 26-LAG (payroll check dated April 12, 1984).

Agencies using continuous split charges must submit new splits on PR-75's in Period 1-Current for Administration and Period 1-LAG and 1-Current for Institution. Since the continuous splits for Administration Lag agencies will be cancelled at the end of Period 25, it will be necessary to submit PR-75's to continue the split for Period 26-LAG. New continuous split charges for the fiscal year 84-85 must be submitted on PR-75's in Period 1-LAG.

If you have any questions regarding the splits on PR-75's contact the Payroll Planning Unit at 474-1246 or 474-1247.

Enclosure