



# 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-382
	<b>Date</b> February 24, 1984

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

Realignment of item numbers will be accomplished for Administration payrolls in payroll period 26-LAG and 1-Current (checks dated April 18, 1984) and for Institution payrolls in payroll period 1-LAG (checks dated April 26, 1984).

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 Administration 24-LAG, Administration 25-Current or Institution 25-LAG 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 1983-84 line number (under column headed old line) will be printed and space will be provided for entry of the new 1984-85 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 Administration 26-LAG, Administration 1-Current (checks dated April 18, 1984) or Institution 1-LAG (checks dated April 26, 1984).
- c. For any new positions which will be set up in period Administration 25-LAG or Administration 26-Current (checks dated April 4, 1984) or Institution 26-LAG (checks dated April 12, 1984) and will not change in the new year, no action is required. This includes vacant positions and items encumbered by employees on leave without pay.

- d. For any new positions which will be set up in Administration 25-LAG, Administration 26-Current or Institution 26-LAG and changed to a new number for the new year manually enter the 1983-84 and new 1984-85 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 Administration 25-LAG, Administration 26-Current or Institution 26-LAG. 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 1984 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 1984-85.

#### Tentative Payroll Listing

After payrolls are produced for period Administration 25-LAG, Administration 26-Current or Institution 26-LAG, 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 Administration 26-LAG, Administration 1-Current or Institution 1-LAG.

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 with transaction code AMEND LINE for any corrections.

NOTE: These tentatives will not reflect the new header file as described in Bulletin P-381 issued February 24, 1984. You will receive a separate listing of the header records as they will appear on your Administration 26-LAG, Administration 1-Current or Institution 1-LAG payroll.

Salary Factors

The salary factors for fiscal 1984-85 will return to those based on 365 days. Effective in Institution payroll period 1-Current (checks dated April 12, 1984) and 1-LAG (checks dated April 26, 1984) and in Administration payroll period 1-Current (checks dated April 18, 1984) and 1-LAG (checks dated May 2, 1984) the following factors are to be used:

<u>Pay Basis Codes</u>	<u>Factor</u>
ANN and 8AN and CAL*	.038356
*(except for grade 980's)	
10M	.046204

The factor for State University employees (grade 980) with pay basis code CAL or CYF will not change until September 1, 1984.

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

Information

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

