



Office of the State Comptroller  
**PAYROLL BULLETIN**

<b>Subject</b>  Change in Grade to be used for Trainee Titles	<b>Bulletin No.</b> P-389
	<b>Date</b> March 29, 1984

In order to distinguish Trainee titles from other non-statutory (N.S.) positions, a new grade-grade 800-is being created to be used for all Trainee titles established by the Department of Civil Service under a Trainee program.

This change will be effective in Payroll Period 2-Lag, Institution checks dated May 10, 1984 and Administration checks dated May 16, 1984. Following processing of Period 1-Lag, this Office will automatically change the grade to 800 for all employees currently in Trainee titles. You will not receive a tentative payroll, but all PR-75 forms prepared for Period 2-Lag and in future payroll periods should use grade 800 for Trainee titles. Your payroll register for Period 2-Lag will show the new grade for all Trainees.

Grade 600 will continue to be used for all other non-statutory (N.S.) positions.

Questions concerning this Bulletin should be addressed to the Payroll Planning Unit at (518) 474-1246 or 474-1247.