



Office of the State Comptroller **PAYROLL BULLETIN**

Subject New Transaction Codes for the Voluntary Reduction in Work Schedule Program	Bulletin No. P-392
	Date April 27, 1984

Effective immediately a new transaction code-VOL REDUCT-is being established to report a change in part-time percentage as a result of an employee's participation in the Voluntary Reduction in Work Schedule Program. The program is available to employees in the professional, scientific and technical services unit (NU 05) and to management/confidential employees (NU 06, 46, 47, 66, 13 and 18). The minimum reduction is 5% and the maximum is 30% in 5% increments. The program is available only to full time annual-salaried employees. The Program Guidelines for the Voluntary Reduction in Work Schedule Program have been issued by the Governor's Office of Employee Relations.

The definition and block requirements for VOL REDUCT are as follows:

VOL REDUCT...Voluntary Reduction in Work Schedule
Use this code to report a change in
part-time percentage as a result of
participation in the voluntary
reduction in work schedule program.

GROUP 1
CLASS P

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter VOL REDUCT
08 Line Changed To	- if applicable
12 Trans Effective Date	- enter B.O.B. (beginning of business) date
13 Title Code & Title	
14 Jur Class	
15 Salary Grade	
16 Negotiating Unit	
18 Appointment Code	
21 Pay Basis Code	
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	
25 Part-Time %	- enter VRWS percentage (70%-95% in 5% increments)
26 Time Paid	

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- NOTE:
1. If an appointment, promotion, reinstatement, etc., type transaction and a voluntary reduction in work schedule occur at the same time, use transaction code APPT MULTI (refer to Chapter C, Section 5, page 68 of the Agency Payroll Manual for the block requirements).
 2. To report a change in Annual Salary Factors during the same payroll period AD SAL FAC must be reported on the PR-75 as an additional transaction code.
 3. After the voluntary reduction in work schedule agreement has been completed, use the transaction code CHG PT FUL to return the employee to full time employment.

Banked (unused) VR time must be liquidated by September 30, 1986. Prior to this date, unused VR time will be paid at the full daily rate upon layoff, resignation, termination, retirement or death. A new transaction code-LSP VR-has been established to report this payment.

The definition and block requirements for LSP VR are as follows:

LSP VR...Lump Sum Pay for Voluntary Reduction in Work Schedule.

Use this code to report a lump sum payment of unused accumulated VR days upon layoff, resignation, termination, retirement or death prior to September 30, 1986.

GROUP 3
CLASS B

Complete blocks 01 through 06 and the following:

- | | |
|----------------------|---|
| #07 Transaction Code | - enter LSP VR (if this block is filled, use the first available additional transaction code block) |
| 23 Gross (Add) | |
| 24 Normal (Deduct) | - if applicable |
| 49 Misc Block A | - number of days and/or decimal parts of a day VR time is to be paid |
| 50 Misc Block B | - amount to be paid for accumulated VR days calculated at the salary in effect at time of separation. |

Remarks Section on the PR-75 state inclusive dates of the Voluntary Reduction of Work Schedule Program.

This payment will appear in the "Additional Salary Information Section" on the check stub and on the Payroll Register with the code VLS.

If there are any questions regarding this bulletin, please call the Payroll Planning Unit on (518) 474-1246 or 474-1247.