



Office of the State Comptroller
PAYROLL BULLETIN

Subject Reporting Unsatisfactory Service Ratings

Bulletin No. P-397

Date July 3, 1984

Each of the Performance Evaluation programs for employees who occupy positions in the Security Services/Supervisors units, Administrative, Operational and Institutional Services units, the Professional, Scientific and Technical Services unit or who are designated Management/Confidential has a category for rating employees less than effective or satisfactory during any evaluation period where the employee does not meet the minimum performance standards for their position. The Payroll Bulletins issued on performance advances have contained instructions for reporting these ratings. However, not all agencies have followed these instructions. These ratings must be reported to OSC, on a form PR-75, whether or not the rating has any effect on the current salary. The transaction code is UNSAT PERF. If a reported unsatisfactory rating is later overturned or rescinded, then a PR-75 must be submitted to OSC with transaction code RESC UNSAT. Separate letters reporting these ratings are no longer required.

PR-75's for unsatisfactory ratings which have not been previously reported should be submitted as soon as possible.