



# Office of the State Comptroller

## PAYROLL BULLETIN

<b>Subject</b>  <p style="text-align: center;">New Transaction Code for Reporting Appointments from Reemployment Rosters</p>	<b>Bulletin No.</b> P-399 <hr/> <b>Date</b> August 14, 1984																																															
<p>Effective immediately, a new transaction code - RE ROST - must be used to report appointments for reemployment rosters certified by the Department of Civil Service</p> <p style="text-align: center;">The definition and block requirements for RE ROST are as follows:</p> <p>RE ROST - Reemployment Roster. This code is to be used to report an appointment of an individual to a competitive, non-competitive or labor class position from a reemployment roster certified by the Department of Civil Service.</p> <p>Group I Class P</p> <p>Block Requirements:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Complete blocks 01 thru 06</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">07 Transaction Code</td> <td>- Enter RE ROST</td> </tr> <tr> <td style="padding-left: 20px;">08 Line Changed To</td> <td>- if applicable</td> </tr> <tr> <td style="padding-left: 20px;">12 Trans. Effective Date</td> <td>- enter beginning of business</td> </tr> <tr> <td style="padding-left: 20px;">13 Title Code &amp; Title</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">14 Jur. Class</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">15 Salary Grade</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">16 Negotiating Unit</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">18 Appointment Code</td> <td>- Enter Perm., Temp. or Cont.</td> </tr> <tr> <td style="padding-left: 20px;">20 Trans. Good Thru Date</td> <td>- if applicable</td> </tr> <tr> <td style="padding-left: 20px;">21 Pay Basis Code</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">22 Salary Rate</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">23 Gross (Add)</td> <td>- if different from Normal (Deduct)</td> </tr> <tr> <td style="padding-left: 20px;">24 Normal (Deduct)</td> <td>- if applicable</td> </tr> <tr> <td style="padding-left: 20px;">25 Part Time %</td> <td>- if applicable</td> </tr> <tr> <td style="padding-left: 20px;">26 Time Paid</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">27 Increment Code</td> <td>- if applicable</td> </tr> <tr> <td style="padding-left: 20px;">28 Paid Thru (HRY,DLY,FEE)</td> <td>- ending date for services</td> </tr> <tr> <td style="padding-left: 20px;">29 Ann. Location Amt.</td> <td rowspan="5">- if applicable on initial appointment and for any status change when factors are to continue. If RECERT or CHG STATUS is used, all existing factors will continue automatically. If changes are needed, you must use AD SAL FAC.</td> </tr> <tr> <td style="padding-left: 20px;">30 Ann. Inconvenience Amt.</td> </tr> <tr> <td style="padding-left: 20px;">31 Ann. Geog. Amt.</td> </tr> <tr> <td style="padding-left: 20px;">32 Ann. Shift Amt.</td> </tr> <tr> <td style="padding-left: 20px;">33 Pre-Shift Briefing Amt.</td> </tr> <tr> <td style="padding-left: 20px;">36 Vet/Sight</td> <td rowspan="4">- Use for initial appointment or for reemployment after an absence of more than one year.</td> </tr> <tr> <td style="padding-left: 20px;">37 VOL/FIRE</td> </tr> <tr> <td style="padding-left: 20px;">39 Date of Birth</td> </tr> <tr> <td style="padding-left: 20px;">40 Sex</td> </tr> </table>		Complete blocks 01 thru 06		07 Transaction Code	- Enter RE ROST	08 Line Changed To	- if applicable	12 Trans. Effective Date	- enter beginning of business	13 Title Code & Title		14 Jur. Class		15 Salary Grade		16 Negotiating Unit		18 Appointment Code	- Enter Perm., Temp. or Cont.	20 Trans. Good Thru Date	- if applicable	21 Pay Basis Code		22 Salary Rate		23 Gross (Add)	- if different from Normal (Deduct)	24 Normal (Deduct)	- if applicable	25 Part Time %	- if applicable	26 Time Paid		27 Increment Code	- if applicable	28 Paid Thru (HRY,DLY,FEE)	- ending date for services	29 Ann. Location Amt.	- if applicable on initial appointment and for any status change when factors are to continue. If RECERT or CHG STATUS is used, all existing factors will continue automatically. If changes are needed, you must use AD SAL FAC.	30 Ann. Inconvenience Amt.	31 Ann. Geog. Amt.	32 Ann. Shift Amt.	33 Pre-Shift Briefing Amt.	36 Vet/Sight	- Use for initial appointment or for reemployment after an absence of more than one year.	37 VOL/FIRE	39 Date of Birth	40 Sex
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- 42 Cert. Serial Number - enter Reemployment Roster  
Certification Number
- 43 List Title (max 21 pos) - enter Title of Certification
- 48 Employee Loc. Code &  
Location
- 59 Previous State Agency &  
Agency Code
- 60 Date of Separation