



Office of the State Comptroller PAYROLL BULLETIN

Subject Payroll Header File for New Fiscal Year	Bulletin No. P-421
	Date February 25, 1985

The expenditure code information necessary to create charges for your payroll is contained in the payroll header file and is updated automatically for the new year appropriations.

Enclosed is a tentative payroll header file for Administration period 26-LAG and 1-Current (payroll checks dated April 17, 1985) and Institution 1-LAG (payroll checks dated April 25, 1985). The records have been updated to reflect 1985-86 appropriations, when appropriate. Review this listing carefully and submit Form AC-1265 to report any additions, deletions or changes to the header file as described below.

- A. When making corrections to the tentative listing, enter all changes, deletions and additions on the AC-1265. Also, where there is a change to any part of a header, cross out the entire line on the listing. Refer to Chapter B of the Payroll Manual for instructions on completing Form AC-1265.
- B. If you are making no changes to the tentative listing, write "No Changes" on the listing.
- C. Please contact Bill Wohlleber at (518) 474-3673 if you wish to replace all header records. Complete AC-1265's to add new headers. Do not submit deleted transactions if you are replacing all of your agency's headers.

The tentative listing and Form AC-1265 should be forwarded to the Bureau of Accounts Appropriation Section as soon as possible and no later than March 21, 1985 for both Administration and Institution payrolls.

If you have any questions regarding header changes please contact your agency's representative in the Appropriation Section of the Bureau of Accounts.

Agencies with Continuous Split Charges

Continuous split charges will be cancelled at the end of period 25-LAG and 26-Current (payroll check dated April 3, 1985) for Administration. Institution splits will be cancelled at the end of period 26-Current (payroll check dated March 28, 1985) and period 26-LAG (payroll check dated April 11, 1985).

Since the continuous splits for Administration-LAG agencies will be cancelled at the end of Period 25, it will be necessary to submit PR-75's to report any splits for Period 26-LAG, using the new header file records. New continuous split charges for all agencies for the fiscal year 1985-86 must be submitted on PR-75's in Period 1-LAG and 1-Current for both Administration and Institution agencies.

If you have any questions regarding the splits on PR-75's, contact the Payroll Planning Unit at 474-1246 or 474-1247.