



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  Realignment of Item Numbers for the New Fiscal Year	Bulletin No.  P-422
	Date  February 25, 1985

Realignment of Item Numbers for the New Fiscal Year

Realignment of item numbers will be accomplished for Administration payrolls in payroll period 26-LAG and 1-Current (checks dated April 17, 1985) and for Institution payrolls in payroll period 1-LAG (checks dated April 25, 1985).

The realignment of item numbers for the new fiscal year is accomplished on the basis of position. You will receive, together with the payroll for period Administration 24-LAG and 25-Current or Institution 25-LAG two copies of a computer-produced listing entitled "Position Realignment for New Fiscal Year". This listing will be sequenced by line item number and will include the following types of positions:

- a. Vacant items.
- b. Items encumbered by employees who are active and being paid.
- c. Items encumbered by employees on leave without pay or removed pending determination.

For each listed position, the 1984-85 line number (under column headed old line) will be printed and space will be provided for entry of the new 1985-86 line number (under column headed new line), if appropriate. The titles and grades of all persons occupying the position also will be printed.

The "Position Realignment for New Fiscal Year" listing must be completed as follows:

- a. For those listed items that are not to be changed, no action is required.
- b. In the space provided, enter the new line item number for those listed items to be changed.
- c. For any new positions which will be set up in Administration 25-LAG, 26-Current or Institution 26-LAG and changed to a new number for the new year, manually enter the 1984-85 and new 1985-86 item numbers on the listing. It is not necessary to enter any information for positions set up in these periods when the line numbers will not change for the new fiscal year.

NOTE: Do not enter new vacant items or delete items for the new fiscal year on this listing. These will be added or deleted by OSC.

Submit the original copy of the marked up position realignment listing to the OSC, Bureau of Payroll Audit, together with Forms PR-76 and PR-75 for payroll period Administration 25-LAG and 26-Current or Institution 26-LAG. Agencies not submitting the marked up listing because of no changes or a small number of fiscal year item changes which will be done by PR-75 should write "No Line Change Listing Submitted" on the PR-76.

#### Appropriation Charge Information and 1985 Split Payroll

Instructions for updating appropriation headers for the new fiscal year and information regarding the 1985 split payroll are forwarded in separate bulletins.

Agencies with Premium Overtime, Premium Holiday and Standby Payments must have new certificates of approval from the Division of the Budget for fiscal year 1985-86.

#### Tentative Payroll Listing

After payrolls are produced for period Administration 25-LAG and 26-Current or Institution 26-LAG, OSC will process the fiscal year line changes. For each agency which submits changes on the Position Realignment Listing, we will produce a tentative payroll listing which should be used as the "previous payroll" for preparation of forms for period Administration 26-LAG and 1-Current or Institution 1-LAG.

Agencies will receive the tentative payroll listing shortly after receipt of the regular payroll. Tentative payrolls should be examined carefully to verify that all fiscal year line changes are properly reflected. PR-75 forms should be submitted with transaction code AMEND LINE for any corrections.

NOTE: These tentatives will not reflect the new header file as described in Bulletin P-421 issued February 25, 1985. You will receive a separate listing of the header records as they will appear on your register for Administration 26-LAG and 1-Current or Institution 1-LAG.

#### Information

Please direct any questions relating to information contained in this bulletin to the Payroll Planning Unit at (518) 474-1246 or 474-1247.