



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject New Transaction Code SUSP FUL to Report Suspension of Employee Continuing on Payroll Using Leave Accruals	Bulletin No. P-447
	Date October 10, 1985

Effective immediately a new transaction code-SUSP FUL-is being established to report the suspension of an employee in one of the CSEA bargaining units (NU 02,03 or 04) who will continue on the payroll in full pay status using leave accruals to cover the time of suspension.

The definition and block requirements for SUSP FUL are as follows:

SUSP FUL - Suspension of an employee with full pay.  
Use this code to report the suspension of  
an employee who elects to continue on the  
payroll with full pay using leave accruals.

Group 2  
Class P

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter SUSP FUL  
12 Trans Effective Date - enter the beginning of business date  
20 Trans Good Thru - enter the ending date  
23 Gross (Add) - if applicable  
24 Normal (Deduct) - if applicable  
26 Time Paid

Remarks - use when necessary to further explain the transaction.

NOTE: The transaction code SUSP must be reported when the  
employee's leave accruals are exhausted prior to the  
end of the suspension.