



Office of the State Comptroller  
**PAYROLL BULLETIN**

<b>Subject</b> New Transaction Code To Be Used To Report Transactions For Employees Covered By the Management/Confidential Income Protection Plan	<b>Bulletin No.</b> P-465
	<b>Date</b> February 10, 1986

Effective immediately, transaction codes SHRT T DIS or LONG T DIS must be used to report either a short term disability or long term disability leave of absence without pay for a Management/Confidential employee (NU 06,18,46 or 66) who is covered by the Income Protection Plan. Under the IPP, the employee (if eligible) receives disability pay directly from the authorized agent and must be placed on a LWOP status on the agency's payroll.

- To report a leave of absence from the payroll while an employee is receiving Short Term Disability benefits.

SHRT T DIS - Short term disability leave of absence without pay. This code is to be used to report a short term disability leave of absence without pay for an employee covered by the IPP.

Group 2  
 Class P

**Block Requirements:**

Complete blocks 01 thru 06

07 Transaction Code

- enter SHRT T DIS

12 Transaction Effective Date

- enter actual date STD benefits are due to begin (end of 14 day waiting period or exhaustion of credits to be used)

13 Title Code and Title

14 Jur. Class

15 Salary Grade

16 Negotiating Unit

18 Appointment Code

20 Trans Good Thru

- always enter date that is 6 months from first day of absence for the disability

23 Gross (Add)

- if any salary is due for the removal period

24 Normal (Deduct)

- if applicable

26 Time Paid

- if applicable

**NOTE:** If the employee has exhausted credits or has chosen not to use other credits during the waiting period for STD benefits, the transaction code SICK LV (without pay) must be reported.

The transaction code APPT LV should be used to report a SICK LV (without pay) and SHRT T DIS whenever both these transactions occur in the same payroll period (refer to Chapter C, Section 5, page 63 of the Agency Payroll Manual for block requirements).

2. To report a leave of absence from the payroll while an employee is receiving Long Term Disability Benefits.

LONG T DIS - Long term disability leave of absence without pay. This code is to be used to report a long term disability leave of absence without pay for an employee covered by the IPP.

Group 2

Class P

Block Requirements:

Complete blocks 01 thru 06

07 Transaction Code

- enter LONG T DIS

12 Transaction Effective Date

- enter actual date LTD benefits are due to begin (six months from date of disability or exhaustion of leave credits to be used)

13 Title Code and Title

14 Jur. Class

15 Salary Grade

16 Negotiating Unit

18 Appointment Code

23 Gross (Add)

- if any salary is due for the removal period

24 Normal (Deduct)

- if applicable

26 Time Paid

- if applicable

NOTE: This transaction is always required to be reported whenever the employee is eligible for LONG T DIS.

3. To report a reinstatement to the payroll of an employee who has been receiving either Short Term Disability or Long Term Disability benefits.

Use transaction code REIN DIS (refer to Chapter C, Section 5, page 66 of the Agency Payroll Manual for block requirements).

Because of the 10-month obligation of Institution Teachers, a review will be necessary to insure that these employees are not underpaid or overpaid during a period of disability. Please include a notification that an employee is covered by the attendance rules for Institution Teachers when you file a disability form for such an employee with the Department of Civil Service.