



Office of the State Comptroller
PAYROLL BULLETIN

Subject Payroll Header File for New Fiscal Year	Bulletin No. P-466
	Date February 25, 1986

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 16, 1986) and Institution 1-LAG (payroll checks dated April 24, 1986). The records have been updated to reflect the 1986-87 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 delete 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, 1986 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.