



Office of the State Comptroller
PAYROLL BULLETIN

Subject New Transaction Code RET INCUMB to Report Separation of a Contingent Permanent Employee if the Separation is Due to Return of Permanent Incumbent	Bulletin No. P-469
	Date March 10, 1986

Effective immediately a new transaction code-RET INCUMB-is being established to report the separation from service of a competitive or non-competitive class employee holding a contingent permanent appointment (pursuant to Rule 4.11 and 4.12 respectively) when the separation is due to the return of the permanent incumbent.

The definition and block requirements for RET INCUMB are as follows:

RET INCUMB - Separation from service of a competitive or non-competitive employee holding a contingent permanent appointment (pursuant to Rule 4.11 and 4.12 respectively) only if the separation is due to the return of the permanent incumbent.

Group 2
Class P

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter RET INCUMB
12 Trans Effective Date - enter the close of business date
13 Title Code & Title
14 Jur Class
15 Salary Grade
18 Appointment Code
23 Gross (Add) - if any salary due for removal period
24 Normal (Deduct) - if applicable
26 Time Paid - if applicable

Remarks - use when necessary to further explain the transaction.

The separated employee will be placed on a preferred list.