



Office of the State Comptroller
PAYROLL BULLETIN

Subject Payment of Special Achievement Awards for Management/Confidential Employees	Bulletin No. P-500
	Date December 22, 1986

Chapter 306 of the Laws of 1985 provides for the payment of Special Achievement Awards to Management/Confidential employees including Correction Superintendents paid under Section 19 of the Correction Law (NU 06), unrepresented employees in the Division of Military and Naval Affairs (NU 46), employees of PERB (NU 66) and State Police employees paid under Section 215.1(a) of the Executive Law (NU 18).

The Governor's Office of Employee Relations has issued guidelines to all Agency Employee Relations Offices for determining payment to employees, currently active or inactive, who occupy or have occupied a Management/Confidential designated position during any period between September 1, 1985 and August 31, 1986. Individual awards must be no less than \$1000 and may not exceed \$4000.

Payment

Agencies may commence immediate submission of PR-75 forms to process award payments, included in the regular salary check, to the selected individuals.

A new transaction code SPEC AWARD is used to report this payment.

The block requirements for this code are as follows:

Group 3
 Class B

Block Requirements: 01 through 06
 07 Transaction Code - enter SPEC AWARD. If this block is filled use the first available Addt'l trans code block.
 23 Gross (Add)
 24 Normal (Deduct) - if applicable
 49 Misc Block A - Year of Payment '86'
 50 Misc. Block B - amount of payment

Taxes on the Special Achievement Award payments will be automatically computed using the annualized tax method.

If an employee has separated from your agency during 1986, you must use transaction code RESTORE PA in Block 7 and SPEC AWARD in an Addt'l Transaction Code block. Also submit an AC-1040 for appropriate deductions.