



Office of the State Comptroller
PAYROLL BULLETIN

Subject Payroll Header File for New Fiscal Year	Bulletin No. P-508
	Date February 3, 1987

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.

A tentative payroll header file will be sent during the week of February 16, 1987, for Administration period 26-LAG and 1-Current (payroll checks dated April 15, 1987) and Institution 1-LAG (payroll checks dated April 23, 1987). The records have been updated to reflect the 1987-88 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 20, 1987 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.

Agencies with Continuous Split Charges

Continuous split charges will be cancelled at the end of period 25-LAG and 26-Current (payroll check dated April 1, 1987) for administration. Institution splits will be cancelled at the end of the period 26-Current (payroll check dated March 26, 1987) and period 26-LAG (payroll check dated April 9, 1987).

Since the continuous splits for Administration-LAG agencies will be cancelled at the end of Period 25, it will be necessary to submit PR-75's to report any splits for Period 26-LAG, using the new header file records. New continuous split charges for all agencies for the fiscal year 1987-88 must be submitted on PR-75's in the Period 1-LAG and 1-Current for both Administration and Institution agencies.

If you have any questions regarding the splits on PR-75's, contact the Payroll Planning Unit at 474-1246 or 474-1247.