



Office of the State Comptroller
PAYROLL BULLETIN

Subject Reporting of Employees Assigned to Work in Other Agencies	Bulletin No. P-555
	Date January 28, 1988

An employee appointed at your agency who is assigned to work at another agency must be identified on your payroll.

A new transaction code - TEMP ASSGN - has been established for this reporting.

Transaction Code: TEMP ASSGN

Group 3
Class B

Block Requirements:

Complete blocks #01 through #06 and the following:

#07 Transaction Code - Enter TEMP ASSGN. If this block is filled use the first available Additional Transaction Code Block.

49 Misc Block A - Enter the 5-position agency code of the agency where the employee actually works. Enter '0' when the employee returns to your agency.

A separate certification of the payroll is not required for these individuals. However, you must have time and attendance documentation from the agency at which the employee works sufficient to support your certification of each payroll. (See Bulletin A-179 issued 1/31/88.)

Each payroll period you will receive a report of employees assigned to other agencies (POL-19A) and employees of other agencies working in your agency (POL-19).

All employees currently on your payroll who are working at another agency must be identified and reported. Submit PR-75's for each individual in Payroll Period 23-Lag checksdated February 25 and March 2.