



Office of the State Comptroller
PAYROLL BULLETIN

Subject Payment of Special Achievement Awards for Management/Confidential Employees	Bulletin No. P-558
	Date February 12, 1988

The payment of Special Achievement Awards to Management/Confidential employees (NU 06), Correction Superintendents paid under Section 19 of the Correction Law (NU 06), unrepresented employees in the Division of the 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), is continued for this year.

The Governor's Office of Employee Relations issued the guidelines 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, 1986 and November 15, 1987. Awards to individuals must be no less than \$1000 and may not exceed \$4000. Individuals who share in an Award made to a project team may receive a payment of less than \$1000; however, the total of all payments to members of the team may not exceed \$10,000.

Payment

There is a change from last year's procedure as OSC has been requested to process these payments, where possible, in separate checks. Therefore, agencies who have completed their nominations must submit PR-75 forms by Period 24-LAG to process Award payments to the selected individuals.

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.
49 Misc Block A - Year of Payment '87'.
50 Misc Block B - amount of Award.

NOTE: The Special Achievement Award payment should not be included in the Gross (ADD) block since it will not be paid in the Period in which the PR-75 is processed.

If other transactions are reported for the individual during this payroll period, SPEC AWARD may be used in an additional transaction code block. If there are conflicts in using the miscellaneous blocks, the Special Achievement Award must be reported in these blocks. Enter the other information in the Remarks block. (Remember to use SPECIAL as an additional transaction code.)

If an employee separated from your agency during 1987, use RESTORE PA in block #07 and SPEC AWARD in an additional codeblock. Also, submit an AC-1040 for appropriate deductions.

Following payroll period 24-LAG you will receive 2 copies of a Special Listing for all employees who have been reported to receive an Award with the amount to be paid to each individual and a grand total for your agency.

Review this listing carefully. If corrections, additions or deletions are necessary, enter the change or information on the Special Listing and adjust the grand total. Prepare a special PR-76 transmittal. Write M/C Special Achievement Award at the top of the form and enter your adjusted total from the Special Listing in the certification total block and sign the Agency Payroll certification. Submit the original copy of the Special Listing with your changes, if any, and the PR-76 for the Special Achievement Award by March 18, 1988. (Administrative agencies who have difficulty meeting this deadline may phone this information to the Payroll Planning Unit at (518) 486-3066 and subsequently submit the Special Listing with the confirming changes.)

The payment will be paid in a separate check dated March 22, 1988 following completion of processing of Administration 24-LAG and Institution 25-LAG. The checks and registers will be distributed the week of March 21. Deductions will be taken for Federal, State, New York City and Yonkers City taxes, Social Security or Medicare, retirement normal contributions, garnishees and Federal levies. Taxes will be computed using the annualized tax method.

NOTE: As with any other special payment, Deferred Compensation is no longer deducted.

Payments to be made after the Special Payroll

Follow the general directions as contained in Bulletin P-500, dated December 22, 1986, to include payment of the Award in the regular salary check.