



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject Change in Reporting Pre-Shift Briefing on the AC-230 (Report of Check Returned for Refund or Exchange) for Negotiating Units 01, 61 and 47	Bulletin No. P-586
	Date December 15, 1988

Effective Administration Period 19 Lag, checks dated January 4, 1989 and Institution Period 19 Lag, checks dated January 12, 1989, agencies will be responsible for reporting the refund amount for Pre-Shift Briefing (PSB) on the AC-230 (Report of Check Returned for Refund or Exchange) for negotiating units 01, 61 and 47.

Block 068 will be the new designated block for Pre-Shift Briefing in the Additional Salary Factor section on the AC-230 form.

A revised AC-230 will be available in the future when the form is reordered. Until the new form is available, enter code 068 in the block next to Holiday Pay and the amount of Pre-Shift Briefing pay being refunded in the corresponding space.

Questions concerning the proper method of reporting pre-shift briefing or other information on the AC-230 should be directed to Peggy Kozloski at (518) 474-5545.