



Office of the State Comptroller
PAYROLL BULLETIN

Subject Realignment of Item Numbers for the New Fiscal Year	Bulletin No. P-643
	Date January 16, 1990

Realignment of Item Numbers for the New Fiscal Year

Realignment of item numbers will be accomplished for Institution payrolls in payroll period 26-LAG (checks dated April 19, 1990) and Administration payrolls in payroll period 1-LAG and 2-Current (checks dated April 25, 1990).

This year, OSC will not produce position realignment listings automatically. If you plan a large number of line changes, you may request the realignment listing to report these changes. All other agencies will submit these changes by PR-75.

To request a realignment listing, contact the Payroll Planning Unit at (518) 486-3065 or 474-1246.

Line Changes Reported by PR-75

PR-75's for line changes due to position realignment are to be submitted in Institution Period 26-LAG and Administration Period 1-LAG and 2-Current. Transaction Code AMEND LINE is used to report these changes.

GROUP 1
 CLASS B

Complete blocks #01 through #06 and the following:
 #07 Transaction Code - enter AMEND LINE. If this block is filled, use the first available Addt'l Trans Code block.

- 08 Line Changed To
- 12 Trans Effective Date
- 13 Title Code and Title
- 14 Jur. Class
- 15 Salary Grade
- 16 Negotiating Unit
- 48 Empl Loc Code/Loc

NOTE

This transaction must be placed in Group 1 regardless of code entered in Block #07.

Line Changes Reported by Realignment Listings

If your agency has requested a realignment listing, you will receive, together with the payroll for period Institution 24-LAG or Administration 25-LAG and 26-Current, two copies of the listing entitled "Position Realignment for New Fiscal Year". This listing is sequenced by line item number and includes the following:

- a. Vacant items.
- b. Items encumbered by employees who are active and being paid.
- c. Items encumbered by employees on leave without pay, on Workers' Comp leave or removed pending determination.

For each listed position, the 1989-90 line number (under column headed old line) will be printed and space will be provided for entry of the new 1990-91 line number (under column header new line), if appropriate. The titles and grades of all persons occupying the position also will be printed.

The listing is completed as follows:

- a. No action is required for items that are not to be changed.
- b. Enter the new line item number in the space provided for those items to be changed.
- c. For any new position which will be set up in Institution 25-LAG or Administration 26-LAG and 1-Current and changed to a new number for the new year, manually enter the 1989-90 and new 1990-91 item numbers on the listing. It is not necessary to enter any information for positions set up in these periods when the line numbers will not change for the new fiscal year.

NOTE: Do not enter new vacant items or delete items for the new fiscal year on this listing. These will be added or deleted by OSC.

Submit the original copy of the completed position realignment listing to OSC, Bureau of Payroll Audit, together with Forms PR-76 and PR-75 for payroll period Institution 25-LAG or Administration 26-LAG and 1-Current.

Tentative Payroll Listing

After payrolls are produced for Institution 25-LAG or Administration 26-LAG and 1-Current, OSC will process the line changes for agencies which submit changes on a Position Realignment Listing, and will produce a tentative payroll which should be used as the "previous payroll" for preparation of forms for Institution 26-LAG or Administration 1-LAG and 2-Current.

January 16, 1990

Agencies will receive the tentative payroll listing shortly after receipt of the regular payroll. Tentative payrolls should be examined carefully to verify that all fiscal year line changes are properly reflected. PR-75 forms should be submitted with transaction code AMEND LINE for any corrections.

NOTE: These tentatives will not reflect the new header file as described in Bulletin P-644 issued January 17, 1990. You will receive a separate listing of the header records as they will appear on your register for Institution 26-LAG or Administration 1-LAG and 2-Current.

Workers' Compensation Payrolls

If a line change is reported on the Main Payroll by PR-75 or Realignment listing for a position where the incumbent is on Workers' Comp Leave, OSC will automatically update the line number on the Workers' Compensation Payroll. No tentative payrolls will be produced for WC Payrolls.

Premium Overtime and Standby Certifications

Agencies with Premium Overtime and Standby Payments must have new certificates of approval from the Division of the Budget for fiscal year 1990-91.

Information

Please direct any questions relating to information contained in this bulletin to the Payroll Planning Unit at (518) 486-3065 or 474-1246.

