



# Office of the State Comptroller

## PAYROLL BULLETIN

<b>Subject</b> Instructions for Payroll Header File and Continuous Split Charges for the New Fiscal Year	<b>Bulletin No.</b> P-644
	<b>Date</b> January 17, 1990

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. The new headers will be effective in Institution 26-LAG (payroll checks dated April 19, 1990) and Administration 1-LAG and 2-Current (payroll checks dated April 25, 1990).

A tentative payroll header file will be sent during the week of February 12, 1990. The records will be updated to reflect the 1990-91 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 Faith Drake at (518) 474-1217 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 19, 1990 for both Administration and Institution payrolls.

**NOTE:** The tentative header file for the following agencies are sent to the main offices: Office of Court Administration, Correctional Services, Department of Health, Department of Transportation, Parks & Recreation, Office of Mental Health and Office of Mental Retardation.

If you have 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 are cancelled at the end of the fiscal year (Period 26) and in the periods the header file and annual line changes are processed. Below is the submission requirements for split charges for 1990.

## ADMINISTRATIVE AGENCIES

Payrolls Paid  
on Current Basis

Splits are cancelled automatically at the end of Period 26. Submit split charges for one period in Period 1, using old header records.

Splits are cancelled automatically at the end of Period 1. Submit continuous splits for 1990-91 fiscal year in Period 2, using new header records.

Payrolls Paid  
on Lag Basis

Splits are cancelled automatically at the end of Period 26-LAG. Submit continuous splits for 1990-91 fiscal year in Period 1-LAG using new header records.

## INSTITUTION AGENCIES

Payrolls Paid  
on Current Basis

Splits are cancelled automatically at the end of Period 26. Submit continuous splits for 1990-91 fiscal year in Period 1, using new header records.

Payrolls Paid  
on Lag Basis

Splits are cancelled automatically at the end of Period 25-LAG. Submit split charges for one period in Period 26-LAG, using new header records.

Splits are cancelled automatically at the end of Period 26-LAG. Submit continuous splits for 1990 fiscal year in Period 1, using new header records.

If you have any questions regarding the splits on PR-75's, contact the Payroll Planning Unit at (518) 486-3065 or 474-1246.