



Office of the State Comptroller
PAYROLL BULLETIN

Subject New Transaction Code ADJ ET	Bulletin No. P-702
	Date July 2, 1991

Transaction Code "EXTRA TIME" is used when a part-time annual-salaried employee works in excess of regularly scheduled hours, but less than 40 hours per week.

A new transaction code-ADJ ET-has been established to report a correction to a prior extra time payment.

The block requirements are as follows:

Group 3
Class B

- Block Requirements:
- 01 through 06
 - 07 Transaction Code - enter ADJ ET
 - 23 Gross (Add)
 - 24 Normal (Deduct) - if applicable
 - 49 Misc Block A - enter beginning date
 - 50 Misc Block B - enter ending date
 - 51 Misc Block C - enter PLUS or MINUS
 - 52 Misc Block D - enter amount of ADJ ET to be added or deducted

Explain the correction in the Remarks Block of the PR-75.