



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  New Transaction Code RIF TERM	Bulletin No. P-725
	Date February 28, 1992

At the request of the Department of Civil Service, a new transaction code - RIF TERM - has been established to report the separation of NON-PERMANENT employees due to a reduction in force. When reporting the Group 2 transaction on the PR-75 also include the lump sum payment, if applicable.

The block requirements for RIF TERM are as follows:

Group 2  
Class P

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter RIF TERM
12 Trans. Effective Date	- enter the close of business date
13 Title Code & Title	
14 Jur. Class	
15 Salary Grade	
18 Appointment Code	
23 Gross (Add)	- if any salary is due for removal period
24 Normal (Deduct)	- if applicable
25 Time Paid	- if applicable