



Office of the State Comptroller
PAYROLL BULLETIN

Subject OSU Operational Services Unit (03) Tool Allowance 1993 Payment Instructions	Bulletin No. P-769
	Date May 25, 1993

This Bulletin explains the procedures for the \$150 payment of Tool Allowance for 1993. Refer to the memorandum issued by the Governors Office of Employee Relations for eligibility requirements.

OSU Operational Services Unit (03) Tool Allowance 1993 Payment

The Tool Allowance payment for this unit is to be paid either through the Payroll System or on Standard Voucher.

Standard Vouchers are to be used for employee reimbursements when receipts are provided. If no receipts are provided, agencies may submit PR-75's for Institution Period 5-Lag and Administration 6-Lag. Payment will be included in the employee's regular check in the payroll period submitted.

AC-1265 PAYROLL HEADER FILE

Before submitting PR-75's agencies must submit an AC-1265 Payroll Header File Change Notice establishing header records. All agencies are to use the following expenditure code with the appropriate variable:

<u>Dept</u>	<u>Cost Center</u>	<u>Var</u>	<u>Year</u>	<u>Object</u>
21	365086	Refer to list below	93	41970

GOER has assigned a variable (VAR) for each agency:

<u>AGENCY CODE</u>	<u>AGENCY NAME</u>	<u>VAR</u>
01050	- OGS	2A
01050	- OGS Supply Support	2C
01060	- State Police	2B
09000	- Environmental Conservation	2D
12010	- Roswell Park Memorial Inst.	2E
30000 & 39500	- DOT Main Office and Region 11	2F
31000	- DOT Region 1	2G
32000	- " " " " 2	2H
33000	- " " " " 3	2J
34000	- " " " " 4	2K
35000	- " " " " 5	2L
36000	- " " " " 6	2P
37000	- " " " " 7	2R
38000	- " " " " 8	2S
39000	- " " " " 9	2T
40000	- " " " " 10	2U
49070	- Parks and Recreation Main Office	2Y
49220	- Long Island State Park	2V
49230	- Genesee State Park	2W
49240	- Niagara State Park	2X

PR-75 INSTRUCTIONS

When submitting PR-75's the block requirements are:

Group 3
Class B

01 through 06

07 Transaction Code - enter Tool Allow. If this block is filled, use the first available Additional Trans. Code Block.

23 Gross (Add)

24 Normal (Deduct)

49 Misc Block A - enter year 93.

50 Misc Block B - enter the amount of the allowance to be included in the gross add.

SPLIT CHARGE

87 No. Periods - enter '1'

88 Line Number - enter the line number used to establish the header record for the payment.

90 Amount - enter the amount of the allowance.

TAXES

A special tax routine is used for the calculation of taxes when transaction code TOOL ALLOW is reported on the PR-75. Fixed taxes submitted on either an AC-1040 or through the On-Line Deduction Processing System will not be processed for these payments.

Questions concerning the processing of PR-75's should be directed to the Payroll Planning Office at (518) 486-3065.