



Office of the State Comptroller
PAYROLL BULLETIN

Subject Instructions for Payment of 1993 Uniform Allowance	Bulletin No. P-790
	Date November 5, 1993

This bulletin explains the procedures for payment of Uniform Allowance for 1993. Refer to the memorandum for each negotiating unit issued by the Governor's Office of Employee Relations for eligibility requirements.

1. Security Services (01) and Security Supervisors (61) 1993 - \$525
State Police (07) 1993 - \$100 Uniform Allowance

OSC will automatically pay the 1993 Uniform Allowance to each member of these units who is active on the payroll at the end of Payroll Period 16-Lag. Employees who are working on a part-time basis in NU 01 or 61 will automatically receive a pro-rated amount. The payment will be made, by separate check, after Period 16-Lag is processed. Payroll registers and checks will be issued during the week of November 22, 1993.

Prepare a PR-76 Transmittal. Enter "Uniform Allowance" at the top, leave the certification total blank and sign the agency payroll certification. Submit the original copy of the Transmittal so that it is received no later than November 19, 1993. If a valid PR-76 is not received, uniform allowance checks will not be released to the agency.

After the issuance of the separate check, eligible employees who return to the payroll must be paid by PR-75.

2. Management/Confidential (06) 1993 - \$500

Agencies may submit PR-75's in Payroll Period 17-Lag for eligible employees. Payment will be included in the employee's regular check in the payroll period submitted. Refer to Page 2 of this bulletin for PR-75 instructions.

3. CSEA-Institutional Services Unit (04) 1993 - \$60 or \$40
Uniform Maintenance Allowance

Agencies may submit PR-75's in Payroll Period 17-Lag for eligible employees. Payment will be included in the employee's regular check in the payroll period submitted. Eligible employees are entitled to \$60 for full-time or \$40 for part-time. Refer to Page 2 of this bulletin for PR-75 instructions.

4. CSEA-Institutional Services Unit (04) Work Related Clothing Allowance

The work related clothing allowance (up to \$30) will not be paid through the Payroll System as employees are required to provide receipts. Vouchers should be prepared for eligible employees as stated in the memorandum from GOER.

5. CSEA-Operational Services Unit (03) 1993 - \$39 Work Related Clothing Allowance

The work related clothing allowance for this unit may be paid either through the Payroll System or on Standard Vouchers.

Standard Vouchers are to be used for employee reimbursements when receipts are provided. If no receipts are provided, agencies may submit PR-75's in Payroll Period 17-Lag. Payment will be included in the employee's regular check in the payroll period submitted. Refer to instructions below for completion of PR-75's.

AC-1265 PAYROLL HEADER FILE

Before submitting PR-75's agencies must submit an AC-1265 Payroll Header File Change Notice establishing header records for each of the above payments as described in the memorandum from GOER.

PR-75 INSTRUCTIONS

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

Group 3
Class B

Complete blocks #01 through 06

07 Transaction Code - enter UNIF ALLOW
23 Gross (Add)
24 Normal (Deduct)
49 Misc. Block A - enter year payment is due (i.e. '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 will be used for the calculation of taxes for UNIF ALLOW. Fixed taxes submitted on either an AC-1040 or through the On-Line Deductions 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) 474-1246.