



Office of the State Comptroller

PAYROLL BULLETIN

Subject CSEA Operational Services Unit (03) Tool Allowance 1996 Payment Instructions	Bulletin No. P-909
	Date August 15, 1996

This Bulletin explains the procedures for the \$150 payment of Tool Allowance for 1996. Refer to the memorandum issued by the Governor's Office of Employee Relations for eligibility requirements.

CSEA Operational Services Unit (03) Tool Allowance 1996 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 11-Lag and Administration 11-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 for the Tool Allowance payment, agencies must submit an AC-1265 Payroll Header File Change Notice establishing a header record 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 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 96.

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

Taxes will be computed based on Bulletin P-813, dated March 25, 1994. 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) 474-5261.