



Office of the State Comptroller

# PAYROLL BULLETIN

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| <b>Subject</b><br>Instructions for Payroll Header and Continuous Split Charges for the New Fiscal Year | <b>Bulletin No.</b><br>P-935    |
|  | <b>Date</b><br>January 27, 1997 |

The expenditure code information necessary to create charges for your payroll is contained in the payroll header file and is updated automatically for the new year appropriations. The new headers will be effective in Administration 26-LAG and 1-Current (payroll checks dated April 16, 1997) and Institution 1-LAG (payroll checks dated April 24, 1997).

A tentative payroll header file will be sent during the week of February 10, 1997. The records will be updated to reflect the 1997-98 appropriations, when appropriate. Review this listing carefully and submit Form AC-1265 to report any additions, deletions or changes to the header file as described below.

- A. When making corrections to the tentative listing, enter **all** changes, deletions and additions on the AC-1265. Also where there is a change to any part of a header, cross out the entire line on the listing. Refer to **Chapter B of the Payroll Manual** for instructions on completing Form AC-1265.
- B. If you are not making any changes to the tentative listing, write “**No Changes**” on the listing.
- C. Please contact Faith Drake at (518) 474-1217 if you wish to replace all header records. Complete AC-1265's to **add** new headers. Do not submit delete transactions if you are replacing all of your agency's headers.

The tentative listing and Form AC-1265 should be forwarded to the Bureau of Accounts Appropriation Section as soon as possible and no later than March 10, 1997 for both Administration and Institution payrolls.

**NOTE:** The tentative header files for the following agencies are sent to the main offices: Office of Court Administration, Correctional Services, Department of Health, Department of Transportation, Parks & Recreation, Office of Mental Health and Office of Mental Retardation.

If you have questions regarding header changes, please contact Carol Cole at (518) 474-7117.

Continuous split charges are cancelled at the end of the fiscal year (Period 26) **and** in the periods the header file and annual line changes are processed. Below are the submission requirements for split charges for 1997.

**ADMINISTRATION**

Payrolls Paid on  
Current Basis

Splits are cancelled automatically at the end of Period 26. Submit continuous split in Period 1, using new header records.

Payroll Paid on  
Lag Basis

Splits are cancelled automatically at the end of Period 25-Lag. Submit split charges for one period in Period 26-Lag, using new header records.

Splits are cancelled automatically at the end of Period 26-Lag. Submit continuous splits for the 1997-98 fiscal year in Period 1-Lag, using the new header records.

**INSTITUTION**

Payroll Paid on  
Lag Basis

Splits are cancelled automatically at the end of Period 26-Lag. Submit continuous splits for the 1997-98 fiscal year in Period 1-Lag using the new header records.

If you have any questions regarding the splits on PR-75's, contact Payroll Planning at (518) 474-5261.