



Office of the State Comptroller  
**PAYROLL BULLETIN**

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| <b>Subject</b><br><br>Payment for Time Spent on Jury Duty to Employees <b>NOT</b> Eligible<br>for Leave with Pay Under the Attendance Rules | <b>Bulletin No.</b><br><br>P-954     |
|   | <b>Date</b><br><br>September 2, 1997 |

This bulletin provides instruction for payment for time spent on Jury Duty pursuant to the State Judiciary Law, Section 519.

Effective February 15, 1997, New York State employees ineligible for paid leave for time spent on Jury Duty must receive pay, up to \$27.50 per day, for the first three days of Jury Duty which coincide with the employee's regular work schedule. If the employee's daily rate is less than the \$27.50, he or she shall receive the amount of his or her daily wages for the first three days.

**EXAMPLES:**

- A. An hourly employee who earns \$7.00 an hour and whose regular work schedule for the first three days that coincide with time on Jury Duty would have been 4 hours each day, would receive \$27.50 for each day since the regular days pay of \$28.00 would exceed the allowable amount. This employee would be paid a total of \$82.50 (3 days X \$27.50).
- B. An hourly employee who earns \$5.00 an hour and whose regular work schedule for the first three days that coincide with time on Jury Duty would have been 4 hours each day, would receive \$20.00 for each day, since the regular days pay of \$20.00 is less than \$27.50. This employee would be paid a total of \$60.00 (3 days X \$20.00).

**PAYMENT INSTRUCTIONS**

The transaction code for these payments is **ADJ SAL PA**. An explanation of the Jury Duty, dates, daily rate and normal hours of work should be entered in the Remarks section of the PR-75.

Adjustment for Jury Duty payments made at the \$15.00 daily rate since February 15, 1997 may be processed at any time. Use transaction code **ADJ SAL PA** with an explanation in the remarks block of the PR-75.

Questions concerning the processing of PR-75s should be directed to the Payroll Audit Section at (518) 474-2368 or 474-5446.