



Office of the State Comptroller  
**PAYROLL BULLETIN**

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| <b>Subject</b><br>CSEA Operational Services Unit (03)<br>Tool Allowance 1997 Payment Instructions | <b>Bulletin No.</b><br>P-955     |
|   | <b>Date</b><br>September 2, 1997 |

This bulletin explains the 1997 Tool Allowance payment of \$150 for the following agencies:

Office of General Services  
Division of State Police  
Environmental Conservation  
Department of Health  
Department of Transportation  
Department of Parks and Recreation

Refer to the memorandum issued by the Governor's Office of Employee Relations for eligibility requirements.

**CSEA Operational Services Unit (03) Tool Allowance 1997 Payment**

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

Standard Vouchers are to be used to pay employee reimbursements when receipts are provided. If no receipts are provided, agencies may submit PR-75's for Institution Period 12-Lag and Administration 12-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.