



Office of the State Comptroller

PAYROLL BULLETIN

Subject Pre-Shift Briefing Pay Adjustment for Certain Employees in the Security Unit (NU-01)	Bulletin No. P-961
	Date November 6, 1997

The following bulletin explains the 1997 Pre-Shift Briefing Pay Adjustment for Security Unit (NU-01) employees for the following agencies:

01050	12120	28050	28580
01060	14010	28110	28650
11000	28010	28150	
12000	28030	28260	

Chapter 3 of the Laws of 1996, which implements the agreement between the State and Council 82 representing employees in the Security Services (01) negotiating unit, provides for an additional Pre-Shift Briefing Payment of \$52.00 to employees holding positions allocated to grades **106 and below**, and who are active and being paid on the payroll on December 1, 1997. An employee who is on leave of absence with half pay is entitled to the full \$52.00 payment.

A listing identifying employees currently occupying positions allocated to grades 106 and below and eligible for the payment will be sent to agencies with eligible employees with the payroll register for Institution and Administration Period 16L.

Please submit PR-75 forms in Institution Period 18L, checks dated December 18, 1997, and Administration Period 18L, checks dated December 24, 1997, for employees eligible for this payment.

Reporting requirements are as follows:

Transaction Code: **ADJ PR SFT**
Group 3
Class B

Complete blocks 01 through 06 and the following:

07 Transaction Code - **ADJ PR SFT**
23 Gross (Add)
24 Normal (Deduct)
49 Misc. Block A - 120197
50 Misc. Block C - PLUS
51 Misc. Block D - 52.00