



## Office of the State Comptroller

# PAYROLL BULLETIN

Subject  Instructions for Payment of 1997 Uniform Allowance	Bulletin No.  P- 962
	Date  November 6, 1997

This bulletin explains the procedures for payment of the Uniform Allowances for 1997 for eligible employees in the Security Services (01), Security Supervisors (61), Management/Confidential (06), Institutional Services Unit (04), Operational Services Unit (03) and State Police (NU07). Refer to the memorandum for each negotiating unit issued by the Governor's Office of Employee Relations for eligibility requirements.

**1. State Police (07)-\$100, Security Services (01) and Security Supervisors (61)-\$550 Shock Incarceration Camps-\$600 - Uniform Allowance**

OSC will automatically pay the 1997 Uniform Allowance to members of these units who were active on the payroll at the end of Payroll Period 16-Lag for Institution and Administration agencies. The amount of the payment is \$100 for State Police and \$550 for all full-time employees in Security Units, except for employees working in the Shock Incarceration Camps who receive \$600 (Agencies 10190, 10200, 10510, 10600 and 10820). Employees on sick leave at 50 percent are entitled to a full amount. Employees who are working on a part-time basis will automatically receive a pro-rated amount. The payment will be made by separate check. Payroll registers and checks will be issued during the week of November 24, 1997. The amount paid will be stored in positions 757-760 of the master file tape.

Prepare a PR-76 Transmittal. Enter 'UNIFORM ALLOWANCE' at the top, leave certification total blank and sign the agency payroll certification. Submit the original copy of the Transmittal so that it is received no later than November 21, 1997. If a valid PR-76 is not received, uniform allowance checks will not be issued to the agency.

After processing of the special payroll, eligible employees on an approved LWOP status can be paid by submission of a PR-75 upon return to the payroll.

**2. Management/Confidential (06) 1997 -\$550-Uniform Maintenance and Cleaning Allowance**

Eligible employees are entitled to a Uniform Cleaning and Maintenance Allowance of \$550. The allowance is paid on the payroll.

**3. CSEA-Institutional Services Unit (04) 1997 - \$60 or \$40 Uniform Maintenance Allowance**

Eligible full-time employees are entitled to a uniform maintenance allowance of \$60. Part-time employees will receive \$40. This allowance is paid on the payroll.

#### 4. CSEA-Operational Services Unit (03) 1997-\$39 Work Related Clothing Allowance

The work related clothing allowance for this unit is to be paid either through the Payroll System or on Standard Vouchers.

Standard Vouchers are to be used to reimburse employees when receipts are provided. If no receipts are provided, the payment is taxable and must be paid on the payroll.

#### 5. CSEA-Institutional Services Unit (04) 1997-Work Related Clothing Allowance

The work related clothing allowance (up to \$30) will not be paid through the Payroll System as employees are required to provide receipts. Standard Vouchers should be prepared to reimburse eligible employees.

#### AC-1265 PAYROLL HEADER FILE

If new Payroll Headers are required, before submitting PR-75's for the Uniform Allowance payment, agencies must submit by November 18, 1997 an AC-1265 Payroll Header File Change Notice establishing header records for each payment as described in the memorandum from GOER.

#### PR-75 INSTRUCTIONS

Agencies may submit PR-75's in Payroll Period 17-Lag. Payment will be included in the employee's regular paycheck.

When submitting PR-75's the block requirements are:

Group 3

Class B

Complete blocks #01 through 06

07 Transaction Code - enter **UNIF ALLOW**

23 Gross (Add)

24 Normal (Deduct)

49 Misc. Block A - enter 97

50 Misc. Block B - enter the amount of the allowance to be included in the gross add

**SPLIT CHARGE** (if applicable)

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 Systems Development Office at (518) 473-0950.

