



PAYROLL BULLETIN

Subject Realignment of Item Numbers for the New Fiscal Year	Bulletin No. P-983
	Date February 20, 1998

Realignment of Item Numbers for the New Fiscal Year

Due to the commitment of resources of both the Bureaus of Payroll Audit and Information Technology in the OSC to the Payroll System Replacement Project, staff maintaining the current Payroll System has been significantly reduced. The staff reduction means we are able to accomplish only required system processing. While we understand there are agencies who must make line changes, we are asking that you keep your line changes for this year to only those which are absolutely required for organizational changes.

Realignment of item numbers will be effective for Administration payrolls in payroll period 26-Lag and 1-Current (checks dated April 15, 1998) and Institution payrolls in payroll period 1-Lag (checks dated April 23, 1998).

OSC will not produce position realignment listings. If you have less than 20 line changes you must submit these changes by PR-75. If you have 20 or more line changes you may enter the information through the On-Line System for Position Realignment. Follow the instructions which are attached. Please notify the Systems Development Office by March 6, 1998 if you are going to use this system. On-line entries must be completed by **March 20, 1998** for Administration Agencies and **March 27, 1998** for Institution Agencies.

Questions regarding access to the Position Realignment for New Fiscal Year system or a security problem should be addressed to Mike Coffey of the Office of the State Comptroller's Payroll Security Unit at (518) 486-3067. The Security Unit will accept calls from your Agency Security Coordinator only.

Line Changes Reported by PR-75

PR-75's for line changes due to position realignment are to be submitted in Administration Period 26-Lag and 1-Current and Institution Period 1-Lag. Transaction Code **AMEND LINE** is used to report these changes. Refer to the Agency Payroll Manual Chapter C, Page 73 for the block requirements.

Tentative Payroll Listing

After payrolls are produced for Administration 25-Lag and 26-Current or Institution 26-Lag, OSC will process the line changes for agencies that submitted changes through the On-Line System and will produce a tentative payroll. Use the tentative payroll as the "previous payroll" for preparation of forms for Administration 26-Lag and 1-Current or Institution 1-Lag. OSC will also produce a listing of Accepted Line Changes reflecting those line changes processed and also a listing of Unmatched or Invalid Line Changes.

Agencies will receive the tentative payroll listing with the regular payroll. Tentative payrolls should be examined carefully to verify that all fiscal year line changes are properly reflected. PR-75 forms should be submitted with transaction code **AMEND LINE** for any corrections.

NOTE: These tentatives will not reflect the new header file as described in Bulletin P-979 issued February 2, 1998. You will receive a separate listing of the header records as they appear on your register for Administration 26-Lag and 1-Current or Institution 1-Lag.

Premium Overtime and Standby Certifications

Agencies with Premium Overtime and Standby Payments must have new certificates of approval from the Division of the Budget for fiscal year 1998-99

Information

Please direct any questions relating to information contained in this bulletin to the System Development Office at (518) 473-0950