



Office of the State Comptroller

PAYROLL BULLETIN

Subject Payroll Header Discrepancies	Bulletin No. P- 999
	Date May 21, 1998

In preparation for conversion to the State of New York's new payroll system, discrepancies in payroll header charge records have been identified. In some instances, line item numbers are being used that are not included in any payroll header's defined block of line items.

This information must be corrected prior to conversion to PaySr. A special mailing will be made to provide agencies a listing of the erroneous records. If your agency does not have any errors, the report will indicate this. Process either a PR-75 to change the line item number for an individual or a AC-1265 to revise the header record information. If the item in error is vacant and can be deleted, contact your payroll auditor to process a delete vacancy transaction.

Please make all corrections for the checks dated June 18, 1998 for Institution agencies and June 24, 1998 for Administration agencies.

If you need assistance or have questions, please contact the Payroll Audit Section at (518) 486-3051.