

BUREAU OF STATE PAYROLL SERVICES
OFFICE OF THE STATE COMPTROLLER

**SUMMARY OF REQUIREMENTS FOR SALARY PAYMENTS
PURSUANT TO COURT ORDERS, AWARDS AND SETTLEMENT AGREEMENTS**

Payment Type	EMail Electronic Copy of appropriate provisions to Payroll Services Salary Award Mailbox	Indicate the Amounts or Portions that are Taxable or Non-Taxable	Identify payment details (e.g., front pay, back pay, interest, compensatory damages, etc.) if not identified in final decision	Include rationale for front pay, if part of Settlement Agreement	Submit Certification Form AC-3300-S Signed by General Counsel or Agency Head	Maintain Documentation On file for six years	CODES		
							REASON	TIME ENTRY*	
								Front Pay	Back Pay
Court Order	X	X	X				COU	FPO	BPO
Award	X	X	X				AWD	FPA	BPA
Judicial Settlement Agreement	X	X	X	X			JSA	FJS	BJS
Administrative Settlement Agreement	X	X	X	X			ASA	FAS	BAS
Pre-Adudicatory Settlement Agreement	X	X	X	X	X	X	PSA	FPS	BPS

* The above Time Entry codes are to be used to replace Earnings Code BSA. Agencies must continue to use RGS wherever appropriate.