



## Office of the State Comptroller

# PAYROLL BULLETIN

Subject

Calculation of Holiday Pay

Bulletin No.

P-892

Date

February 27, 1996

These instructions are to inform you of a change in the reporting of Holiday Pay for an employee who is scheduled to work some evening or night shifts every payroll period and receives a pro-rated amount of Inconvenience Pay.

Generally, holiday compensation is calculated at the rate of one-tenth of the normal biweekly gross salary, including any additional salary factors. However, where the differential is pro-rated, the usual calculation does not result in the correct payment.

Previously, the entire holiday pay amount was reported in the Miscellaneous Blocks on the PR-75 form regardless if inconvenience pay was included in the calculation or not. Effective immediately, when reporting Holiday Pay for an employee who receives a pro-rated amount of inconvenience pay, and is entitled to inconvenience pay for the holiday, report the regular salary, excluding inconvenience pay, in the Miscellaneous Block as Holiday Pay. Report the inconvenience pay information separately in the intermittent inconvenience Blocks #80 thru 83 on the PR-75 form.

If you have any questions regarding the reporting of Holiday Pay, please contact the Audit Section at (518) 486-3051.