



PAYROLL BULLETIN

Subject CHANGE IN REPORTS DISTRIBUTION TO ROPES	Bulletin No. P-911
	Date August 27, 1996

The Office of State Comptroller will begin transmitting remotely the following reports to all Payroll Offices currently capable of receiving reports through the **ROPES** system.

PRG-1 PAYROLL YEAR-TO-DATE SUMMARY

PAL-51 AC-1040 ON-LINE REJECTED TRANSACTION LISTING

PAL-52 AC-1040 ON-LINE ACCEPTED TRANSACTION LISTING

The new process will begin the week of September 16 for Institution Payrolls paid on **September 26** and the week of September 23 for Administration Payrolls paid on October 2. The reports will be transmitted each morning for the agencies paid the previous night. Our normal schedule is to run payrolls on Tuesday, Wednesday and Thursday nights; therefore, your reports will be transmitted on either Wednesday, Thursday or Friday morning. The copy you receive through **ROPES** will replace the paper report you currently receive.

Any Payroll Office preferring to receive reports via Netview File Transfer Program or any Payroll Office wishing to change the printer on which these reports will be printed should contact the Payroll Planning Office at (518) 486-3065.