



Office of the State Comptroller

PAYROLL BULLETIN

Subject Instructions for Payment of 1996 Uniform Allowance	Bulletin No. P-922
	Date November 1, 1996

This bulletin explains the procedures for payment of **UNIFORM ALLOWANCES** for 1996 for eligible employees in the Security Services (01), Security Supervisors (61), Management/Confidential (06), Institutional Services Unit (04) and Operational Services Unit (03). Refer to the memorandum for each negotiating unit issued by the Governor's Office of Employee Relations for eligibility requirements.

1. Security Services (01) and Security Supervisors (61)-\$550
Shock Incarceration Camps-\$600 - Uniform Allowance

OSC will automatically pay the 1996 Uniform Allowance to members of the Security Services Unit who were active on the payroll at the end of Payroll Period 16-Lag for Institution and Administration agencies. The amount of the payment is \$550 for all full-time employees except for employees working in the Shock Incarceration Camps who receive \$600 (Agencies 10190, 10200, 10510, 10600 and 10820). Employees on sick leave status of 50 percent are entitled to a full amount. Employees who are working on a part-time basis or on a sick leave status other than 50 percent will automatically receive a pro-rated amount. The payment will be made by separate check. Payroll registers and checks will be issued during the week of November 25, 1996. The amount paid will be stored in position 757-760 of the master file tape.

Prepare a PR-76 Transmittal. Enter 'UNIFORM ALLOWANCE' at the top, leave certification total blank and sign the agency payroll certification. Submit the original copy of the Transmittal so that it is received no later than November 22, 1996. If a valid PR-76 is not received, uniform allowance checks will not be issued to the agency.

After processing of the special payroll, eligible employees on an approved LWOP status can be paid by submission of a PR-75 upon return to the payroll.

2. Management/Confidential (06) 1996 -\$550-Uniform Maintenance and Cleaning Allowance

Eligible employees are entitled to a Uniform Cleaning and Maintenance Allowance of \$550. The allowance is paid on the payroll.

3. CSEA-Institutional Services Unit (04) 1996 - \$60 or \$40 Uniform Maintenance Allowance

Eligible full-time employees are entitled to a uniform maintenance allowance of \$60. Part-time employees will receive \$40. This allowance is paid on the payroll.

4. CSEA-Operational Services Unit (03) 1996-\$39 Work Related Clothing Allowance

The work related clothing allowance for this unit is to be paid either through the Payroll System or on Standard Vouchers.

Standard Vouchers are to be used to reimburse employees when receipts are provided. If no receipts are provided, the payment is taxable and must be paid on the payroll.

5. CSEA-Institutional Services Unit (04) 1996-Work Related Clothing Allowance

The work related clothing allowance (up to \$30) will not be paid through the Payroll System as employees are required to provide receipts. Standard Vouchers should be prepared to reimburse eligible employees.

AC-1265 PAYROLL HEADER FILE

Before submitting PR-75's for the Uniform Allowance payment, agencies must submit an AC-1265 Payroll Header File Change Notice establishing header records for each payment as described in the memorandum from GOER.

PR-75 INSTRUCTIONS

Agencies may submit PR-75's in Payroll Period 17-Lag. Payment will be included in the employee's regular paycheck.

When submitting PR-75's the block requirements are:

Group 3

Class B

Complete blocks #01 through 06

07 Transaction Code - enter **UNIF ALLOW**

23 Gross (Add)

24 Normal (Deduct)

49 Misc. Block A - enter 96

50 Misc. Block B - enter the amount of the allowance
to be included in the gross add

SPLIT CHARGE

87 No. Periods - enter 1

88 Line Number - enter the line number used to establish
the header record for the payment

90 Amount - enter the amount of the allowance

TAXES

Taxes will be computed based on Bulletin P-813, dated March 25, 1994. Fixed taxes submitted on either an AC-1040 or through the On-Line Deduction Processing System will not be processed for these payments.

Questions concerning the processing of PR-75's should be directed to the Payroll Planning Office at (518) 486-3040.

