



# State of North Carolina

## Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

July 26, 2004

MEMORANDUM NO. PR2004-019

**TO:** All Agencies Served by the State Controller's Office  
Payroll Section

**FROM:** Roger Farmer  
Payroll Administrator

**SUBJECT:** Legislative Increase

The online payroll system and payroll transmittals, for the month of August, have been updated to reflect the Legislative Increase as enacted by the General Assembly. Since the Legislative Increase had an effective date of July 1, 2004, the employee's August current pay will also reflect the retroactive pay amount for the month of July.

Our update process makes use of the following criteria:

1. Only employee's having a cycle "A" master will be updated.
2. The social security number and unit number on the personnel file must match the one on the payroll system.
3. If an employee's old salary on the payroll system is the same as the old salary appearing on the personnel file, we will apply the new salary. Otherwise, the employee's salary will remain unchanged.
4. If the employee's old current pay is the same as that derived by dividing their old annual salary by the rate factor, we will automatically update their current pay for the month of August plus add the July retroactive pay amount.

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We will produce three reports concerning the Legislative Increase Update Process. Each of these reports will reside on X/PTR. All three will be located under:

OSCPX EMERGENCY

We have listed the names of the three informational reports, which should be viewed and printed, below:

1. 2004 LI NOT APPLIED – PERSONNEL RECORDS DROPPED – PX722-1
2. 2004 LEGISLATIVE INCREASE NOT APPLIED –PX722-2
3. 2004 LEGISLATIVE INCREASE APPLIED – PX722-3

There are two things about the payroll transmittal that should be brought to your attention.

1. The figure shown for “PREV PAY” is not what the employee previously received. The update process, in most situations, caused this figure to be the same as that shown as NEXT PAY”.
2. The word “W/RETRO” appears to the right of the NEXT PAY”, if the employee received the July RETRO amount.

If there are any questions concerning the update process, please contact the OSC Central Payroll Office at [farmer.staff@mail.osc.state.nc.us](mailto:farmer.staff@mail.osc.state.nc.us) .

Thank you.