



State of North Carolina

Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

August 9, 2004

MEMORANDUM NO. PR2004-022

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

FROM: Roger Farmer
Payroll Administrator

SUBJECT: Longevity and Cycle K Transmittals

Please review the two topics listed below:

LONGEVITY PAY ADJUSTMENTS

It will be necessary for your agency to make the longevity pay adjustments for the month of July. Our office does not have the necessary backup files to calculate the adjustment related to the Legislative Increase.

The longevity pay that will be paid in August is also based on the employee's old salary. However, our office will be able to provide the pay adjustment in the month of September. The longevity pay adjusted salary difference will be included to the September longevity transmittal.

STUDENT K CYCLE TRANSMITTAL

For those universities who process student payrolls under cycle K, the payroll transmittal has been changed. Listed below are several items that your agency should be aware of.

1. The deductions, which appeared on the prior months student payroll register, are also listed on the K cycle payroll transmittal. The original deduction total will show a ZERO beginning balance. These deductions are only printed for your reference; they **MUST** be re-entered into the payroll system in order for them to apply.
2. As mentioned in item number "1" above, the deductions from the payroll register are reproduced on the payroll transmittal for your reference only. If a student is not paid for a month, then the deductions will stop being shown, until he/she starts being paid and the deductions are again keyed.

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