

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

October 18, 1991

HUMAN RESOURCES MEMORANDUM 42-91

TO: All Commissioners, Agency Heads, Administrative
Directors, Personnel Managers and Payroll Managers

SUBJECT: Voluntary Programs Worksheet (Per 106B 9/91)

We have received several of the new forms this week which do not have Section 3 - Personal Service Savings completed correctly. In each instance, the savings were not itemized by C & O code and by quarter. Below is a list of C & O codes which should be used to completely identify the personal service savings.

SALARIES & WAGES

3110	PERMANENT REGULAR
3111	PERM JOB SHAR PRORAT BEN
3120	PERM PART TIME FULL BEN
3122	PERM PART TIME PRORA BEN
3130	PERMANENT TEMPORARY
3140	PERMANENT EMERGENCY
3170	PERM SCHL FOR DEAF TEACH
3210	LIMITED PERIOD REGULAR
3211	LIM PERIOD JOB SH PRO BEN
3220	LIM PERIOD P-T-FULL BENEF
3222	LIM PERIOD P-T PRO BEN
3230	LIMITED PERIOD TEMPORARY
3240	LIMITED PERIOD EMERGENCY
3250	LIMITED PERIOD LIMITED
3310	SEASONAL REGULAR
3311	SEASONAL JOB SHAR PRO BEN
3320	SEASONAL P-T FULL BENEFIT
3322	SEASONAL P-T- PRO BEN
3330	SEASONAL TEMPORARY
3331	SEASONAL M.E.S.C. LAW
3340	SEASONAL EMERGENCY
3410	PROJECT REGULAR
3411	PROJ JOB SHAR PRO BEN
3420	PROJECT P-T FULL BENEFIT
3422	PROJECT P-T PRO BENEFIT
3510	INTERMITTENT REGULAR
3550	INTERMITTENT LIMITED
3611	STANDARD OVERTIME
3612	PREMIUM OVERTIME
3613	EMPLOYEE MAINTENANCE
3614	CHILD PROTECTIVE SERVICES

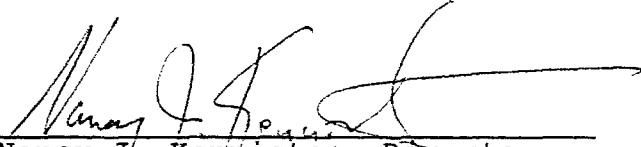
SALARIES & WAGES, continued

3615	STUDENT LABOR
3616	RETRO LUMP SUM PYMT
3617	RETRO VTI PAYMENT
3618	RETRO PAY 84 CONTRACT
3619	STIPEND
3780	HIGHWAY COST CLEARING
3810	UNEMPLOYMENT COMP COSTS
3890	PER DIEM
3898	ACCRUED VACATION
3899	ACCRUED PAYROLLS

FRINGE BENEFITS

3901	HEALTH INSURANCE
3902	MEDICARE B REIMBURSEMENT
3903	RETRO HEALTH INSURANCE
3905	DENTAL INS
3906	EMPLOYEE HEALTH SERVICE
3910	EMPLOYER RETIREMENT COSTS
3911	EMPLOYER GROUP LIFE
3912	EMPLOYER MEDICARE COST
3915	TEMP DISABILITY CONF EMP
3971	UNIFORM MAIN ALLOWANCE
3972	TELEPHONE ALLOWANCE
3973	CHILD CARE BENEFIT
3979	OTHER FRINGE BENEFITS

In addition, many of you have inquired about the correct procedure for showing savings for Sporadic Days Off. For these employees, if you cannot break down the savings by quarter, just show the savings for each C & O in the Total column.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES