



ArchivesSpace

## Payroll Office; Records

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M.E. Grenander Department of Special Collections & Archives

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## Summary Information

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<b>Repository:</b>	M.E. Grenander Department of Special Collections & Archives
<b>Title:</b>	Payroll Office Records
<b>ID:</b>	ua357
<b>Date [inclusive]:</b>	1916-1986
<b>Physical Description:</b>	1.2 cubic ft.
<b>Physical Location:</b>	The materials are located onsite in the department.
<b>Language of the Material:</b>	English .
<b>Abstract:</b>	This collection contains payroll records (salary schedules, payroll guidelines, and other materials from different offices at the University).

### Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Payroll Office Records, 1916-1985. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Payroll Office Records).

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## Historical Note

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In the first half of the 20th century, payroll activities were administered by the Secretary-Treasurer. As the organization of the University became more complicated, these duties were shifted to a more specialized Payroll Office. Currently, the Payroll Office operates within the Office of Human Resources Management, which is part of the Division of Finance and Administration.

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## Scope and Contents

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This collection contains salary schedules (1916-1917, 1926-1927, 1946-1962), payroll register books (1957-1976), employee health insurance manuals (1977, 1984), state and federal payroll guidelines, and other records relating to payroll management. These materials were created by several different departments: namely the Treasurer (for the earlier years of the collection), the Payroll Office, and other business-related offices.

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## Arrangement

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Collection was maintained in the original order after it was transferred.

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## Administrative Information

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### Publication Statement

M.E. Grenander Department of Special Collections & Archives

### Revision Description

Encoded in EAD by Benjamin Covell Migrated to ArchivesSpace Collection-level record improved upon by Miles Lawlor 2017 February 2 2017 April 2018 February

### Access

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The University Archives are eager to hear from any copyright owners who are not properly identified so that appropriate information may be provided in the future.

## Acquisition Information

All items in this collection were transferred to the University Libraries, M.E. Grenander Department of Special Collections and Archives.

## Processing Information

Documents containing Social Security numbers shredded by Miles Lawlor in 2018 January.

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## Controlled Access Headings

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- College personnel management
- Education, Higher--Administration.
- Payrolls
- payroll records
- Administrative records
- UAlbany Finance & Business

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## Collection Inventory

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Title/Description	Instances	
Appropriation Charges, 1965-1971	Box 1	Folder 1
Federal Tax Guides And Memorandum, 1959-1966	Box 1	Folder 2
Salary Adjustment for Service, 1954-1962	Box 1	Folder 3

## Payroll Office; Records

Payroll Manual, 1953 February 15	Box 1	Folder 4
Salary Computation Guide, 1956	Box 1	Folder 5
Payroll Typing Manual, 1972-1975	Box 1	Folder 6
Overtime, 1968-1969	Box 1	Folder 7
State Tax Guides and Memorandum, 1959-1967	Box 1	Folder 8
Student Assistant and Graduate Assistant Stipend tables and Payment Regulations, 1966-1970	Box 1	Folder 9
Payroll Procedures, 1960-1970	Box 1	Folder 10
Payroll Procedures, 1957-1959	Box 1	Folder 11
Dental Insurance Manual, 1975-1977	Box 1	Folder 12
State Health Insurance Procedures Manual, 1976	Box 1	Folder 13
State Health Insurance Deduction Information, 1967-1984	Box 1	Folder 14
State Comptroller Payroll Manual, 1978	Box 1	Folder 15
Personnel Changes, 1979	Box 1	Folder 16
Payroll Register, 1957-1962	Box 1	Folder 17
Payroll Register, 1962-1963	Box 1	Folder 18
Payroll Register, 1963-1968	Box 1	Folder 19
Payroll Register, 1968-1972	Box 1	Folder 20
Payroll Register, 1972-1976	Box 1	Folder 21
Student Assistant Pay Schedule, 1986-1987	Box 1	Folder 22
Payroll Procedures, 1945-1956	Box 1	Folder 23
Graduate Assistant Payroll, 1966-1986	Box 1	Folder 24
Salary Schedules, 1926 July-1927 July	Box 2	Folder 1
Salary Schedules, 1916 July-1918 June	Box 2	Folder 2
Salary Schedules, 1946-1953	Box 2	Folder 3
Salary Schedules, 1954-1962	Box 2	Folder 4