



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  Additional Instructions for Salary Withholding and Lump Sum Payment Program	Bulletin No.  P-691
	Date  March 13, 1991

This Bulletin supplements Bulletin P-679 issued January 2, 1991 on the Salary Withholding and Separation Lump Sum Payment Program.

Reporting of Days Due to Employees Covered  
by the Initial Implementation of the Program

As explained on page 6 of Bulletin P-679, OSC must have complete information on the number of days due to each employee covered by the Salary Withholding Program.

OSC will produce a listing of all employees in your agency. For annual-salaried employees or employees receiving a biweekly rate, the listing will show a computed number of days, based on the employee's status (full-time or part-time) at the end of the last payroll period of salary withholding. The listing will be sent to you shortly after that period.

Please review the listings carefully. If you agree with the computed number of days, draw a line through the entry on the listing. If you do not agree with the computed days, enter the number of days in the CORRECT DAYS column. The correct days must be reported in full days and/or decimal parts of a full day, e.g., for an annual employee working 50%, the correct days would be reported as 2.50.

Employees paid an hourly or daily rate will have no computed days on the listing. If any of your hourly or daily employees were covered by the program, you must enter the days due, in full-time equivalent days, in the CORRECT DAYS column.

If you have no changes to the listing, write NO CORRECTIONS across the top of the first page.

Return the original copy of the listing to OSC by April 19, 1991 to the address below:

Bureau of Payroll Audit  
Payroll Planning-8th Floor  
A.E. Smith State Office Building  
Albany, New York 12236

After we have processed all corrections, the days due each employee will be entered into the Employee History File as an "Outside" Posting as shown below

SALARY LSP DAYS DUE   XXX   AGENCY   XXXXX

Notification To Employees of Days Due

After you have completed your review of the OSC listings and made any necessary corrections, you should notify each of your employees of the number of days due under this program.

Reporting of Days Due for Employees Hired After  
the Initial Withholding Period

New employees are reported with the additional transaction code LAG BASIS upon appointment. While the agency is responsible for monitoring the number of pay periods, we have revised the PAL-21 to be a "Listing of Lag Basis Employees and Assigned Social Security Numbers". The listing will contain an entry for each of your employees being paid on the 9-day factor. In the sixth payroll period you must report REM LAG to return the employee to the 10-day factor. We have added a new transaction code - LAG DAYS - to report the number of days due. This code will be reported as an additional transaction code.

The block requirements for reporting REM LAG and LAG DAYS are below:

Group 3  
Class B

Complete blocks #01 through #06 and the following:

#07 Transaction Code	- enter REM LAG
12 Transaction Effective Date	- enter first day of the period
23 Gross (Add)	
24 Normal (Deduct)	
26 Time Paid	
45 Addt'l Trans Code	- enter LAG DAYS
49 Misc Block A	- enter the number of full days and/or decimal parts of a day due

Payment of Salary LSP Upon Separation From Service

Employees are paid for the days withheld at the time of separation from service. This payment will be made at the same time as any lump sum payment for vacation or overtime accruals is paid.

In the Executive Branch, if an employee retires or dies or the termination is due to layoff, the payment may be made immediately. There is a two payroll period waiting period for all other separations. Employees who move from the Executive Branch to the Judiciary, the Legislature or to the City University of New York senior colleges are eligible for this payment at the time any other Lump Sum Payment would be due.

While there is no waiting period for regular lump sum payments in the City University of New York, there will be one for this payment. The rules are the same as those for Executive Branch employees. Employees who leave employment with the CUNY Senior Colleges are considered separated and are eligible for the payment.