



Office of the State Comptroller
PAYROLL BULLETIN

Subject Final Payment of Salary Withheld Under the Salary Withholding Program to Employees in the Security Units (NU 01 and 61)	Bulletin No. P-859
	Date May 26, 1995

An Agreement between the State and the Security and Law Enforcement Employees Council 82, which represents employees in the Security Services (01) and Security Supervisors (61) negotiating units provides for repayment for the days withheld under the Salary Withholding and Lump Sum Payment program. This Bulletin contains the instructions for the final payment of salary due.

Payment

The final payment will be for the remaining days, which is two for most employees. The payments will be made using the salary at the end of Administration 3-Lag and Institution 4-Lag.

OSC will pay all active employees and all employees on leave without pay in the Security Services (01) and Security Supervisors (61) negotiating units automatically in a separate check dated June 6, 1995.

Deductions will be taken for Federal, State, New York City and Yonkers City Taxes, Social Security/Medicare, retirement normal contributions, garnishees and Federal levies. Taxes will be computed using an annualized tax method. Fixed taxes submitted on either an AC-1040 form or through the On-Line Deduction Processing System will not be processed for this payment.

PR-76 Transmittal

Prepare a PR-76 Transmittal, enter Security PABACK LSP at the top, leave the certification total blank and sign the agency payroll certification. Submit the PR-76 to NYS Office of the State Comptroller, Payroll Planning Office-8th Floor, A.E. Smith State Office Building, Albany, New York 12236. If a PR-76 Transmittal is not received in time for payment, the checks will not be released.

Salary Registers and Information Listing

The Special Salary Registers and checks will be distributed the week of June 5, 1995. The amount of the payment will appear on the check stub in the ADDTL SAL INFO block and will be identified with the code PLS.

You will also receive a listing - "NU 01 & 61 Security PABACK LSP Automatic Final Payment".

This listing will contain all annual salaried, biweekly and hourly employees who will receive a payment. It will show the pay basis code, current salary, days paid and amount of the June payment.

Adjustment of Payments

OSC will pay all employees at their current salary. Agencies must identify employees who had the salary withheld at a higher rate. Submit a PR-75 with the transaction code ADJ SAL PA. Use the check date of 060695 in Misc Block A (Block 49). Explain the adjustment in the REMARKS Block.

Future TransactionsTransfers between Negotiating Units

The 1991-95 contracts for State employees provided for the end of the Salary Withholding Program in some units and its continuation in others. Employees who transfer into the Security Units from a position in a unit which continued the Salary Withholding Program are to be paid for all days withheld under the Salary Withholding Program. If an employee transfers after the June payment, you are to pay the employee up to 5 days upon appointment using the transaction code PABACK LSP.

PABACK LSP - Reporting requirements are as follows:

Group 3
Class B

Block Requirements: 01 through 06
07 Transaction Code - enter PABACK LSP.
23 Gross (Add)
24 Normal (Deduct) - if applicable.
49 Misc Block A - enter number of days
due up to 5 for both
full and part-time
employees.
50 Misc Block B - enter the correct amount
of payment. Include this
amount in Block 23.

Employees who have received payment(s) for days withheld under the Salary Withholding Program who transfer into a negotiating unit that is still under the Salary Withholding Program, must go through the Salary Withholding Program again. (Refer to P-Bulletins 679 and 691 for transaction codes and block requirements.)

Master File

For agencies with automated systems, the total days withheld under the Salary Withholding Program is in positions 749-751 of the master file. For agencies that have access to the Payroll On-Line Inquiry System, the number of days is displayed on the Salary Information screen in the VAC BB DAYS field.

Need Help?

If you still have questions, contact Gary Mazula (518) 486-3088 on eligibility or Gale Samuel (518) 474-1330 on block requirements.