



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  1996 SEFA Campaign	Bulletin No. P-866
	Date September 19, 1995

These instructions are for processing payroll deductions for Federated Community Campaigns for deductions to begin in January 1996.

Each payroll office must review the authorization cards for completeness, accuracy and legibility of the items listed below that are required for entry into the Payroll System.

1. **Federated Fund Code**

Alphabetic and numeric lists of organizations approved by the Commissioner of General Services are attached to this bulletin. Agencies entering the Federated Fund Number On-Line are reminded to key only the code that appears at the top of the form.

2. **Amount of Deduction**

Check that the employee has entered the amount he or she wishes to have deducted from each salary check for the calendar year, not the total amount of the pledge.

3. **Employee's Agency Code, Line Number, Social Security Number and Name**

This information should be reported as it is expected to appear on the final payroll of 1995. The employee's name should be printed.

4. The employee's signature is required to authorize the payroll deduction.

Payroll deductions for the 1996 campaign will begin in checks dated January 4, 1996 (Institution) and January 10, 1996 (Administration).

**Agencies with access to the OSC Payroll Deduction On-Line Process**

Agencies with access to the Office of the State Comptroller's Payroll On-Line System must enter their annual SEFA transactions using the Federated Fund On-Line System. The Deduction Processing screen selection 5 should not be used during the annual campaign. The Federated Fund On-Line System will be available for agency input October 2 through December 15, 1995.

Once you have signed onto the system and the Payroll On-Line History Inquiry screen appears, press the PF1 key to access the Federated Fund On-Line System. For agencies entering multiple agencies, the agency code must be changed on the Payroll Inquiry screen before the PF1 key is pressed.

When entering the **FED AMOUNT**, do not key the decimal point between dollars and cents (EX. 5.00 should be entered as 500.) The edit message **FEDERATED FUND AMT MISSING OR INVALID** will appear on the display if the amount entered is more than 999.99, not numeric or is blank. When Transaction Accepted appears, press the PF1 key to continue entering. Once you have completed keying the **SEFA** cards, press the PF13 key to return to the Payroll Inquiry Screen.

The original card is retained by the Agency Payroll Office.

### Agencies without access to the Payroll On-Line Process

Agencies that do not have access to Payroll On-Line Processing must submit the **SEFA** cards to OSC for processing no later than the following dates:

Institution - November 24, 1995

Administration - December 1, 1995

After OSC completes processing, the cards will be returned to the agency Payroll Office.

**SEFA** cards not processed during the campaign input dates must be processed with the regular deductions for the agency, and be submitted to provide the correct deduction start date on the first payroll of the calendar year.

### Changes

New employees or employees who wish to start or change a Federated Fund deduction after the campaign period has ended may do so by completing a new authorization card. A payroll deduction transaction should then be processed to start or change the deduction.

### Transfers

OSC automatically transfers this deduction. Payroll Officers should contact employees transferring into their agency to determine if the employee wishes to continue **SEFA** deductions. It is only necessary to obtain a new authorization card if the employee wants to contribute to a different **SEFA** Organization from the one they were contributing to in the previous agency.

**Cancellations**

To cancel the SEFA Deduction the Payroll Office should process a Payroll Deduction Transaction. The employee's Cancellation Notice should be retained by the agency.

**Need Help ?**

You may call the Deduction Unit at (518) 474-3200 for questions pertaining to On-Line instructions.

## FEDERATED FUND CODE LISTING NUMERIC

CODE	FEDERATED FUND	COUNTY
850	UNITED WAY OF NORTHEASTERN NEW YORK	ALBANY
850	UNITED WAY OF NORTHEASTERN NEW YORK	RENSSELAER
850	UNITED WAY OF NORTHEASTERN NEW YORK	SARATOGA
850	UNITED WAY OF NORTHEASTERN NEW YORK	SCHOHARIE
851	UNITED WAY OF NEW YORK CITY	BRONX
851	UNITED WAY OF NEW YORK CITY	KINGS
851	UNITED WAY OF NEW YORK CITY	NEW YORK
851	UNITED WAY OF NEW YORK CITY	QUEENS
851	UNITED WAY OF NEW YORK CITY	RICHMOND
856	UNITED WAY OF BROOME COUNTY	BROOME
856	UNITED WAY OF BROOME COUNTY	CHENANGO
857	UNITED WAY OF BUFFALO AND ERIE COUNTY	CATTARAUGUS
857	UNITED WAY OF BUFFALO AND ERIE COUNTY	ERIE
857	UNITED WAY OF BUFFALO AND ERIE COUNTY	NIAGARA
859	UNITED WAY OF CENTRAL NEW YORK, INC.	CAYUGA
859	UNITED WAY OF CENTRAL NEW YORK, INC.	ONONDAGA
859	UNITED WAY OF CENTRAL NEW YORK, INC.	OSWEGO
860	UNITED WAY OF CORTLAND COUNTY, INC.	CORTLAND
861	UNITED WAY OF DUTCHESS COUNTY, INC.	DUTCHESS
862	UNITED WAY OF GREATER ROCHESTER, INC.	WAYNE
864	UNITED WAY OF JEFFERSON COUNTY, INC.	JEFFERSON
865	UNITED WAY OF LONG ISLAND	NASSAU
865	UNITED WAY OF LONG ISLAND	SUFFOLK
866	UNITED WAY OF GREATER ROCHESTER, INC.	MONROE
867	UNITED WAY OF FULTON COUNTY	FULTON
868	UNITED WAY OF SCHENECTADY COUNTY	SCHENECTADY
869	UNITED WAY OF GREATER ROCHESTER, INC.	GENESSE
870	UNITED WAY OF MONTGOMERY	MONTGOMERY
871	UNITED WAY OF ULSTER COUNTY	ULSTER
872	UNITED WAY OF GREATER UTICA	HERKIMER
872	UNITED WAY OF GREATER UTICA	MADISON
872	UNITED WAY OF GREATER UTICA	ONEIDA
873	UNITED WAY OF WESTCHESTER	PUTNAM
873	UNITED WAY OF WESTCHESTER	WESTCHESTER
874	UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC.	CHEMUNG
876	UNITED WAY OF TOMPKINS COUNTY	SCHUYLER
876	UNITED WAY OF TOMPKINS COUNTY	TOMPKINS
877	UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC.	STEUBEN
877	UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC.	YATES
878	UNITED WAY OF ST. LAWRENCE	FRANKLIN
878	UNITED WAY OF ST. LAWRENCE	HAMILTON
878	UNITED WAY OF ST. LAWRENCE	ST. LAWRENCE
880	UNITED WAY OF ULSTER COUNTY	SULLIVAN
881	UNITED WAY OF CLINTON COUNTY	CLINTON
881	UNITED WAY OF CLINTON COUNTY	ESSEX
882	UNITED WAY OF ORANGE COUNTY	ORANGE
883	ALFRED-ALFRED STATION COMMUNITY CHEST	ALLEGANY
884	UNITED WAY OF ROCKLAND COUNTY, INC.	ROCKLAND
885	UNITED WAY OF NORTHERN CHAUTAUQUA COUNTY, INC.	CHAUTAUQUA
886	UNITED WAY OF COLUMBIA/GREENE COUNTY, INC.	COLUMBIA
886	UNITED WAY OF COLUMBIA/GREENE COUNTY, INC.	GREENE
887	UNITED WAY OF SENECA COUNTY	SENECA
888	UNITED WAY OF GREATER ROCHESTER, INC.	ONTARIO
889	UNITED WAY OF GREATER ROCHESTER, INC.	ORLEANS
890	TRI COUNTY UNITED WAY, INC.	SARATOGA (NORTHERN)
890	TRI COUNTY UNITED WAY, INC.	WARREN
890	TRI COUNTY UNITED WAY, INC.	WASHINGTON
892	TIOGA COUNTY UNITED FUND, INC.	TIOGA
893	UNITED WAY OF GREATER ROCHESTER, INC.	WYOMING
894	UNITED WAY OF GREATER ONEONTA	DELAWARE
894	UNITED WAY OF GREATER ONEONTA	OTSEGO
895	UNITED WAY OF JEFFERSON COUNTY, INC.	LEWIS
896	UNITED WAY OF GREATER ROCHESTER, INC.	LIVINGSTON

## FEDERATED FUND CODE LISTING ALPHABETIC

COUNTY	FEDERATED FUND	CODE
ALBANY	UNITED WAY OF NORTHEASTERN NEW YORK	850
ALLEGANY	ALFRED-ALFRED STATION COMMUNITY CHEST	883
BRONX	UNITED WAY OF NEW YORK CITY	851
BROOME	UNITED WAY OF BROOME COUNTY	856
CATTARAUGUS	UNITED WAY OF BUFFALO AND ERIE COUNTY	857
CAYUGA	UNITED WAY OF CENTRAL NEW YORK, INC.	859
CHAUTAUQUA	UNITED WAY OF NORTHERN CHAUTAUQUA COUNTY, INC.	885
CHEMUNG	UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC.	874
CHENANGO	UNITED WAY OF BROOME COUNTY	856
CLINTON	UNITED WAY OF CLINTON COUNTY	881
COLUMBIA	UNITED WAY OF COLUMBIA/GREENE COUNTY, INC.	886
CORTLAND	UNITED WAY OF CORTLAND COUNTY, INC.	860
DELAWARE	UNITED WAY OF GREATER ONEONTA	894
DUTCHESS	UNITED WAY OF DUTCHESS COUNTY, INC.	861
ERIE	UNITED WAY OF BUFFALO AND ERIE COUNTY	857
ESSEX	UNITED WAY OF CLINTON COUNTY	881
FRANKLIN	UNITED WAY OF ST. LAWRENCE	878
FULTON	UNITED WAY OF FULTON COUNTY	867
GENESSE	UNITED WAY OF GREATER ROCHESTER, INC.	869
GREENE	UNITED WAY OF COLUMBIA/GREENE COUNTY, INC.	886
HAMILTON	UNITED WAY OF ST. LAWRENCE	878
HERKIMER	UNITED WAY OF GREATER UTICA	872
JEFFERSON	UNITED WAY OF JEFFERSON COUNTY, INC	864
KINGS	UNITED WAY OF NEW YORK CITY	851
LEWIS	UNITED WAY OF JEFFERSON COUNTY, INC.	895
LIVINGSTON	UNITED WAY OF GREATER ROCHESTER, INC.	896
MADISON	UNITED WAY OF GREATER UTICA	872
MONROE	UNITED WAY OF GREATER ROCHESTER, INC.	866
MONTGOMERY	UNITED WAY OF MONTGOMERY	870
NASSAU	UNITED WAY OF LONG ISLAND	865
NEW YORK	UNITED WAY OF NEW YORK CITY	851
NIAGARA	UNITED WAY OF BUFFALO AND ERIE COUNTY	857
ONEIDA	UNITED WAY OF GREATER UTICA	872
ONONDAGA	UNITED WAY OF CENTRAL NEW YORK, INC.	859
ONTARIO	UNITED WAY OF GREATER ROCHESTER, INC.	888
ORANGE	UNITED WAY OF ORANGE COUNTY	882
ORLEANS	UNITED WAY OF GREATER ROCHESTER, INC.	889
OSWEGO	UNITED WAY OF CENTRAL NEW YORK, INC.	859
OTSEGO	UNITED WAY OF GREATER ONEONTA	894
PUTNAM	UNITED WAY OF WESTCHESTER	873
QUEENS	UNITED WAY OF NEW YORK CITY	851
RENSSELAER	UNITED WAY OF NORTHEASTERN NEW YORK	850
RICHMOND	UNITED WAY OF NEW YORK CITY	851
ROCKLAND	UNITED WAY OF ROCKLAND COUNTY, INC.	884
SARATOGA	UNITED WAY OF NORTHEASTERN NEW YORK	850
SARATOGA (NORTHERN)	TRI COUNTY UNITED WAY, INC.	890
SCHENECTADY	UNITED WAY OF SCHENECTADY COUNTY	868
SCHOHARIE	UNITED WAY OF NORTHEASTERN NEW YORK	850
SCHUYLER	UNITED WAY OF TOMPKINS COUNTY	876
SENECA	UNITED WAY OF SENECA COUNTY	887
STEUBEN	UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC.	877
ST. LAWRENCE	UNITED WAY OF ST. LAWRENCE	878
SUFFOLK	UNITED WAY OF LONG ISLAND	865
SULLIVAN	UNITED WAY OF ULSTER COUNTY	880
TIOGA	TIOGA COUNTY UNITED FUND, INC.	892
TOMPKINS	UNITED WAY OF TOMPKINS COUNTY	876
ULSTER	UNITED WAY OF ULSTER COUNTY	871
WARREN	TRI COUNTY UNITED WAY, INC.	890
WASHINGTON	TRI COUNTY UNITED WAY, INC.	890
WAYNE	UNITED WAY OF GREATER ROCHESTER, INC.	862
WESTCHESTER	UNITED WAY OF WESTCHESTER	873
WYOMING	UNITED WAY OF GREATER ROCHESTER, INC.	893
YATES	UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC.	877