



# Office of the State Comptroller **PAYROLL BULLETIN**

Subject  New Insurance Deduction Programs for the Public Employees Federation	Bulletin No.  P-741
	Date  September 4, 1992

Two new payroll deduction programs have been approved for employees who are members of the Public Employees Federation. The names of these new programs are Code 324 PEF AUTO (JARDINE) and Code 385 PEF HOME (JARDINE). Employees must have PEF DUES (Code 233) for eligibility in these programs.

The original deduction transactions will be submitted directly to the Office of the State Comptroller by Jardine Group Services. The payroll agency is responsible for initiating these deductions only for the following conditions:

1. Transfer from one agency to another.
2. Reinstatement from a leave of absence without pay.
3. Upon restoral to the payroll after any other type of removal.

If either deduction code 324 or 385 must be submitted on an AC-1040, enter the appropriate code in a "Code" Block and the amount to be deducted in the corresponding "Amount" Block.

Agencies entering transactions through the On-Line Deduction Processing System would enter these new insurance programs on Screen Selection 5.

Employees may cancel these deductions by submitting a letter to PEF or to the Office of the State Comptroller requesting the cancellation. The letter to OSC should be sent to:

Office of the State Comptroller  
Deduction Section - 8th Floor  
A.E. Smith State Office Building  
Albany, New York 12236

Completed deduction authorization cards should be mailed to OSC where they will be retained.

If the employee is removed from the payroll, either deduction will be cancelled automatically. The deduction codes will appear on the check stub and also on the Salary Register in the miscellaneous column.

Employees who have questions on these new insurance programs should contact PEF Membership Benefits at (518) 785-1900.

Payroll deductions for codes 324 and 385 will begin in Institution Payroll Period 13-Lag, checks dated October 15, 1992 and Administration Payroll Period 14-Lag, checks dated October 21, 1992.