



Office of the State Comptroller **PAYROLL BULLETIN**

Subject Additional Instructions for the PS&T 5 Day Salary Withholding	Bulletin No. P-783
	Date September 23, 1993

This bulletin supplements P-Bulletin 779 concerning the reimplementaion of the 5-day salary withholding for PS&T employees.

Employees who had less than 5 days of salary withheld, appeared on the Days Withheld For PS&T Employees listing.

Employees who were part time at the time of the deferral will appear on this listing with less than 5 days withheld. No action is necessary if the employee was deferred for 5 payroll periods.

Employees who did not complete the 5 payroll period deferral when the court order was issued, must be restarted to complete this deferral. (Ex. Employee was withheld 2 payroll periods when court order was issued must now be restarted for the remaining 3 payroll periods). Employees who were on a leave status returning to the payroll will have to be deferred if they did not complete 5 pay periods of withholding before leaving the payroll.

For employees that are currently active on your payroll use the following block requirements to continue or start the 5-day salary deferral.

Group 3
Class B

Complete blocks #01 through #06

07 Transaction Code - enter LAG BASIS
12 Transaction Effective Date - enter first day of the pay period
23 Gross (Add)
24 Normal (Deduct)
26 Time Paid

When a Group 1 Appointment Type transaction is submitted for an employee who is currently being lagged, the supporting transaction code LAG BASIS must be restated on the PR-75.

When the 5 pay periods of the salary withholding have been completed, report REM LAG to return the employee to the 10 day factor and LAG DAYS to report the total number of days or decimal parts of a day due the employee upon separation from service.

The total number of lag days is the combination of days withheld before the court order plus the number of days withheld when the employee has completed the 5 pay periods of withholding. Refer to P-Bulletin 691 page 2 for these block requirements.

If an employee is currently in your agency but completed the salary withholding in the Labor Department, a PR-75 must be submitted using LAG DAYS reporting the total number of days withheld. In the Remarks Block explain that the withholding was completed in the Labor Department.

If an employee who is subject to the reimplementaion of the salary withholding program is currently on the Award and Supplement System, the agency must submit an AC2753 Workers' Compensation Supplemental Payment Form. Enter on Line 17 the new normal gross (Refer to P-Bulletin 679 page 3 for 9-day factors) and report in the Remarks Block the number of days the employee must be lagged to complete the salary withholding process. If the employee is on the Award and Supplement System when the withholding process is completed, submit an AC2753 form to report the change in normal gross and a PR-75 using the transaction code LAG DAYS in Block 07 and the total number of days withheld in Block 49. If the employee is reinstated from the Award and Supplement System before the withholding process is completed, submit a PR-75 using the transaction code REI WC SUP in Block 07 and LAG BASIS in Block 45.

If an employee who is subject to the reimplementaion of the salary withholding program is currently on Workers' Compensation Leave With Percentage Supplement, do not commence the withholding process until the employee is reinstated from Workers' Compensation leave. When reinstating, submit a PR-75 using the transaction code REI PT SUP in Block 07 and LAG BASIS in Block 45.