



Office of the State Comptroller
PAYROLL BULLETIN

Subject	Bulletin No.
	P-825
Reporting of Dues for the Organization of Management Confidential Employees	Date
	September 19, 1994

The organization of New York State Management Confidential Employees, Incorporated (Code 209) has increased their dues effective Institution, checks dated October 27, 1994 and Administration checks dated November 2, 1994. The dues structure is as follows:

GRADED EMPLOYEES

<u>Grade</u>	<u>Biweekly Amount</u>
622 and below	\$ 6.00
623 and above	12.00

NON-GRADED EMPLOYEES

The dues for non-graded employees whose positions are equated to salary grades should be calculated according to their equated grade. Salaries equated to 622 and below will be \$6.00 biweekly, and salaries equated to 623 and above will be \$12.00 biweekly.

The dues amount for non-graded employees whose positions are not equated to salary grades is determined by their salary rates. If the NS salary (GR-600's), the OS salary (GR-700's) and the Trainees (GR-800's) is equal to or less than the hiring rate of grade 622, then the dues deduction is \$6.00, if the salary is above the hiring rate of grade 622, the dues deduction is \$12.00.

DEDUCTION PROCESSING

Each agency is responsible for submitting an AC-1040 or keying on-line the correct deduction amount for each employee as described below:

1. When an employee joins OMCE, the correct deduction amount must be submitted based on the employee's grade or salary level.
2. When the grade or salary level changes for an employee who is a member of OMCE the dues amount must be adjusted accordingly, if appropriate.

To initiate a deduction or a change in deduction amount, submit an AC-1040 with Code 209 in the "Code" Block and the dues amount in the "Amount" Block or for agencies entering transactions through the On-Line Deduction Processing System, refer to Section 3 Page 2B in your Deduction Processing Manual.

If there are any questions regarding this bulletin you may contact Marilyn Dickert of OMCE at (518) 482-7521.