

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-206

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To : All State Departments and Agencies

Subject: PEF dues and insurance deductions

Deduction transactions for PEF dues and insurances are submitted directly to the Department of Audit and Control by the Public Employees' Federation. The payroll agency is not responsible for initiating, changing, or cancelling PEF dues or insurances, with the following exceptions: (1) upon transfer from another agency; (2) upon reinstatement from a leave of absence without pay; and (3) upon restoral to the payroll after any other type of removal. PEF Insurances should not be reinstated if the employee has been off the payroll for more than four consecutive payroll periods; the employee must contact PEF to have the insurances reinstated.

Note: An AC-1040 prepared as indicated above for PEF insurances also must contain the information necessary to initiate a PEF dues deduction. An employee must have a PEF dues deduction in order to have deductions for PEF insurances.