

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-238

September 24, 1980

ATTENTION: All State Departments and Agencies

SUBJECT : Federated Fund Campaign

This bulletin contains instructions for processing payroll deductions for federated community campaign funds for 1981.

You will receive under separate cover, federated fund "Payroll Deduction Authorization" cards for all employees on your agency payroll. They should be used in conjunction with the campaign literature received from the United Way. The authorization cards will show agency code, line number, employee's name and social security number. It is the agency's responsibility to distribute the authorization cards to their regional offices on a high priority basis. The cards should reach the regional offices by September 24, 1980.

Information on the card will be produced from the employee's payroll record for the following period:

Institution : Period 8 (July 10-23)
Administration: Period 8 (July 3-16)

Exception:

SUNY : Period 12 (August 28-September 10)
CUNY : Period 12 (September 4-September 17)

Blank cards will be provided by your local United Way Director to be used by employees not on your payroll in the period mentioned.

Employees who wish to contribute through the payroll deduction plan must use the "Payroll Deduction Authorization" card. The employee has a choice of indicating the deduction as a specific amount in dollars and/or cents, with a minimum of ten cents, or a percentage of gross salary. Fill in one block only. If the percentage block is used, the percentage must be shown as a whole number only, no decimal point or fractions. (For example, 5 would be entered for 5 percent.) In the percentage method, the deduction amount will change with a change in gross salary. The employee is to enter on the card the amount or percentage of gross salary they wish to have deducted from each salary check for the calendar year 1981, the current date, and signature in the blocks provided. The payroll officer is to complete each card by entering the code of the federated fund in the block headed "Agency Use". The federated fund must be the one that has been approved for the employee's work location by the Commissioner of General Services. Alphabetic and numeric lists of organizations approved by the Commissioner follows this bulletin.

Submit complete authorization cards for employees who wish to contribute through the payroll deduction method to the Department of Audit and Control, Bureau of Payroll Audit, Deduction Section, no later than the following dates:

Administration: November 28
Institution : December 5

Authorization cards, before they are submitted to this Department, must be checked in your agency for completeness and accuracy of the following items:

1. Federated Fund Code
2. Amount of deduction or percentage of gross salary
3. Signature
4. Employee's line number and name

NOTE: If the employee's line number and/or name is different from that shown on the card, enter in the blocks provided the line number and/or name as they will appear on the payroll for the following periods:

Administration: Period 20 (December 18-31)
Institution : Period 19 (December 11-24)

Please submit authorization cards in three groups:

1. Completed cards that do not require updating of line and/or name change.
2. Completed cards that require updating of line and/or name change.
3. Cards for employees who were not on the payroll in Institution period 8 and Administration period 8 and SUNY and CUNY for period 12, but who wish to contribute by means of the payroll deduction method.

Except for employees who wish to start or change a federated fund deduction after the campaign has ended, payroll deduction Form AC-1040 is not to be used. The cards have been designed to provide Audit and Control with all the information necessary to start deductions beginning with the first payroll paid in January 1981, with no further action required on the part of the payroll agency.

DEDUCTIONS

New hires or any employee who wishes to start or change a federated fund deduction after the campaign has ended, including during the contribution year, may do so by completing a new authorization card. Payroll Deduction Form AC-1040, should be completed by the Payroll Officer, entering in Section 7, "Other", the following information:

1. The appropriate three-digit federated fund code in a "Code" block.
2. The amount or percentage of gross salary to be deducted from each salary check in the corresponding block.

NOTE: The percentage must be entered on the AC-1040 with an "X" suffix. (For example, 5X would be entered for five percent.) The maximum percentage which may be deducted is nine percent.

Submit Form AC-1040 with all other AC-1040 forms for the payroll period in which the deduction is to take effect. Forward the deduction authorization card to the Department of Audit and Control, Bureau of Payroll Audit, Deduction Section.

CANCELLATIONS

When an employee wishes to cancel the authorization for payroll deduction, notice must be submitted to your payroll office, (Rule #3 on back of authorization card).

Your agency is then to process as follows:

1. Prepare Payroll Deduction Form AC-1040 entering in Section 7, "Other", the following information:
 - a. Insert the appropriate three-digit code in a "Code" block.
 - b. Insert 0.00 in the corresponding block.

NOTE: This will cancel either the amount or percentage deduction. Both blocks must be completed to effect cancellation of the deduction.
2. Submit Form AC-1040 with all other AC-1040 forms for the payroll period.
3. Submit the employee's cancellation notice to the Department of Audit and Control, Bureau of Payroll Audit, Deduction Section.

UNUSED CARDS

Destroy all printed cards which are not used. Do not return them to this Department. This applies to all cards which are not used because employees do not wish to contribute through the payroll deduction method. Blank cards should be retained for use in the New Hires' program.

FEDERATED FUND CODE LISTING - ALPHABETIC

| COUNTY | CODE | FEDERATED FUND |
|--------------|------|--|
| Albany | 850 | United Way of Northeastern New York |
| Allegany | 883 | Alfred-Alfred Station Community Chest |
| Bronx | 851 | United Fund of Greater New York, Inc. |
| Broome | 856 | United Way of Broome County, Inc. |
| Cattaraugus | 880 | United Torch Fund of Gowanda |
| Cayuga | 863 | United Fund of Cayuga County, Inc. |
| Chatauga | 875 | United Way of Southern Chatauga County, Inc. |
| Chemung | 874 | United Way of Chemung County, Inc. |
| Clinton | 881 | United Fund of Clinton County, Inc. |
| Columbia | 886 | United Way of Columbia County, Inc. |
| Cortland | 860 | United Fund for Cortland County, Inc. |
| Delaware | 856 | United Way of Broome County, Inc. |
| Dutchess | 861 | United Way of Dutchess County, Inc. |
| Erie | 857 | United Fund of Buffalo and Erie County |
| Fulton | 867 | Gloversville Community Chest |
| Genesee | 869 | Genesee United Fund, Inc. |
| Greene | 897 | United Way of Northeastern New York |
| Herkimer | 891 | Herkimer United Fund |
| Jefferson | 864 | United Fund of Jefferson County, Inc. |
| Kings | 851 | United Fund of Greater New York, Inc. |
| Lewis | 895 | United Fund of Lewis County |
| Livingston | 896 | United Community Chest of Greater Rochester, Inc. |
| Madison | 893 | Greater Oneida Community Chest |
| Monroe | 866 | United Community Chest of Greater Rochester, Inc. |
| Montgomery | 870 | United Way of Amsterdam, Inc. |
| Nassau | 865 | United Fund of Nassau-Suffolk |
| New York | 851 | United Fund of Greater New York, Inc. |
| Niagara | 858 | United Givers Fund of the Niagara Falls Area, Inc. |
| Oneida | 872 | Utica United Fund |
| Onondaga | 859 | United Way of Central New York, Inc. |
| Ontario | 888 | West Ontario County United Fund, Inc. |
| Orange | 882 | Orange Area United Fund, Inc. |
| Orleans | 889 | United Fund for Eastern Orleans County, Inc. |
| Oswego | 879 | United Way of Oswego County, Inc. |
| Otsego | 894 | The Greater Oneonta Community Chest, Inc. |
| Queens | 851 | United Fund of Greater New York, Inc. |
| Rensselaer | 885 | United Way of the Mohawk-Hudson Area, Inc. |
| Richmond | 851 | United Fund of Greater NY, Inc. |
| Rockland | 884 | United Fund of Rockland County, Inc. |
| St. Lawrence | 878 | United Way of St. Lawrence |
| Saratoga | 890 | United Way of Northeastern New York |
| Schenectady | 868 | United Way of Schenectady County, Inc. |
| Schoharie | 898 | United Way of Northeastern New York |
| Seneca | 887 | Seneca County United Fund, Inc. |
| Steuben | 877 | Hornell Area United Fund |
| Suffolk | 865 | United Fund of Nassau-Suffolk |
| Tioga | 892 | Tioga United Fund, Inc. |
| Tompkins | 876 | United Way of Tompkins County |
| Ulster | 871 | United Way of Ulster County |
| Wayne | 862 | United Way of Wayne County, Inc. |
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| 861 | United Way of Dutchess County, Inc. | Dutchess |
| 862 | United Way of Wayne County, Inc. | Wayne |
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