

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-268

May 28, 1981

To: All State Departments and Agencies

Subject: Payment of Deferred Lump Sum COLA adjustments to Employees represented by the Civil Service Employees Association.

The Deferred Lump Sum COLA adjustment due to employees in the CSEA units (NU 02, 03 and 04) will be paid to employees in Administration Agencies during the week of June 8, 1981 and to employees in Institution Agencies during the week of June 15, 1981.

The eligibility requirements for this payment and the detailed instructions for calculating the amount of the payment are contained in Bulletin P-257 issued March 9, 1981 and Bulletin P-263 issued April 1, 1981. Any corrections to the original listings received in the Department of Audit and Control by May 29, 1981 will be processed prior to the payment.

Please prepare a PR-76 Transmittal for this payment. Write COLA at the top of the transmittal, enter your adjusted total in the certification Total Block and sign the Agency payroll certification. Submit the transmittal to this Department by June 5 for Administration Agencies and June 12 for Institutions.

The payments will be made in a separate check following payroll period 5 (May 21 to June 3 for Administration Agencies; May 28 to June 10 for Institutions). Deductions will be taken for Federal, State and New York City taxes, Social Security, retirement normal contribution and garnishees. The entire payment is considered 1981 income for social security and income tax purposes. Therefore, social security will be taken at the current rate of 6.65%. Income tax withholdings will be automatically adjusted so that the amount withheld is equal to the amount that would have been withheld if the payment had been evenly divided and added to the normal bi-weekly for the 26 periods of the calendar year.

Along with the checks and salary registers, you will receive a revised listing showing the accumulated adjusted gross salary for each six months period and the calculated deferred COLA payment for each of your employees.

Questions concerning this payment should be directed to the Payroll Planning Unit at (518)474-1246 or 474-1247.