

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

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To : All State Departments and Agencies

Subject: CSEA Dues and Insurance Deductions

Generally, initiation of dues and insurance deductions and changes to insurance deductions are submitted directly by the Civil Service Employees Association to the Office of the State Comptroller. There are some conditions, however, under which an agency must submit an AC-1040 for these deductions. Since there appears to be some confusion concerning this process, we are restating these requirements.

It is the agency's responsibility to submit an AC-1040 to report dues and insurance deductions, when an employee wishes the deductions to continue, under the following conditions:

- (1) on transfer of an employee from one agency to another.
- (2) on reinstatement of an employee from leave without pay or after any type of removal. When an employee is reinstated:
 - (a) the dues deduction should be restarted on an AC-1040, regardless of the length of the leave or separation.
 - (b) insurance deductions should be restarted by the agency only if the employee has not missed more than four consecutive deductions. If the employee has missed more than four, the employee must contact CSEA to have the insurance deductions reinstated.

NOTE: An employee must have a dues deduction in order to have an insurance deduction on the payroll.