

ACCOUNTING  
AND CONTROL  
MANUAL

BULLETIN

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-334

November 10, 1982

To : All State Departments and Agencies

Subject: Federated Fund Campaign for 1983

Payroll Bulletin P-324 issued August 20, 1982 for the 1983 Federated Fund Campaign did not include the date for submission of the authorization cards. These dates were not available at that time, because plans for the lag implementation had not been finalized.

The completed authorization cards for employees should be submitted by the following dates:

	<u>Due Date for Submission of Cards</u>	<u>Date of First Deduction</u>
ADMIN 20 (R)	12/1/82	1/4/83
INST 20 (N)	12/1/82	1/6/83
INST 20 (R)	12/8/82	1/12/83
ADMIN 21 (N)	12/8/82	1/12/83

Agencies which now have two payrolls for the 'lag' implementation period must review the cards carefully and submit them with the correct agency code based upon which payroll the employee is paid on in Period 17. Please separate the cards by agency code and submit them as two separate groups.

NOTE: If the authorization cards are not returned on time, AC-1040's will be required to start deductions.