



## Office of the State Comptroller **PAYROLL BULLETIN**

Subject  New York State Deferred Compensation Plan	Bulletin No.  P-423
	Date  March 4, 1985

A Deferred Compensation Plan has been established for State employees and the Copeland Companies have been selected by the Deferred Compensation Board as the administrator of the Plan. Brochures describing the general provisions of the Plan are being sent to agencies for distribution to employees and the Copeland Companies are conducting informational seminars throughout the State.

Participation in the Plan is voluntary. It is available to all Management/Confidential and unrepresented employees in the Executive, the Legislature and the Judiciary. Participation is also available to represented employees when a union enters into an agreement with the State authorizing participation by the employees it represents.

The Plan is currently available to all employees except those in the Judiciary represented by the unions listed below:

Court Officers Benevolent Association of Nassau County  
Local 710, SEIU, AFL-CIO (City of Yonkers)  
Citywide Association of Law Assistants of the Civil,  
Criminal and Family Courts  
Law Assistants Association of the City of New York  
Civil Service Forum, Local 300, SEIU  
AFSCME, Council 66 (Local 2574, Allegany County),  
(Local 1635-J, City Court of Buffalo), (Local 1645-H,  
City Court of Rochester)

Employees in the State University Construction Fund (28990), the Environmental Facilities Corporation (21750), the Science and Technology Foundation (2147) and the City University of New York Senior and Technical Colleges will be eligible for the plan only if these agencies join the Plan as participating employees.

### Participation in the Deferred Compensation Plan

Employees wishing to enroll in the Plan must complete enrollment forms provided by Copeland. Changes in percentage of deferral and cancellations must also be filed with Copeland. Employees may contact Copeland by calling the toll free number 1-800-422-8463.

Transactions for the plan will be submitted directly to the Office of the State Comptroller by Copeland. An agency may not submit any transactions for the Plan; only transactions received from Copeland will be processed.

The first enrollments in the Plan will be submitted to OSC in April.

Payroll Processing

The amount of deferral will be reported to OSC by Copeland as a percentage (1% to 25%, in whole percentages). The actual amount of deferred salary for each paycheck will be calculated by multiplying the percentage X biweekly gross.

The amount of salary deferred under the plan is not subject to Federal income taxes for the year and is subtracted from gross salary prior to the calculation of Federal withholding taxes. The amount is, however, still subject to State and City income taxes.

The biweekly amount will be reported on the Salary Register and on the check stub in the miscellaneous columns with code 416. The Year-To-Date Summary has been revised to include a YTD Total for Deferred Compensation.

When an employee goes on leave without pay, the percentage will be retained and the deduction restarted automatically when the employee is reinstated. The percentage will be transferred automatically when an employee transfers from one agency to another. When an employee is permanently removed from the payroll, the percentage will be retained until the end of the calendar year. If the employee is re-appointed within the calendar year, the deduction will be restarted automatically. If the employee is reappointed in the next year, he or she must contact Copeland and enroll again.

Employees participating in the Deferred Compensation Plan who separate from service with the State should be instructed to contact Copeland about the withdrawal of funds from their account.

When a check must be returned for refund or exchange, complete the AC-230 as follows:

1. If the AC-230 is for a full refund, enter code 416 and the full amount of the deferral in the "Other Deductions" section of the form.
2. If the AC-230 is for a partial refund, refund the deferred salary only when the total amount of other deductions being refunded and the amount of the check being returned is less than the Refund Amount. (See Chapter E, Page 9 of the Payroll Manual.)

Employees with questions about the deferral plan or their own deferral account should be directed to call Copeland at the toll free number listed above.