



Office of the State Comptroller
PAYROLL BULLETIN

Subject Processing of Social Security Adjustments	Bulletin No. P-425
	Date March 19, 1985

Effective immediately, Social Security Adjustments which have been reported on an AC-1040 by an agency during the current calendar year will be processed automatically if the following conditions occur:

1. An employee is placed on leave without pay or permanently removed from the payroll and then is returned to the payroll. This deduction will be retained and restarted automatically when the employee is reinstated or reappointed.
2. An employee moves from one payroll agency to another. This deduction is transferred automatically to the new agency. If the Removal agency is processed first, the social security adjustment will be taken in both agencies, providing a gross amount is submitted in each agency.
3. An employee is inactive and is to be paid an adjustment, OT, LSP, etc.. This deduction is taken automatically.

An AC-1040 will no longer be required for the above stated conditions except if an employee is transferring to or from an authority-type agency or one of the agencies listed in Chapter D, Section 2, Page 5 of your Payroll Manual.

To initiate or cancel a current year social security adjustment on an AC-1040, continue using the procedures described in the Payroll Manual in Chapter D, Section 4, Page 36. When preparing a LAG payroll, count the number of payroll periods remaining in a calendar year by using the check date and not the payroll period ending date.

If an employee has not paid the total amount due for a current year social security adjustment by the end of the calendar year, the balance will then become a social security deficiency and will be initialized by the Office of the State Comptroller.

If you have questions concerning this bulletin, contact Kathy Eldridge at (518) 473-1989.