



Office of the State Comptroller **PAYROLL BULLETIN**

Subject Invalid Retirement System Member Registration Numbers	Bulletin No. P-448
	Date October 10, 1985

The New York State Employees Retirement System continues to encounter invalid registration numbers for State employees.

The problem occurs when a former employee from another state agency returns to State employment. Under present procedures, your personnel office contacts the former agency to obtain payroll deduction and retirement system reporting information. However, if the employee has withdrawn his or her membership in the NYSERS, that former membership number is no longer valid.

In order to avoid reporting invalid information, you must verify the registration number for each former State employee with NYSERS by calling the registration unit at (518) 474-3081. If the number is verified as being active, complete Block 601 with ERS, 602 with the Registration Number and 603 with Rate on Form AC-1040 and submit the completed Form AC-1040 with your payroll office.

If the number is inactive, your personnel office must follow the normal procedure for registering a new employee as a member of NYSERS. Do not enter the invalid registration number on the AC-1040; wait until you have the new registration number.

If your personnel office requires additional information concerning employees participation in NYSERS, please contact the system's Member Services section at (518) 474-3524 or 474-2606.