



Office of the State Comptroller
PAYROLL BULLETIN

Subject Reporting Union Dues and Insurances for Transfers and Reinstated Employees	Bulletin No. P-522
	Date March 30, 1987

This is a reminder that it is the payroll agency's responsibility to report union dues and insurances (other than State health) on an AC-1040 under the following circumstances:

1. On transfer or reassignment of an employee from one agency to another. Contact the previous agency and report all dues and insurances in effect in that agency.
2. On reinstatement of an employee from leave without pay or after any type of removal. Dues should always be restarted. Refer to the Payroll Manual Chapter D, Section 4 page 16 for the correct procedure on insurances.

This procedure applies for dues and insurances for all unions.

It is essential that the payroll office submit an AC-1040 with the correct dues and insurance codes so that an employee's union membership and insurance coverage continue.

If you have any questions contact the Payroll Planning Unit at (518) 474-1246.