



Office of the State Comptroller
PAYROLL BULLETIN

Subject Changes in Council 82 Insurance Deductions	Bulletin No. P-530
	Date June 11, 1987

Security and Law Enforcement Employees - Council 82 is in the process of changing its sponsored insurance programs from those offered through Mang Associates Agency, Inc. to Jardine, Emett and Chandler East, Inc.

The Bureau of Payroll Audit has been instructed by Council 82 to automatically cancel payroll deductions for codes 322 Council 82: Auto/Home/Life and 357 Council 82: Auto Insurance, effective in Payroll Period 5-Lag, Institution checks dated June 18, 1987 and Administration checks dated June 24, 1987.

Deductions for code 320 Council 82: Life and/or Accident and Sickness will continue until further notice. However, Jardine has begun the process of changing the life insurance deductions under this code to the new deduction code 366-Term Life, and this deduction code appears on the current payroll for some of your employees.

The new insurance programs offered through Jardine, Emett and Chandler East are:

Code	Program
366	Council 82 - Term Life
367	Council 82 - Disability Income
368	Council 82 - Automobile/Homeowners
369	Council 82 - Permanent Life

To be eligible for these insurance programs the employee must be in negotiating unit 01 or 61 and have Council 82 dues (code 202) being deducted.

Transactions for these insurances will be submitted directly to the Office of the State Comptroller by Jardine, Emett and Chandler East, Inc.. The payroll agency is not responsible for initiating, changing or cancelling these Council 82 sponsored insurances, (including code 320) except for the following situations:

- (1) on transfer from one agency to another
- (2) on reinstatement from a leave of absence without pay
- (3) upon being restored to the payroll after any other type of removal.

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Council 82 insurances should be restarted only if the employee has not been off the payroll for more than four consecutive payroll periods.

To initiate or change any of these deductions on an AC-1040 for the exception situations:

Enter the appropriate deduction code in a "Code" Block. Enter the amount to be deducted biweekly in the corresponding "Amount" Block.

In accordance with the State Finance Law (Section 201 Paragraph 5), to cancel an insurance deduction (other than State Health Insurance) the employee must submit a letter to the Office of the State Comptroller at the address below or to Council 82 requesting the cancellation.

Office of the State Comptroller
Deduction Section - 8th Floor
A.E. Smith State Office Building
Albany, New York 12236

Please notify your employees of this change.

All affected employees will be receiving a letter directly from Council 82 regarding this change.

Any questions regarding these changes should be directed to Council 82 or to Jardine, Emett and Chandler East.