



Office of the State Comptroller
PAYROLL BULLETIN

Subject Changes to Address Fields in OSC Payroll System	Bulletin No. P-573
	Date June 22, 1988

Effective in Institution Period 8-Lag, 9-Current, checks dated August 11, 1988 and Administration Period 9-Lag, 10-Current, checks dated August 17, 1988, the number of positions for the employee address in the Payroll System will be changed. The fields have been revised to increase the number of positions available, to separate the city and state and to add an additional "Block" to accommodate the remaining 4 positions of a 9 digit zip code.

The new address Blocks are:

Block 008 Number and Street (Maximum 24 Positions)

Block 009 City (Maximum 22 Positions)

Block 010 State (Maximum 2 Positions) Enter the 2 position abbreviation for the appropriate State.

Block 011 Zip Code (Maximum 5 Positions) Enter the first 5 positions of zip code.

Block 012 Zip Code Extension (Maximum 4 Positions) Enter the remaining 4 positions of 9 digit zip code, if available.

Do not enter hyphens (-) in any of the address fields.

During the week of July 11, 1988, each agency will receive a supply of the new revised (3/88) AC-1040 or AC-1040A Form. The revised (3/88) AC-1040 or AC-1040A Forms are to be used in and after Institution Period 8-Lag, 9-Current or Administration 9-Lag, 10-Current. (Do not use the new form before those periods.) Once the new form is in use, destroy any remaining stock of old AC-1040 forms.

A review of the payroll files has identified employees who have no address or incorrect address (incorrect, meaning we are unable to separate the city from the state because of incorrect zip codes).

In accordance with Section 8.5 of the State Finance Law, the State Comptroller is required to keep and maintain the addresses of all State employees.

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If your agency has employees without an address or an incorrect address on our files, included with this Bulletin is a two-part listing, POL-16 "Listing of Employees with Error Addresses". This listing (using the new address format) is to be completed in lieu of AC-1040 forms. Submit one completed copy of the listing along with your payroll forms in Institution Period 8-Lag, 9-Current for checks dated August 11, 1988 or Administration 9-Lag, 10-Current, checks dated August 17, 1988. The extra copy is for your files.

Do not submit the listing before the payroll periods indicated above.

Enclosure