

Office of the State Comptroller
PAYROLL BULLETIN

Subject Federated Fund Campaign for 1989	Bulletin No. P-580
	Date October 5, 1988

This bulletin contains instructions for processing payroll deductions for Federated Community Campaigns for deductions to begin in January, 1989.

"Pledge and Payroll Deduction for Federated Fund Contribution-SEFA Cards" will be distributed with the campaign literature for the SEFA Campaign. Instructions for completing these cards can be obtained by contacting OGS Counsel's Office at (518) 474-5607 if you have not already received them. Employees who wish to contribute through the payroll deduction plan must complete a card.

Each payroll office must review the authorization cards, before they are submitted to this office, for completeness, accuracy and legibility of the items listed below. Only the original card should be forwarded to OSC. The copy and the receipt must be returned to the campaign.

1. Federated Fund Code
The federated fund must be one that has been approved by the Commissioner of General Services. Alphabetic and numeric lists of organizations approved by the Commissioner follow this bulletin. If the code is not on the card, return it to the employee for completion.
2. Amount of deduction
The employee is to enter the amount of gross salary he or she wishes to have deducted from each salary check for the calendar year, not the total amount of the pledge.
3. Signature
4. Employee's agency code, line number, social security number and name*. This information should be reported as you expect it to appear on your final payroll of 1988. However, the cards should be submitted by the dates on page 2 of this bulletin.

*Name should be printed.

Except for employees who wish to start or change a federated fund deduction after the campaign has ended, payroll deduction Form AC-1040 is not needed. The cards have been designed to provide the Office of the State Comptroller with all the information necessary to start deductions beginning with the first payroll paid in January 1989, with no further action required on the part of the payroll agency, as long as the cards are received in OSC by the required dates. Agencies which do not submit the cards on time must submit AC-1040's for the first payroll period of 1989, and forward the deduction authorization card to the Office of the State Comptroller with a notation that an AC-1040 has been submitted.

The original copy of the completed authorization cards should be received no later than the following dates:

Administration : November 25, 1988
Institution : December 2, 1988

DEDUCTION CHANGES

New employees or employees who wish to start or change a federated fund deduction after the campaign has ended, including during the contribution year, may do so by completing a new authorization card. - Payroll Deduction Form AC-1040, should be completed by the payroll office, entering in Section 7, "Other", the following information:

1. The appropriate three-digit federated fund code in a "Code" Block.
2. The amount to be deducted from each salary check in the corresponding block.

Submit Form AC-1040 with all other AC-1040 forms for the payroll period in which the deduction is to take effect. Forward the original copy of the deduction authorization card to the Office of the State Comptroller, Bureau of Payroll Audit, Deduction Section, with a notation that an AC-1040 has been submitted.

TRANSFERS

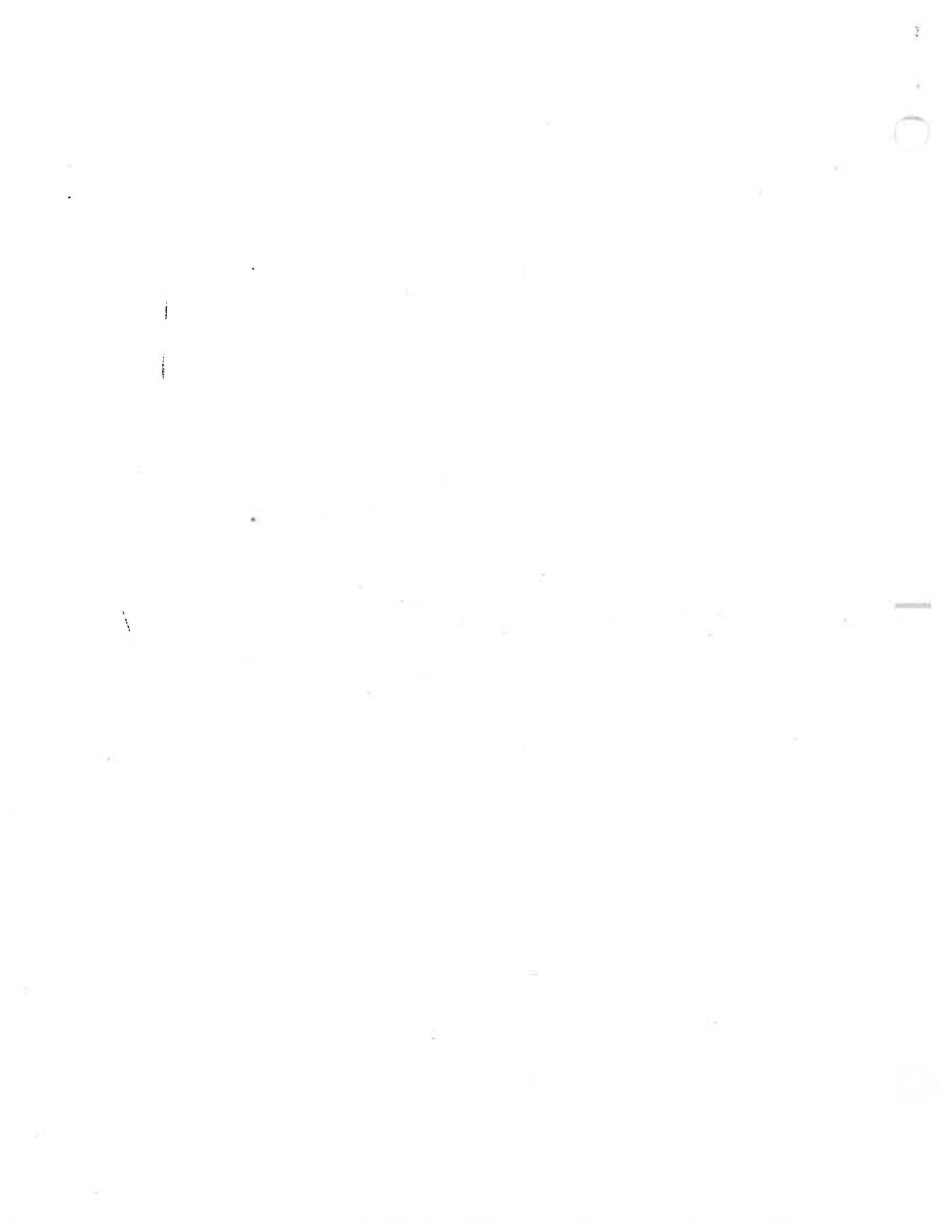
Since it can not be assumed employees transferring to another N.Y.S. Agency wish to continue contributing to the same SEFA organization, we can not automatically transfer this deduction. Payroll Officers should, however, contact employees transferring into their agency to determine if the employee wishes to continue SEFA deductions. If the employee wishes to continue the deduction, an AC-1040 must be submitted to start the deduction in the new agency. It is only necessary to obtain a new authorization card if the employee wants to contribute to a different SEFA organization from the one they were contributing to in the previous agency. New authorization cards must be forwarded to OSC.

CANCELLATIONS

When an employee wishes to cancel the authorization for payroll deduction, notice must be submitted to the payroll office. The payroll office should prepare a Payroll Deduction Form AC-1040 entering in Section 7, "Other" the following information:

1. Insert the appropriate three-digit code in a "Code" Block.
2. Insert 0.00 in the corresponding block.

Submit Form AC-1040 with all other AC-1040 forms for the payroll period. Submit the employee's cancellation notice to the Office of the State Comptroller, Bureau of Payroll Audit, Deduction Section, with notation that an AC-1040 has been submitted.



FEDERATED FUND CODE - NUMERIC

CODE	FEDERATED FUND	COUNTY
850	UNITED WAY OF NORTHEASTERN NEW YORK	ALBANY
850	UNITED WAY OF NORTHEASTERN NEW YORK	GREENE
850	UNITED WAY OF NORTHEASTERN NEW YORK	SARATOGA
850	UNITED WAY OF NORTHEASTERN NEW YORK	SCHOHARIE
850	UNITED WAY OF NORTHEASTERN NEW YORK	SO. RENSSELAER
851	UNITED WAY OF NEW YORK CITY	BRONX
851	UNITED WAY OF NEW YORK CITY	KINGS
851	UNITED WAY OF NEW YORK CITY	NEW YORK
851	UNITED WAY OF NEW YORK CITY	QUEENS
851	UNITED WAY OF NEW YORK CITY	RICHMOND
856	UNITED WAY OF BROOME COUNTY, INC.	BROOME
856	UNITED WAY OF BROOME COUNTY, INC.	DELAWARE
857	UNITED WAY OF BUFFALO AND ERIE COUNTY	ERIE
857	UNITED WAY OF BUFFALO AND ERIE COUNTY	NIAGARA
859	UNITED WAY OF CENTRAL NEW YORK, INC.	CAYUGA
859	UNITED WAY OF CENTRAL NEW YORK, INC.	ONONDAGA
859	UNITED WAY OF CENTRAL NEW YORK, INC.	OSWEGO
860	UNITED WAY FOR CORTLAND COUNTY, INC.	CORTLAND
861	UNITED WAY OF DUTCHESS COUNTY, INC.	DUTCHESS
862	UNITED WAY OF WAYNE COUNTY	WAYNE
864	UNITED WAY OF JEFFERSON COUNTY, INC.	JEFFERSON
865	UNITED WAY OF NASSAU-SUFFOLK	NASSAU
865	UNITED WAY OF NASSAU-SUFFOLK	SUFFOLK
866	UNITED WAY OF GREATER ROCHESTER, INC.	MONROE
866	UNITED WAY OF GREATER ROCHESTER, INC.	WYOMING
867	GLOVERSVILLE AREA UNITED WAY	FULTON
868	UNITED WAY OF SCHENECTADY COUNTY	SCHENECTADY
869	GENESEE COUNTY UNITED WAY	GENESEE
870	UNITED WAY OF AMSTERDAM, INC.	MONTGOMERY
871	UNITED WAY OF ULSTER COUNTY	SULLIVAN
871	UNITED WAY OF ULSTER COUNTY	ULSTER
872	SEFA OF ONEIDA, MADISON, AND HERKIMER COUNTIES	HERKIMER
872	SEFA OF ONEIDA, MADISON, AND HERKIMER COUNTIES	MADISON
872	SEFA OF ONEIDA, MADISON, AND HERKIMER COUNTIES	ONEIDA
873	UNITED WAY OF WESTCHESTER	PUTNAM
873	UNITED WAY OF WESTCHESTER	WESTCHESTER
874	UNITED WAY OF CHEMUNG COUNTY, INC	CHEMUNG
875	UNITED WAY OF NORTHERN CHAUTAUQUA COUNTY, INC.	CHAUTAUQUA
876	UNITED WAY OF TOMPKINS COUNTY	SCHUYLER
876	UNITED WAY OF TOMPKINS COUNTY	TOMPKINS
877	HORNELL AREA UNITED FUND	STEBEN
878	UNITED WAY OF ST. LAWRENCE	FRANKLIN
878	UNITED WAY OF ST. LAWRENCE	HAMILTON
878	UNITED WAY OF ST. LAWRENCE	ST. LAWRENCE
880	UNITED TORCH FUND OF GOWANDA	CATTARAUGUS
881	UNITED WAY OF CLINTON COUNTY, INC.	CLINTON
881	UNITED WAY OF CLINTON COUNTY, INC.	ESSEX
882	UNITED WAY OF ORANGE COUNTY	ORANGE
883	ALFRED-ALFRED STATION COMMUNITY CHEST	ALLEGANY
884	UNITED WAY OF ROCKLAND COUNTY, INC.	ROCKLAND
885	UNITED WAY OF THE MOHAWK HUDSON AREA, INC	NO. RENSSELAER
886	UNITED OF COLUMBIA COUNTY, INC.	COLUMBIA
887	SENECA COUNTY UNITED FUND, INC.	SENECA



FEDERATED FUND CODE - NUMERIC

CODE	FEDERATED FUND	COUNTY
888	WEST ONTARIO COUNTY UNITED FUND, INC.	ONTARIO
889	UNITED WAY FOR EASTERN ORLEANS COUNTY, INC.	ORLEANS
890	UNITED WAY OF GLENS FALLS	WARREN
890	UNITED WAY OF GLENS FALLS	WASHINGTON
894	UNITED WAY OF GREATER ONEONTA	OTSEGO
895	UNITED FUND OF LEWIS COUNTY	LEWIS
896	UNITED WAY OF GREATER ROCHESTER, INC.	LIVINGSTON



FEDERATED FUND CODE - ALPHABETIC

COUNTY	FEDERATED FUND	CODE
ALBANY	UNITED WAY OF NORTHEASTERN NEW YORK	850
ALLEGANY	ALFRED-ALFRED STATION COMMUNITY CHEST	883
BRONX	UNITED WAY OF NEW YORK CITY	851
BROOME	UNITED WAY OF BROOME COUNTY, INC.	856
CATTARAUGUS	UNITED TORCH FUND OF GOWANDA	880
CAYUGA	UNITED WAY OF CENTRAL NEW YORK, INC.	859
CHAUTAUQUA	UNITED WAY OF NORTHERN CHAUTAUQUA COUNTY, INC.	875
CHEMUNG	UNITED WAY OF CHEMUNG COUNTY, INC.	874
CLINTON	UNITED WAY OF CLINTON COUNTY, INC.	881
COLUMBIA	UNITED WAY OF COLUMBIA COUNTY, INC.	886
CORTLAND	UNITED WAY FOR CORTLAND COUNTY, INC.	860
DELAWARE	UNITED WAY OF BROOME COUNTY, INC.	856
DUTCHESS	UNITED WAY OF DUTCHESS COUNTY, INC.	861
ERIE	UNITED WAY OF BUFFALO AND ERIE COUNTY	857
ESSEX	UNITED WAY OF CLINTON COUNTY, INC.	881
FRANKLIN	UNITED WAY OF ST. LAWRENCE	878
FULTON	GLOVERSVILLE AREA UNITED WAY	867
GENESEE	GENESEE COUNTY UNITED WAY	869
GREENE	UNITED WAY OF NORTHEASTERN NEW YORK	850
HAMILTON	UNITED WAY OF ST. LAWRENCE	878
HERKIMER	SEFA OF ONEIDA, MADISON, AND HERKIMER COUNTIES	872
JEFFERSON	UNITED WAY OF JEFFERSON COUNTY, INC.	864
KINGS	UNITED WAY OF NEW YORK CITY	851
LEWIS	UNITED FUND OF LEWIS COUNTY	895
LIVINGSTON	UNITED WAY OF GREATER ROCHESTER, INC.	896
MADISON	SEFA OF ONEIDA, MADISON, AND HERKIMER COUNTIES	872
MONROE	UNITED WAY OF GREATER ROCHESTER, INC.	866
MONTGOMERY	UNITED WAY OF AMSTERDAM, INC.	870
NASSAU	UNITED WAY OF NASSAU-SUFFOLK	865
NEW YORK	UNITED WAY OF NEW YORK CITY	851
NIAGARA	UNITED WAY OF BUFFALO AND ERIE COUNTY	857
ONEIDA	SEFA OF ONEIDA, MADISON, AND HERKIMER COUNTIES	872
ONONDAGA	UNITED WAY OF CENTRAL NEW YORK, INC.	859
ONTARIO	WEST ONTARIO COUNTY UNITED FUND, INC.	888
ORANGE	UNITED WAY OF ORANGE COUNTY	882
ORLEANS	UNITED WAY FOR EASTERN ORLEANS COUNTY, INC.	889
OSWEGO	UNITED WAY OF CENTRAL NEW YORK, INC.	859
OTSEGO	UNITED WAY OF GREATER ONEONTA	894
PUTNAM	UNITED WAY OF WESTCHESTER	873
QUEENS	UNITED WAY OF NEW YORK CITY	851
NO. RENSSELAER	UNITED WAY OF THE MOHAWK HUDSON AREA, INC.	885
SO. RENSSELAER	UNITED WAY OF NORTHEASTERN NEW YORK	850
RICHMOND	UNITED WAY OF NEW YORK CITY	851
ROCKLAND	UNITED WAY OF ROCKLAND COUNTY, INC.	884
SARATOGA	UNITED WAY OF NORTHEASTERN NEW YORK	850
SCHENECTADY	UNITED WAY OF SCHENECTADY COUNTY	868
SCHOHARIE	UNITED WAY OF NORTHEASTERN NEW YORK	850
SCHUYLER	UNITED WAY OF TOMPKINS COUNTY	876
SENECA	SENECA COUNTY UNITED FUND, INC.	887
ST. LAWRENCE	UNITED WAY OF ST. LAWRENCE	878
STEBEN	HORNELL AREA UNITED FUND	877
SUFFOLK	UNITED WAY OF NASSAU-SUFFOLK	865
SULLIVAN	UNITED WAY OF ULSTER COUNTY	871



FEDERATED FUND CODE - ALPHABETIC

COUNTY	FEDERATED FUND	CODE
TOMPKINS	UNITED WAY OF TOMPKINS COUNTY	876
ULSTER	UNITED WAY OF ULSTER COUNTY	871
WARREN	UNITED WAY OF GLENS FALLS	890
WASHINGTON	UNITED WAY OF GLENS FALLS	890
WAYNE	UNITED WAY OF WAYNE COUNTY	862
WESTCHESTER	UNITED WAY OF WESTCHESTER	873
WYOMING	UNITED WAY OF GREATER ROCHESTER, INC.	866

