



Office of the State Comptroller
PAYROLL BULLETIN

Subject

Civil Service Employees Association
Dues and Agency Shop Fee Changes

Bulletin No.

P-587

Date

December 20, 1988

The biweekly dues and agency shop fee deductions for the Civil Service Employees Association have been changed effective in Payroll Period 19-Lag, Administration checks dated January 4, 1989 and Institution checks dated January 12, 1989.

Under the new structure, the dues (code 201) and agency shop fee (code 212) are based upon annual salary as described below.

Annual Pay Basis Code

<u>Annual Salary*</u>	<u>Biweekly Rate</u>
under \$10,000	\$3.85
10,000 to 15,999	6.74
16,000 to 21,999	7.70
22,000 and over	8.66

10-Month Employees

<u>Annual Salary*</u>	<u>Biweekly Rate</u>
under \$10,000	\$4.55
10,000 to 15,999	7.96
16,000 to 21,999	9.09
22,000 and over	10.23

Hourly and Daily Pay Basis Codes

A single amount of \$6.74 will be deducted for all employees paid an hourly or daily rate.

*For annual-salaried and 10-month employees working part-time, the dues or agency shop fee is based on the annual salary adjusted by the part-time percentage.

OSC will automatically recalculate the dues and agency shop fee amounts for the January payrolls. Once established, the biweekly amounts are not to be increased for individual employees during 1989, even if an individual's salary is increased. Therefore, if an employee transfer into your agency after the first payroll of the year, you must ask the previous agency for the exact amount of dues or agency shop fee the employee was paying prior to the transfer, and report that amount on an AC-1040. If an employee transfers to your agency in the middle of a payroll period, each agency may report half the dues or agency shop fee amount. If you do not report the dues or agency shop fee, OSC will automatically calculate the agency shop fee based on the employee's current salary.

Please notify your employees of this change and the effective dates of the new deduction.