



# Office of the State Comptroller **PAYROLL BULLETIN**

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| Subject<br><br>New Payroll Insurance Deduction for PEF | Bulletin No.<br><br>P-633    |
|  | Date<br><br>December 7, 1989 |

A new payroll deduction program has been established for employees who are members of the Public Employees Federation. The name of this new program is PEF Universal Life Insurance (Code 393). Employees must have PEF dues (Code 233) to participate in this new insurance program.

The original deduction transactions will be submitted directly to the Office of the State Comptroller by PEF. The payroll agency is responsible for initiating this deduction only for the following conditions:

1. Transfer from one agency to another.
2. Reinstatement from a leave of absence without pay.
3. Upon restoral to the payroll after any other type of removal.

If deduction code 393 must be submitted on an AC-1040, enter code 393 in a "Code" block and the amount to be deducted in the corresponding "Amount" block. The AC-1040 must also contain PEF dues.

Employees may cancel this deduction by submitting a letter to PEF or to the Office of the State Comptroller requesting the cancellation. The letter to OSC should be sent to:

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

Employees who have questions on this new insurance program should contact PEF Member Services at (518) 785-1900.

Payroll deductions for code 393 will begin in Administration Payroll Period 20-Lag, checks dated January 17, 1990 and Institution Payroll Period 20-Lag, checks dated January 25, 1990.