



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  OGS Parking Services Deduction Program	Bulletin No. P-667
	Date September 24, 1990

Legislation has been approved for a new payroll deduction program for all State employees. The program is administered by the Office of General Services-Bureau of Parking Services and enables State employees to have payroll deductions for their monthly parking permit fees. Deduction code 427 has been assigned for this program.

Agencies will be notified directly by the Office of General Services when to initiate payroll deductions for their employees. Once notified, the agency must submit an AC-1040, entering code 427 in the "Code" Block and the amount to be deducted in the corresponding "Amount" Block for all new or changed deductions. To cancel a deduction enter code 427 in the "Code" Block and .00 in the "Amount" Block.

Once this deduction is initiated and the employee is removed from the payroll and reappointed in the same agency, within the same calendar year, the deduction will re-start automatically. The deduction will not be transferred if an employee moves from one agency to another. The employee should contact OGS with their new agency information. OGS will then notify the new agency to start the deduction on an AC-1040 form as stated above. The deduction code will appear on the check stub and also on the Salary Register in the Miscellaneous Deduction column.

The program will be effective Administration and Institution 15-Lag, checks dated November 7, 1990 and November 14, 1990 respectively. Questions regarding this new program should be directed to the Office of General Services-Bureau of Parking Services at (518) 474-8118.