



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  Changes in Retention and Transfer of Employee Organization Dues	Bulletin No. P-706
	Date August 2, 1991

Effective Administration Pay Period #9 Lag, checks dated August 14, 1991 and Institution Pay Period #9 Lag, checks dated August 22, 1991 the following changes will take place in the retention and transfer of Union dues deductions.

When a leave of absence or a permanent separation is reported on a PR-75 form, OSC will retain the dues deduction in the employee's Master Record until calendar yearend. If the employee is reinstated to the same agency or moves from one agency to another within the same calendar year, the dues will be transferred automatically, as long as they remain valid for the negotiating unit.

If an employee is inactive and a PR-75 form is submitted for a Lump Sum Payment only, OSC will cancel the dues automatically.

When a PR-75 form is submitted for Extra Service or a Lump Sum along with a regular salary payment or salary adjustment, OSC will automatically exclude the Extra Service or Lump Sum Payment amount before calculating the dues or agency shop fee amount.

If you have any questions regarding this bulletin, please contact the Payroll Planning unit at (518)474-1247.