



Office of the State Comptroller
PAYROLL BULLETIN

Subject

Change in Retirement Processing on Form AC-1040

Bulletin No. P- 737

Date
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Effective Institution Pay Period 10-Lag and 11-Current, checks dated September 3, 1992 and Administration Pay Period 11-Lag and 12-Current checks dated September 9, 1992 a new procedure has been established for reporting a correction to a retirement system for an employee.

To make a correction to an employee's retirement system, enter the new information. A cancel (CAN) transaction does not have to be submitted.

On Form AC-1040, Blocks 601-604 must be entered with the new retirement information.

Questions concerning this Bulletin should be directed to the Systems Development Office at (518) 486-3068.