



# PAYROLL BULLETIN

<b>Subject</b> <b>Increase in Maintenance Rates and Rules for Determining Taxable Status of Maintenance Deductions</b>	<b>Bulletin No.</b> P-995
	<b>Date</b> April 21, 1998

In accordance with the Budget Policy Reporting Manual, Revised Item B-300, issued on April 10, 1998, maintenance rates were increased beginning Period 1, March 26, 1998 for Institution agencies and April 2, 1998 for Administration agencies.

**NOTE:** All CUNY agencies and employees in negotiating units 08 and 13 in the SUNY agencies are excluded from this increase. The maintenance rate changes for these agencies will be effective in July. A separate bulletin will be issued to provide instructions for these agencies in June.

The Office of the State Comptroller will produce a special listing, as payrolls are paid in Administration 26-Lag and Institution 26-Lag, to identify employees in each agency who currently have maintenance deductions. Since the increase is retroactive, the adjustments may be spread over multiple pay periods. Please remember to restore the new biweekly deduction amount after the retroactive amounts have been deducted from the employee.

### Agencies with On-Line Access to the OSC Payroll Files

Submit the transactions following the instructions for processing in the Payroll Manual, Deduction Processing, Section 6, pages 100-102.

### Agencies without On-Line Access to the OSC Payroll Files

Submit AC-1040's in the appropriate pay periods.

Attached are the rules for determining the taxable status of maintenance deductions for State employees (Attachment A).

A copy of the "Employee Maintenance Policy and Charge Schedule" and a copy of this Bulletin will be sent with your Payroll Register.

If you have any questions, please contact the Systems Development Office at (518) 474-1330.