



Office of the State Comptroller

PAYROLL BULLETIN

Subject

Increase in Maintenance Rates And Rules For Determining Taxable
Status of Maintenance Deductions

Bulletin No.

P-905

Date

May 24, 1996

In accordance with the Budget Policy Reporting Manual, Revised Item B-300, issued on May 8, 1996 maintenance rates increased beginning Period 1, March 28, 1996 for Institution agencies and April 4, 1996 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 Office of the State Comptroller will produce a special listing to identify employees in each agency who currently have Maintenance deductions. Since the increase is retroactive we are suggesting that the adjustments be spread over two pay periods.

In Pay Period 5-Lag, enter an amount equal to the normal deduction plus two periods of adjustment. In Pay Period 7 Lag enter the new bi-weekly deduction amount.

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 forms in Pay Period 05 and in Pay Period 07.

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" will be sent with the copy of this Bulletin which accompanies the Payroll Register.

If you have any questions please contact the Payroll Planning Unit at 518-474-2766.