



# Office of the State Comptroller

## PAYROLL BULLETIN

Subject  New Process for Direct Deposit Stub	Bulletin No.  P-910
	Date  August 19, 1996

The Office of the State Comptroller will begin a new process for the printing and the distribution of the Direct Deposit Stub in September.

Effective with the payrolls dated September 12 for Institutions and September 18 for Administrative agencies, the Direct Deposit Stub will be printed on plain paper stock. As a result of this change, we will also be able to produce the stubs in check sort code order. The new stub is slightly larger than the current one and measures 8-5/8 by 3-5/8 inches. In addition, the stubs will be mailed with your payroll register instead of with the paychecks.

During the week of August 19 you will receive a listing providing the current check sort code information for employees in your agency who are in Direct Deposit. Please review this listing and report through the On-Line Deduction Processing, Screen Selection 1, any new or changed check sort codes.

- A. The stubs will be printed in check sort code and line number order. All Stubs with no check sort code will print first. Within the check sort code, the sort order is spaces first, then special characters (\*, @, etc.), alphabetics, and numbers. Be sure that your codes are centered correctly for each employee and that the code does not begin with a "space".

In order to be in effect when the new procedure begins, the changes must be completed by August 30 for Institution agencies and September 6 for Administration agencies. If you would prefer to submit changes by magnetic tape, please contact the Payroll Planning Office at the number below for instructions.

The reverse side of the Direct Deposit Stub will no longer provide a listing and definition of deduction codes. An up-to-date listing of the applicable codes and a sample of the new stub will be mailed to you before the first new stubs are issued. As changes are made, the listing will be revised. Please provide a copy of this listing to all employees currently enrolled in this program and to all new enrollees.

Please call the Payroll Planning Office at (518) 486-3728 if you have any questions.