



Office of the State Comptroller

PAYROLL BULLETIN

Subject Payment of Military Stipend to Employees on Military Duty related to the NATO Bosnia Intervention	Bulletin No. P-912
	Date September 9, 1996

The State Attendance Rules have been amended, effective July 31, 1996, to provide a Military Stipend to Executive Branch employees who are federally ordered to active military duty related to the NATO Bosnia Intervention on or after June 10, 1996.

The Military Stipend will begin after the employee has exhausted Military Leave pursuant to Section 242 of the New York State Military Law, Supplemental Military Leave provided in the NYS Attendance Rules and any leave credits, other than sick leave, which the employee elected to use.

Employees eligible for the Military Stipend are to be paid regular State salary (basic annual salary plus location and geographic differentials) reduced by the military pay (base pay plus housing and food allowances). The State salary is computed using the basic biweekly including location and geographic differentials. No other salary differentials are included. The amount to be paid is the difference between this salary and the biweekly military pay. If the employee is going through the Salary Withholding Program, the 9-day factor will be used to compute the State bi-weekly salary.

The Office of the State Comptroller will obtain the military salary of all affected employees from the Division of Military and Naval Affairs. A copy of the employee's military orders must be sent to OSC for those employees who have already been placed on Military Leave without pay and those expected to be entitled to the Military Stipend. Copies of the employees military orders are to be sent to the attention of Debbie Brewer to the address below:

NYS Office of State Comptroller
Audit Section - 8th Floor
A.E. Smith State Office Building
Albany, New York 12236

If your agency has already sent in military orders for employees, it is not necessary to do so again. Once we receive the orders we will obtain the military pay rate and notify your agency of the amount. When you send the orders please indicate the name and telephone number of the person to be contacted with this information.

Agencies may submit PR-75's in Institution and Administration Period 13 Lag.

Once you are notified of the military pay, submit a PR-75 as follows:

Group 1
Class P

Complete blocks #01 through #06 and the following:

07 Transaction Code	- MIL STIP
12 Transaction Effective Date	- enter the beginning of business date the stipend should begin
13 Title Code and Title	
14 Jur. Class	
15 Salary Grade	
16 Negotiating Unit	
18 Appointment Code	
21 Pay Basis Code	- enter BIW
22 Salary Rate	- enter the biweekly amount (Difference between State salary and Military pay)
23 Gross (Add)	- enter the MIL STIP to be paid
24 Normal (Deduct)	- if applicable
26 Time Paid	- number of days due

For blocks #13,14,15, 16 and 18 enter the employee's most current information.

Deductions

If the employee is active on the payroll, all payroll deductions in effect prior to the Military Stipend will be deducted if there is sufficient gross salary, except those listed below:

Health Insurance - We have been instructed by the Department of Civil Service to cancel the Health Insurance deduction. Agencies will be receiving instructions from the Department of Civil Service on the continuation of coverage for these employees.

Retirement Contributions - Retirement normal contributions (.0300) will be deducted for Tier 3 or Tier 4 employees.

If the employee has been on Military Leave Without Pay, an AC-1040 is necessary to re-start any deductions which have been removed due to the leave transaction.

Questions concerning this bulletin should be directed to the Audit Section at (518) 486-3727.