



Office of the State Comptroller

PAYROLL BULLETIN

Subject 1997 SEFA CAMPAIGN	Bulletin No. P-913
	Date September 13, 1996

These instructions are for processing payroll deductions for Federated Community Campaigns for deductions to begin in January 1997.

Each Payroll Office must review the authorization cards for completeness, accuracy and legibility of the items listed below that are required for entry into the Payroll System. **The information to be entered is delineated in red.**

1. **Federated Fund Code**

Alphabetic and numeric lists of organizations approved by the Commissioner of General Services are attached to this bulletin. Agencies entering the Federated Fund Number On-Line are reminded to **key only the pre-printed code that appears at the top right of the form.**

2. **Amount of Deduction**

Check that the employee has entered the amount he or she wishes to have deducted from each salary check for the calendar year, not the total amount of the pledge.

3. **Employee's Agency Code, Line Number, Social Security Number and Name**

This information should be reported as it is expected to appear on the final payroll of 1996. The employee's name should be printed.

4. The employee's signature is required to authorize the payroll deduction.

Payroll deductions for the 1997 campaign will begin in checks dated January 2, 1997 (Institution) and January 8, 1997 (Administration).

Agencies with access to the OSC Payroll Deduction On-Line Process

Agencies with access to the Office of the State Comptroller's Payroll On-Line System must enter their annual SEFA transactions using the Federated Fund On-Line System. The Deduction Processing screen selection 5 should not be used during the annual campaign. The Federated Fund On-Line System will be available for agency input September 30 through December 13, 1996. The instructions for the Federated Fund On-Line System are attached to this bulletin.

The original card is retained by the agency Payroll Office.

Agencies without access to the Payroll On-Line Process

Agencies that do not have access to Payroll On-Line Processing must submit the SEFA cards to OSC for processing no later than the following dates:

Institution - November 22, 1996

Administration - November 29, 1996

After OSC completes processing, the cards will be returned to the agency Payroll Office.

SEFA cards not processed during the campaign input dates must be processed with the regular deductions for the agency, and be submitted to provide the correct deduction start date on the first payroll of the calendar year.

Changes

New employees or employees who wish to start or change a Federated Fund deduction after the campaign period has ended may do so by completing a new authorization card. A payroll deduction transaction should then be processed to start or change the deduction.

Transfers

OSC automatically transfers this deduction. Payroll Officers should contact employees transferring into their agency to determine if the employee wishes to continue SEFA deductions. It is only necessary to obtain a new authorization card if the employee wants to contribute to a different SEFA Organization from the one they were contributing to in the previous agency.

Cancellations

To cancel the SEFA Deduction the Payroll Office should process a Payroll Deduction Transaction. The employee's Cancellation Notice should be retained by the agency.

Need Help?

You may call the Deduction Unit at (518) 474-3200 for questions pertaining to On-Line instructions.

FEDERATED FUND CODE LISTING NUMERIC

850	UNITED WAY OF NORTHEASTERN NEW YORK	ALBANY
850	UNITED WAY OF NORTHEASTERN NEW YORK	RENSSELAER
850	UNITED WAY OF NORTHEASTERN NEW YORK	SARATOGA (SOUTHERN)
850	UNITED WAY OF NORTHEASTERN NEW YORK	SCHOHARIE
851	UNITED WAY OF NEW YORK CITY	BRONX
851	UNITED WAY OF NEW YORK CITY	KINGS
851	UNITED WAY OF NEW YORK CITY	NEW YORK
851	UNITED WAY OF NEW YORK CITY	QUEENS
851	UNITED WAY OF NEW YORK CITY	RICHMOND
856	UNITED WAY OF BROOME COUNTY	BROOME
856	UNITED WAY OF BROOME COUNTY	CHENANGO
857	UNITED WAY OF BUFFALO AND ERIE COUNTY	CATTARAUGUS
857	UNITED WAY OF BUFFALO AND ERIE COUNTY	ERIE
857	UNITED WAY OF BUFFALO AND ERIE COUNTY	NIAGARA
859	UNITED WAY OF CENTRAL NEW YORK, INC.	CAYUGA
859	UNITED WAY OF CENTRAL NEW YORK, INC.	ONONDAGA
859	UNITED WAY OF CENTRAL NEW YORK, INC.	OSWEGO
860	UNITED WAY OF CORTLAND COUNTY, INC.	CORTLAND
861	UNITED WAY OF DUTCHESS COUNTY, INC.	DUTCHESS
862	UNITED WAY OF GREATER ROCHESTER, INC.	WAYNE
864	UNITED WAY OF JEFFERSON COUNTY, INC.	JEFFERSON
865	UNITED WAY OF LONG ISLAND	NASSAU
865	UNITED WAY OF LONG ISLAND	SUFFOLK
866	UNITED WAY OF GREATER ROCHESTER, INC.	MONROE
867	UNITED WAY OF FULTON COUNTY	FULTON
868	UNITED WAY OF SCHENECTADY COUNTY	SCHENECTADY
869	UNITED WAY OF GREATER ROCHESTER, INC.	GENESSE
870	UNITED WAY OF MONTGOMERY	MONTGOMERY
871	UNITED WAY OF SULLIVAN COUNTY	ULSTER
872	UNITED WAY OF GREATER UTICA	HERKIMER
872	UNITED WAY OF GREATER UTICA	MADISON
872	UNITED WAY OF GREATER UTICA	ONEIDA
873	UNITED WAY OF WESTCHESTER	PUTNAM

FEDERATED FUND CODE LISTING NUMERIC

873	UNITED WAY OF WESTCHESTER	WESTCHESTER
874	UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC.	CHEMUNG
876	UNITED WAY OF TOMPKINS COUNTY	SCHUYLER
876	UNITED WAY OF TOMPKINS COUNTY	TOMPKINS
877	UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC.	STEUBEN
877	UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC.	YATES
878	UNITED WAY OF ST. LAWRENCE	FRANKLIN
878	UNITED WAY OF ST. LAWRENCE	HAMILTON
878	UNITED WAY OF ST. LAWRENCE	ST. LAWRENCE
880	UNITED WAY OF SULLIVAN COUNTY	SULLIVAN
881	UNITED WAY OF CLINTON COUNTY	CLINTON
881	UNITED WAY OF CLINTON COUNTY	ESSEX
882	UNITED WAY OF ORANGE COUNTY	ORANGE
883	ALFRED-ALFRED STATION COMMUNITY CHEST	ALLEGANY
884	UNITED WAY OF ROCKLAND COUNTY, INC.	ROCKLAND
885	UNITED WAY OF NORTHERN CHAUTAUQUA COUNTY, INC.	CHAUTAUQUA
886	UNITED WAY OF COLUMBIA/GREENE COUNTY, INC.	COLUMBIA
886	UNITED WAY OF COLUMBIA/GREENE COUNTY, INC.	GREENE
887	UNITED WAY OF CENTRAL NEW YORK	SENECA
888	UNITED WAY OF GREATER ROCHESTER, INC.	ONTARIO
889	UNITED WAY OF GREATER ROCHESTER, INC.	ORLEANS
890	TRI COUNTY UNITED WAY, INC.	SARATOGA (NORTHERN)
890	TRI COUNTY UNITED WAY, INC.	WARREN
890	TRI COUNTY UNITED WAY, INC.	WASHINGTON
892	TIOGA COUNTY UNITED FUND, INC.	TIOGA
893	UNITED WAY OF GREATER ROCHESTER, INC.	WYOMING
894	UNITED WAY OF GREATER ONEONTA	DELAWARE
894	UNITED WAY OF GREATER ONEONTA	OTSEGO
895	UNITED WAY OF JEFFERSON COUNTY, INC.	LEWIS
896	UNITED WAY OF GREATER ROCHESTER, INC.	LIVINGSTON

FEDERATED FUND CODE LISTING ALPHABETIC

ALBANY	UNITED WAY OF NORTHEASTERN NEW YORK	850
ALLEGANY	ALFRED-ALFRED STATION COMMUNITY CHEST	883
BRONX	UNITED WAY OF NEW YORK CITY	851
BROOME	UNITED WAY OF BROOME COUNTY	856
CATTARAUGUS	UNITED WAY OF BUFFALO AND ERIE COUNTY	857
CAYUGA	UNITED WAY OF CENTRAL NEW YORK, INC.	859
CHAUTAUQUA	UNITED WAY OF NORTHERN CHAUTAUQUA COUNTY, INC.	885
CHEMUNG	UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC.	874
CHENANGO	UNITED WAY OF BROOME COUNTY	856
CLINTON	UNITED WAY OF CLINTON COUNTY	881
COLUMBIA	UNITED WAY OF COLUMBIA/GREENE COUNTY, INC.	886
CORTLAND	UNITED WAY OF CORTLAND COUNTY, INC.	860
DELAWARE	UNITED WAY OF GREATER ONEONTA	894
DUTCHESS	UNITED WAY OF DUTCHESS COUNTY, INC.	861
ERIE	UNITED WAY OF BUFFALO AND ERIE COUNTY	857
ESSEX	UNITED WAY OF CLINTON COUNTY	881
FRANKLIN	UNITED WAY OF ST. LAWRENCE	878
FULTON	UNITED WAY OF FULTON COUNTY	867
GENESSE	UNITED WAY OF GREATER ROCHESTER, INC.	869
GREENE	UNITED WAY OF COLUMBIA/GREENE COUNTY, INC.	886
HAMILTON	UNITED WAY OF ST. LAWRENCE	878
HERKIMER	UNITED WAY OF GREATER UTICA	872
JEFFERSON	UNITED WAY OF JEFFERSON COUNTY, INC.	864
KINGS	UNITED WAY OF NEW YORK CITY	851
LEWIS	UNITED WAY OF JEFFERSON COUNTY, INC.	895
LIVINGSTON	UNITED WAY OF GREATER ROCHESTER, INC.	896
MADISON	UNITED WAY OF GREATER UTICA	872
MONROE	UNITED WAY OF GREATER ROCHESTER, INC.	866
MONTGOMERY	UNITED WAY OF MONTGOMERY	870
NASSAU	UNITED WAY OF LONG ISLAND	865
NEW YORK	UNITED WAY OF NEW YORK CITY	851
NIAGARA	UNITED WAY OF BUFFALO AND ERIE COUNTY	857
ONEIDA	UNITED WAY OF GREATER UTICA	872

FEDERATED FUND CODE LISTING ALPHABETIC

ONONDAGA	UNITED WAY OF CENTRAL NEW YORK, INC.	859
ONTARIO	UNITED WAY OF GREATER ROCHESTER, INC.	888
ORANGE	UNITED WAY OF ORANGE COUNTY	882
ORLEANS	UNITED WAY OF GREATER ROCHESTER, INC.	889
OSWEGO	UNITED WAY OF CENTRAL NEW YORK, INC.	859
OTSEGO	UNITED WAY OF GREATER ONEONTA	894
PUTNAM	UNITED WAY OF WESTCHESTER	873
QUEENS	UNITED WAY OF NEW YORK CITY	851
RENSSELAER	UNITED WAY OF NORTHEASTERN NEW YORK	850
RICHMOND	UNITED WAY OF NEW YORK CITY	851
ROCKLAND	UNITED WAY OF ROCKLAND COUNTY, INC.	884
SARATOGA (SOUTHERN)	UNITED WAY OF NORTHEASTERN NEW YORK	850
SARATOGA (NORTHERN)	TRI COUNTY UNITED WAY, INC.	890
SCHENECTADY	UNITED WAY OF SCHENECTADY COUNTY	868
SCHOHARIE	UNITED WAY OF NORTHEASTERN NEW YORK	850
SCHUYLER	UNITED WAY OF TOMPKINS COUNTY	876
SENECA	UNITED WAY OF CENTRAL NEW YORK	887
STEUBEN	UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC.	877
ST. LAWRENCE	UNITED WAY OF ST. LAWRENCE	878
SUFFOLK	UNITED WAY OF LONG ISLAND	865
SULLIVAN	UNITED WAY OF SULLIVAN COUNTY	880
TIOGA	TIOGA COUNTY UNITED FUND, INC.	892
TOMPKINS	UNITED WAY OF TOMPKINS COUNTY	876
ULSTER	UNITED WAY OF SULLIVAN COUNTY	871
WARREN	TRI COUNTY UNITED WAY, INC.	890
WASHINGTON	TRI COUNTY UNITED WAY, INC.	890
WAYNE	UNITED WAY OF GREATER ROCHESTER, INC.	862
WESTCHESTER	UNITED WAY OF WESTCHESTER	873
WYOMING	UNITED WAY OF GREATER ROCHESTER, INC.	893
YATES	UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC.	877

AGENCY ON-LINE REPORTING PROCEDURES FOR FEDERATED FUND DEDUCTIONS

On-line reporting of Federated Fund transactions may be entered at any time that the main Payroll System is available during the designated time period.

1. To Access the Federated Fund Screen:

- a. Access the payroll system through security.
- b. The main menu will be displayed with your primary agency code. If this is the agency you will enter transactions for, press PF1. If you are authorized to access more than one agency and you want to enter transactions for a different agency, move the cursor to the first position of the Agency Code Field, key the agency code required and then press the PF1 key. The Federated Fund Screen will display with the agency code requested. That agency code will continue to be displayed in each Federated Fund transaction screen until you return to the main menu.

The Federated Fund Screen appears as:

FEDERATED FUND SCREEN

AGENCY CODE 10000

SOC SEC NO

FUND CODE

FUND AMT

2. To Enter a Transaction:

Using the Payroll Deduction Card for the Federated Fund Campaign, key the social security number, Federated Fund number and the biweekly deduction amount. Enter the amount in dollars and cents. Do not enter a decimal point.

e.g. \$1.00 is keyed as 100
\$2.50 is keyed as 250
\$.50 is keyed as 50

Press the ENTER key. The transaction will be edited.

The processed transaction will appear as:

FEDERATED FUND SCREEN

AGENCY CODE 10000

SOC SEC NO	FUND CODE	FUND AMT	LINE	NAME
A70010184	861	003.50	00105	John Doe

TRANSACTION ACCEPTED

The employee's line number and name display on the right side of the screen and the message TRANSACTION ACCEPTED - is on the lower left, if there are no errors. If there are edit errors the transaction will not be accepted. See Number 3 below.

Verify the name displayed with the enrollment card. The line number is the one the employee is in at the time you enter the transaction. If the employee's line number changes between the time the transaction has been entered and accepted and the pay period the deduction actually starts, OSC will automatically correct it. If the transaction has been accepted but is in error, see Number 4 for correction procedures. To enter another transaction, press the PF1 key and a new screen will be displayed with the agency code from the previous transaction. When all keying has been completed (or when you wish to change the agency code) press the PF13 key to return to the main menu.

3. Error Messages

When transactions are edited, they may reject for any of the reasons listed below. When the error message appears on the display screen, the cursor will be positioned at the field that is in error. Rekey the field and press ENTER.

SS NUMBER MISSING OR INVALID - the social security number is missing or not numeric (except for the first position).

NO MATCHING RECORD FOUND - No match was found for the social security number and agency code.

FEDERATED FUND CODE MISSING OR INVALID - the fund code is missing or not a valid code.

FEDERATED FUND AMT MISSING OR INVALID - the amount reported is greater than 999.99, is blank or not numeric.

4. **Corrections to Transactions**

Once a transaction is entered and accepted it may not be changed. You must key a new transaction to correct the old one. Transactions will be processed in the order in which they are entered.

If after reviewing an accepted transaction, you determine:

- a. The Federated Fund code and/or amount is incorrect. Key a new transaction with the correct Federated Fund code and/or amount.
- b. The social security number was incorrect and the transaction accepted for the wrong person. Key a new transaction with the incorrect social security number, the original Federated Fund code and amount of 000. Key a new transaction with the correct social security number, Federated Fund code and amount.

5. **Daily Federated Fund Transaction Listing**

Each morning OSC will transmit to your agency designated printer a dated listing of all accepted transactions keyed the previous day. Agencies without printers will receive a listing of all accepted transactions on a biweekly basis.

6. **Processing of Transactions**

Before the Federated Funds are processed, OSC will edit the transactions to insure that they have the current line number for each employee and the Payroll Master file will be updated. The last transaction entered for each person is the one which will be processed. You will receive a report of processed Federated Fund Transactions and a report of rejected transactions with your payroll register for the period.

7. **Retention of Authorization Cards**

Each agency will be responsible for retaining the employees' signed Federated Fund authorization cards.