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JUN 7 1993

COMPTROLLER'S MEMORANDUM 1993-10

TO: Heads of Departments

FROM: Robert P. Takushi, Comptroller

SUBJECT: Payroll System Revision for Statutory Dues

This memorandum is to apprise all employing departments of a revision that has been made to the State's payroll system with regard to the deduction of statutory dues (SD). The effect of the revision is confined to those relatively few employees who are included in two different collective bargaining units and therefore are subject to two separate SD deductions.

In the past, payroll system edits have prohibited the deduction of more than one SD amount from an employee in one payroll period. This edit prohibition was designed to ensure that erroneous multiple deductions were not inadvertently made in a single payroll period from an employee's pay. While the edit prohibition has served that purpose well, it has also complicated the few situations in which two SD deductions are authorized in a single payroll period.

Effective with the payroll period ending July 15, 1993, the payroll system will allow more than one SD deduction in a single payroll period if an employee is paid under different payroll numbers with different included BU (bargaining unit) codes. For example, an individual being paid as a part-time BU01 employee under payroll number M02 in the Department of Accounting and General Services and also being paid as a part-time BU03 employee under payroll number E5R in the Department of Education will be deducted the prescribed SD amounts for BU-01 and for BU-03 when paid under both payroll numbers in the same payroll period.

To initiate the correct SD deductions under this payroll system revision, staff responsible for preparation of payroll change schedules must write in the correct SD amount when an included BU code is entered on the payroll change schedule. Staff must, as always, make every effort to enter the correct BU code and the correct amount of the initial deduction.

Please forward this information to the offices in your department responsible for preparation of payroll change schedules. If your staff have any questions on this information, they may contact the assigned staff in our Central Payroll office according to the payroll-number involved in the question.

ROBERT P. TAKUSHI
Comptroller