

Sample Text for Salary Withholding Letters

This payroll office has been conducting a review of employees' payroll records. Your record indicates there were no days withheld for the Salary Withholding Program. Section 200.2-a of the State Finance Law (Chapter 947 of the Laws of 1990) provides for the withholding of one day of salary in each of the employee's first five payroll periods, commencing with initial appointment to a position covered under this program. Payment for the days withheld is made at the time of separation from service or at the time of appointment to a position not covered under the Salary Withholding Program, whichever is sooner.

After consulting with the Governor's Office of Employee Relations and notifying the employee unions, the Office of the State Comptroller has directed this office to comply with this law. Therefore, effective payroll period _____, check dated _____, you will be placed on the Salary Withholding Program. The amount of salary to be withheld will be calculated using the salary rate in effect at the time the withholding should have occurred.

The amount that will be withheld from each paycheck is \$ _____ for _____ payroll periods. The total amount to be withheld is \$ _____.

We regret any inconvenience this may cause. Any questions concerning this withholding should be directed to the agency payroll office at _____.