

# PAYROLL USERS GROUP NEWS

October 2021

Issue No. 15

## WELCOME

**From Brian Moulton**  
**Director of State Payroll Services**

Welcome to the October issue of the Payroll Users Group Newsletter.

I would like to start by thanking you again for all your hard work! It has been a very busy month of processing raises, performance advances, and longevity payments. We are currently processing the PEF salary increases and we recently announced payment dates for the new PEF Nurses' Uniform lump sum and Canine Handler payments. We are continuing to work on scheduling processing dates for the retroactive PEF LLS payments.

Year-End planning and testing are also well underway so please pay close attention to the Year-End bulletins and associated deadlines.

Thank you for all that you do!

Brian

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## WHAT'S NEW

### DIRECT DEPOSIT STUBS

OSC will continue to mail Direct Deposit stubs directly to all employees in an effort to reduce handling and employee interactions. Please encourage your employees to opt out of receiving paper advice statements and instead access their statements via NYSPO.

### EXTENDED PAYSERV HOURS

Please refer to the PayServ Bulletin Board for updates to PayServ access.

### UPCOMING DEADLINES

[2021-2022 Agency Submission Schedule](#)

**Note:** OSC Payroll will be accelerating the Confirm schedule on Wednesdays each week. This means Certification issues that warrant direct deposit disables will need to be fixed no later than 10:00 am instead of the typical 1:00pm on Wednesdays.

## BULLETIN BOARD MESSAGES

**10/07/2021 - TAX107 NYSPO Audit Report** - OSC Payroll has created a new report for agency audit use. The TAX107 report lists Federal W-4 tax withholding changes, made by NYSPO users via the NYSPO Self Service Portal. The TAX107 will be available on a weekly basis and will be available in Control D on Friday morning displaying changes made within the last 7 days. Agency Payroll Officers with questions regarding this new report should contact [PayrollSystemQuestions@osc.ny.gov](mailto:PayrollSystemQuestions@osc.ny.gov) or [TaxAndCompliance@osc.ny.gov](mailto:TaxAndCompliance@osc.ny.gov) for any tax related questions.

**10/07/2021 - COVID VACCINATION LEAVE** - Agencies are reminded that those with employees who have obtained a Covid vaccination during work hours between the dates 04/01/2021-09/30/2021, must submit the information required as requested in [Bulletin No. 1943](#) - Covid Vaccination Leave under the 2021 American Rescue Plan Act (ARPA), to OSC Tax and Compliance by 10/22/2021. Questions may be directed to the Tax and Compliance mailbox.

**10/06/2021 - CORRECTED W-2s** - OSC has issued Workers' Comp Corrected W-2s (Batches 2058 & 2059) - For Batch 2059, agencies must immediately begin to review Control-D report NTAX722 (Agency W2C report), identify employees due a FICA refund and obtain a completed and signed Form AC3206 (Prior Year Social Security and Medicare Tax Refund Certification) from each employee identified. **Agencies are reminded that if they do not see an NTAX722 report for their agency, then, for the identified batches, there were no corrected W-2s that impact dollar amounts issued for their employees.** Agencies must record receipt of the completed and signed AC3206 in PayServ no later than 11/13/2021. *Do not submit Form AC3206 to OSC.*

Batch 2058 is a deficiency batch, therefore, no AC3206 is required. Please refer to Bulletin 1493 New Repayment Rate for Deduction Code 502 NYS (SS/Medicare Deficiency) for Employees with a FICA Tax Deficiency for further information.

## EARNINGS

- **Contacting Your Earnings Auditor:**
  - While staff are telecommuting, office telephones have been transferred to the auditor's personal phone. Consequently, if the auditor is unavailable there is no information provided regarding a backup. Therefore, if agency payroll staff cannot reach their auditor via phone, they should either send an email to the auditor which will provide the backup information or send an email to the Payroll Earnings mailbox so that it can be forwarded appropriately.  
Thanks for your understanding.
- **Tracking COVID-19 Overtime Codes:**
  - OSC has created query *Q92\_COVID\_EARNINGS\_P1* in PS Query to help agencies track overtime related to the COVID-19 health crisis.
- **Manually Ending Additional Pay Earnings:**

- When Additional Pay earnings must be ended, agencies should end the applicable Additional Pays by inserting a new Additional Pay row for each Additional Pay requiring an end date. The Effective and End Date on these newly inserted Additional Pay rows must be the last day the employee is eligible to receive the Additional Pay.
  - For example, if an employee currently receiving LOC becomes 60%/part-time on 3/29/2021, a LOC row must be entered with an Effective and End Date of 3/28/2021.
- Note:** When ending Additional Pays because of job changes, the rows to end Additional Pay should be entered within the same pay period as the Job change but prior to the Job transactions being entered.
- **Processing Payments for Activities Related to the Emergency Rental Assistance Program (ERAP):**
  - The Office of Temporary and Disability Assistance (OTDA) has implemented a program to provide rental assistance to many New Yorkers. As a result, the Bureau of State Payroll Services has developed new earnings codes and instructions for processing payments to employees who are performing tasks related to ERAP activities both during their regular workday and on an overtime basis.
  - Please refer to [Payroll Bulletin No. 1930](#) for more information.
- **Calculation of Retroactive Adjustments:**
  - Please be aware that retroactive adjustments are automatically calculated by the New York State Payroll System (PayServ).
  - The Bureau of State Payroll Services does not have the resources to manually calculate retroactive adjustments for individual employees.
    - Therefore, if an employee contacts their agency payroll office to inquire about the value of a retroactive adjustment, they should **not** be referred to OSC.
    - Employees who are referred to OSC are spending time completing and submitting Personal Privacy Protection Law Release forms (PPPLR) and not receiving any information, resulting in frustrated employees.
  - Two new locked queries have been developed to assist agencies in determining how a retroactive adjustment was calculated; please refer to [Payroll Bulletin No. 1942](#) for additional information. Thank you for your assistance with this issue.

## DEDUCTIONS

- **Direct Deposit / AC230 Team / General Deductions:**
  - Certified letters for uncashed 2020 payroll checks over the amount of \$999.99 were mailed this week. The first round of reissued checks, issued in response to an uncashed check letter, will be sent on Friday, October 29, 2021.
  - As mentioned during the Fall Conference, there has been a recent increase of fraudulent direct deposit forms submitted to agency payroll offices by fax, employee's personal e-mail, and hacked work e-mail accounts.
    - Upon receipt of a direct deposit request, agencies should verify the employee's name, work phone number, and NYS Employee ID are present on the direct deposit form.
    - Agencies should contact the employee by telephone to verify they submitted the request before entering the transaction in PayServ.

- These measures will help ensure the employee's earnings are not deposited into a fraudulent account.
- For steps to avoid Direct Deposit fraud see [Payroll Bulletin No. 1842](#).
- **Retirement and Savings Plans:**
  - Keep an eye out for various year end bulletins relating to retirement plan limits, Deferred Compensation limits, and two year look back updates.
  - Please revisit the teams 2021 Fall Conference presentation, "Welcome to Navigating Retirement and Savings Plans in PayServ 9.2" for up-to-date information regarding all this Retirement and Savings. All presentations should be up and posted with the next few weeks.
    - [2021 Virtual Fall Conference](#)

## TAX & COMPLIANCE

- **Workers' Compensation Team:**
  - Collection of FICA Deficiencies for the 2020 Workers' Compensation Clean Up completed in September will begin with the 11/10/21 (Administration) and 11/18/21 (Institution) paychecks.
  - Agencies are reminded to use new Workers' Comp Correct History code WCR when submitting Job Action Requests for corrections to an employee's WC leave.
    - See [Payroll Bulletin No. 1945](#) - Process Changes for Workers' Compensation Leave in PayServ for more information.
- **Audit and Compliance Team:**
  - The Prepaid Legal benefit for CUNY & Courts Institution and Administration paychecks will be reflected in the 11/04/2021 and 11/10/2021 paychecks, respectively.
    - Payroll Bulletin Nos. [CU-720 \(CUNY\)](#) and [UCS-301 \(Courts\)](#) provide further details related to this employee benefit.
  - Agencies who have not met the OSC deadline for submitting their employee vaccination information as required by [Payroll Bulletin No. 1943](#) must submit this data immediately using the template provided.
  - [Payroll Bulletin No. 1946](#) - Verification of Agency Return Address on Employee W-2 for Tax Year 2021 was published on 09/30/2021.
  - The following year end bulletins will be published in the next few weeks:
    - Year- End Procedure for Taxable Employee Expense Reimbursements
    - Certification, Licensure, and Exam Fee Reimbursement (CLEFR) for 2021 Administered by the Governor's Office of Employee Relations (GOER), Public Employees Federation (PEF), and Civil Service Employees Association (CSEA)
    - Educational Assistance Benefits for 2021
    - Verification of Employees Social Security Number (SSN) and Name to Be Reported on the Employee Form W-2 Wage and Tax Statement for Tax Year 2021
    - New York State Payroll Online (NYSPO) Electronic Delivery of 2021 Form W-2 Statement

## RECENTLY ISSUED PAYROLL BULLETINS

### State Agencies

[1947](#) - April 2019, April 2020, and April 2021 Public Employees Federation (PEF) Retroactive Salary Increases

- [1948](#) - October 2021 Increase to the 25 Year Longevity Step for Arbitration Eligible (BU01) and Non- Arbitration Eligible (BU21) Employees in the Security Services Unit (SSU) Represented by the NYS Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)
- [1949](#) - Pilot Program Establishing a Temporary Overtime Rate for Employees in Certain Titles Represented by the Public Employees Federation (PEF) or the Civil Service Employees Association (CSEA) Working at the Office of Children and Family Services (OCFS)
- [1950](#) - Maximum Salary Limit for Tier 6 Members of the Following Retirement Systems:
- New York City Teachers Retirement System (NYCTRS),
  - New York City Board of Education Retirement System (NYCBERS),
  - New York City Employee Retirement System (NYCERS),
  - New York State Police and Fire Retirement System (PFRS),
  - New York State Teachers Retirement System (NYSTRS),
  - New York State Employees Retirement System (ERS)
- [1951](#) - 2021 CSEA and PEF Over40 Comp Time II Cash Out
- [1952](#) - Uniform Maintenance Allowance for Employees in Nursing Titles Represented by the Public Employees Federation (PEF)
- [1953](#) - Verification of Employees Social Security Number (SSN) and Name to Be Reported on the Employee Form W-2 Wage and Tax Statement for Tax Year 2021
- [1954](#) - 2021 Clothing Allowance for Certain Agency Police Service Unit (APSU) Employees Represented by the Police Benevolent Association of New York State, Inc. (PBANYS)
- [1955](#) - 2021 Uniform Cleaning and Maintenance Allowance for Employees Designated Management or Confidential (M/C)

## CUNY

- [CU-720](#) - Prepaid Legal Service Benefit for CUNY Employees
- [CU-721](#) - 2021 Professional Staff Congress (PSC) 2% General Salary Increase
- [CU-722](#) - CUNY 2021 1.5% Salary Increase and Increase to the Theatre Tech Tape Payment for International Alliance of Theatrical Stage Employees (IATSE)

## Housing and Community Renewal

- [DH-117](#) - 2021 RRSU Over 40 Comp Time II Cash Out

## SUNY

- [SU-314](#) - Pilot Program Establishing Temporary Overtime Rates for Employees in Certain Titles Represented by the Public Employees Federation (PEF) or the Civil Service Employees Association (CSEA) Working at a State University of New York (SUNY) University Hospital
- [SU-315](#) - October 2021 Stipend Increase for GNSU Employees Represented by the Communications Workers of America/Graduate Student Employees Union (CWA/GSEU)
- [SU-316](#) - SUNY Discretionary Lump Sum Payments (DLP and DLS) for Fall 2021 and Spring 2022

## Unified Court System

- [UCS-301](#) - Prepaid Legal Service Benefit for Unified Court System (UCS) Employees

If you would like to be added to the bulletin distribution list, please email: [payroll@osc.ny.gov](mailto:payroll@osc.ny.gov).

## CONTACT US

If you are unable to connect to PayServ, please email the OSC Network Team at:

[OSC\\_NetworkServices@osc.ny.gov](mailto:OSC_NetworkServices@osc.ny.gov)

General Inquiries:

[Payroll@osc.ny.gov](mailto:Payroll@osc.ny.gov)

Deduction/Garnishments:

[PayrollDeduction@osc.ny.gov](mailto:PayrollDeduction@osc.ny.gov)

Earnings:

[PayrollEarnings@osc.ny.gov](mailto:PayrollEarnings@osc.ny.gov)

Tax and Compliance:

[TaxandCompliance@osc.ny.gov](mailto:TaxandCompliance@osc.ny.gov)

System Questions:

[PayrollSystemQuestions@osc.ny.gov](mailto:PayrollSystemQuestions@osc.ny.gov)

Position Management:

[PositionManagement@osc.ny.gov](mailto:PositionManagement@osc.ny.gov)

Please visit the PayServ Bulletin Board for additional contact information.

## MAINTAIN CONTACT INFORMATION

Now more than ever accurate contact information is crucial. To ensure you receive up to date information, please review and update your agency's contact information in InterTrac/MACROS.

[Modify InterTrac/MACROS](#)

## CANCELLATIONS

- Beginner PayServ Training Classes
- Query Sub-Committee Meetings

## NEXT ISSUE

Please send your questions and suggestions of what you would like to see in our next issue to Jennifer Corbett at:

[MJCorbett@osc.ny.gov](mailto:MJCorbett@osc.ny.gov).