

PAYROLL USERS GROUP NEWS

April/May/June 2022

Issue No. 20

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WELCOME

From Wil Tomlin
Director of State Payroll Services

Welcome to the April/May/June edition of the PUG Newsletter.

Thank you to everyone for their help with fiscal year end and April processing. A recap of the issued bulletins can be found below. State Payroll Services continues to prepare and work on programming to process payments for newly settled contracts and remaining bargaining units' retroactive and on time increases. Bulletin Board messages will be posted, and a new protocol has been instituted to mass email announcements about the payment dates. As always, accompanying Payroll Bulletins will be issued as soon as possible.

Included in this issue please notice the staffing updates to our bureau. I am pleased to welcome our new staff and congratulate others on well- deserved promotions. Please take the time to review these to ensure that you are up to date on your contacts.

As always, thank you for all your efforts!
Wil

IN THIS ISSUE:

- What's New
- Section Updates
- Payroll Bulletins
- Cancellations
- Contacts



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.

If agencies have any questions regarding paper pay checks, these should be directed to the Division of Treasury.

EXTENDED PAYSERV HOURS

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

PAYROLL SERVICES DIRECTORY

OSC publishes a Payroll Services Directory on the PayServ Bulletin Board that explains the functions of each unit within the Bureau of State Payroll Services and provides contact information for each unit. Agencies should consult this Directory to determine where questions should be directed before reaching out to OSC for assistance. Thank you for your cooperation.

UPCOMING DEADLINES

2022-2023 Agency Submission Schedule

Note: OSC State Payroll Services has accelerated 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.

Payroll Calendars

The [April 2022 – April 2023 Payroll Calendars](#) are available on the OSC website.

BULLETIN BOARD MESSAGES

07/06/2022 - Geographic Pay Differentials:

The Division of the Budget has provided the Office of the State Comptroller, Bureau of State Payroll Services with approval for several new or increased Geographic Pay Differentials. While these transactions have been approved by Civil Service and appear on the Special Salary Treatment Search Engine, agencies must enter the corresponding transactions for eligible employees in the NYS Payroll System to effectuate the payment.

06/14/2022 - Early Cutoff/Change:

The following pay period will be processed on an accelerated schedule due to Fourth of July holiday.

Institution Pay Period 6 Lag/7 Current

The **Automated Interface** cutoff is scheduled for **Monday, June 27, 2022**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, June 28, 2022**.

The **Time Entry** cutoff is scheduled for **Tuesday, June 28, 2022**.

Please refer to Payroll Bulletin #2000 [Schedule for Agency Payroll Submission and Availability of Reports and Files](#), issued February 11, 2022 (updated 3/24/2022), for more information on this and future accelerated schedules.

Removal Date: 07/11/2022

06/07/2022 - Corrected W-2s - OSC has issued Corrected W-2s (Batches 2115-2126). These W-2cs are for 2018-2021 and relate to NRA, AC230's, IRS Notices, Deficiencies, State and Local Adjustments and Workers' Compensation. Agencies must immediately begin to review Control-D report NTAX722 (Agency W-2c 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. Please note that Batch #2115 and 2126 for AC230's are not due a refund and do not require a Form AC3206. **Agencies are reminded that if they do not see a 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 July 21, 2022. *Please do not submit Form AC3206 to OSC.*

Removal Date: 07/28/2022

05/17/2022 - Corrected W-2s - OSC has issued Corrected W-2s (Batches 2110-2114). These W-2cs are for 2020-2021 and relate to NRA, AC230's, and SS-MED Refunds. Agencies must immediately begin to review Control-D report NTAX722 (Agency W-2c 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. Please note that Batch #2112 and 2113 for AC230's are not do a refund and do not require a Form AC3206. **Agencies are reminded that if they do not see a 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 July 1, 2022. Please do not submit Form AC3206 to OSC.
Removal Date: 07/12/2022

05/17/2022 - Newly negotiated contract payments - State Payroll Services has scheduled processing payments for the following bargaining units. Payroll Bulletins containing payment and processing details will be released as soon as possible.

Bargaining Unit	Check Dates
DC37 Rent Regulation Services Unit (RRSU), BU67- Retroactive and general salary increases	06/22/2022 (Administration)
PBANYS Agency Police Services Unit (APSU), BU31- Retroactive and general salary increases and additional pays	07/20/2022 (Administration)

Removal Date: 07/22/2022

04/20/2022 - Salary Schedules Pending Implementation - The Governor's Office of Employee Relations (GOER) has posted on their website the recently negotiated 2019-2023 salary schedules for PBANYS Agency Police Services Unit (APSU - BU31) and the 2021-2023 salary schedules for DC-37 Rent Regulation Services Unit (RRSU - BU67). These schedules have not been implemented in the NYS Payroll System. Therefore, agencies must continue to use the APSU 04/01/2018 salary schedule and the RRSU 04/01/2020 salary schedule when submitting transactions. Once an implementation plan is determined for these retroactive agreements, check dates will be posted on the bulletin board and payroll bulletins providing processing information will be issued.

Removal Date: TBD

03/25/2022 - Public Service Loan Forgiveness (PSLF) and Temporary Expanded PSLF (TEPSLF) - Employees interested in participating in either the PSLF or TEPSLF must complete and submit to the U.S. Department of Education an application form per the program instructions. This form includes a section for Employer Information and requires an Employer Certification. The Employer Information Section can be completed by either the employee or the employer and includes a field for the Federal Employer Identification Number (FEIN). The Employer Certification must be completed by the employee's actual agency of record and not the Office of the State Comptroller, Bureau of State Payroll Services. Therefore, in an effort to assist employees with expediting this application, agencies should consider providing employees with guidance on their website. Additional information can be found in the Payroll Users Group Newsletter - February/March 2022.

Removal Date: TBD

01/04/2022 - Agency Submission Deadlines - Agencies must follow the submission deadlines for all transactions entered via Additional Pay, Job Request and Time Entry as outlined in Payroll Bulletin No. 1895 and on the PayServ Bulletin Board. Critical late transactions can only be entered after receiving approval from your OSC auditor. A late transaction entered without prior approval may result in incorrect payments to the employee or may be deleted without notification to the agency. Please contact your OSC auditor with questions.

Removal Date: TBD

EARNINGS

- Please join us in congratulating Marci Blaauboer, Crystal Borelli, Ryan Holmes, Kavitha Pradeep, and Summer Ahl on their promotions within the Earnings Section. Marci and Crystal were both promoted to Payroll Analyst 2 positions; Ryan completed his traineeship and was advanced to a Payroll Analyst 1 position, Kavitha was promoted to a Payroll Analyst Trainee 2 position, and Summer was promoted to a Payroll Specialist 2 position. In addition, please welcome Matthew Pollock who was appointed to a Payroll Specialist 2 position. Congratulations!
- **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 an employee is no longer eligible to receive an Additional Pay earnings, the agency must insert a row on the Additional Pay page at the Effective Date level for the affected Additional Pay earnings code. The Effective Date and End Date on the inserted row must be the last day the employee is eligible to receive the Additional Pay earnings.
 - For example, if an employee currently receiving Earnings Code LOC becomes 60%/part-time on 3/29/2021 and as a result is no longer eligible to receive these earnings, a row must be inserted on the Additional Pay page at the Effective Date level of Earnings Code LOC with an Effective Date and End Date of 3/28/2021 in order to correctly end the Additional Pay earnings.

Note: When end dating an Additional Pay record as the result of a change to the employee's job record, the row inserted on the Additional Pay page must be entered in the same pay period as the transaction on the Job Data page but prior to entering the Job Data transaction.
- **Submitting New Hire Transactions:**
 - OSC has been receiving reports of agencies unable to hire an employee if the first attempt to hire the employee is rejected, especially for agencies using AI. OSC has identified why this is happening and is working on a fix for this issue. OSC has noted that some of the initial rejections occur because a required field was missing on the AI file. Agencies should review their transactions to ensure all required information is provided for the hire to help prevent their transactions from rejecting.
 - OSC created Job Aids to help agencies with changing processes in PayServ 9.2, including Hiring a New Employee. The direct link to the Hire a Person Job Aid is <https://www.osc.state.ny.us/files/state-agencies/payroll/2021/pdf/Hire-a-Person.pdf>. This document may be useful in identifying the required fields.
- **Assigning Pay Groups:**
 - In Payserv 9.2 there was a change to the process that assigns pay groups to employee records.

Note: Pay groups are used by OSC to calculate paychecks and are not updated by the agency. Whenever possible, OSC attempts to keep an employee in the same pay group. In order to accomplish this, sometimes

it is necessary for OSC to insert a DTA/CPG row on Employees' Job Data records to override pay groups automatically assigned by Payserv. A program has been developed to insert these DTA/CPG rows. When submitting Job Transactions, agencies must take into account any DTA/CPG rows appearing in the employees' Job Data record and update applicable information, such as salaries or percent changes on these rows if necessary.

○ **Transactions Entered after Cutoff:**

- The Bureau of State Payroll Services has noticed a substantial number of Additional Pay, Job Request and Time Entry transactions being entered after the established agency submission deadlines each pay period.
 - As a reminder, a bulletin is issued annually containing the Schedule for Agency Payroll Submission which outlines each pay period's submission deadlines. The Fiscal Year 2022-2023 Submission Schedule is located in State Agencies Bulletin No. 2000 | Office of the New York State Comptroller.
 - Any updates to the submission schedule will be posted accordingly to the PayServ Bulletin Board.
- It is imperative any urgent late transactions to be entered after the established deadlines receive OSC auditor approval prior to submission.
 - Late transactions entered without approval from an OSC Auditor risk a possible overpayment or underpayment if the auditor is unaware and unable to review the transaction accordingly.
 - Late transactions without prior approval are subject to deletion without notification to the agency.

○ **Implementation Plan Required Before Processing New Payments:**

- When a new payment is approved, including, but not limited to, a 130.4 Impracticable to Recruit, Title Structure Reallocation, new or changing salary differential amount, or new overtime rate, OSC and the agency must discuss and agree upon an implementation plan before an agency can process any updates to the PayServ records of affected employees.
- Processing schedules, available resources, applicable programming development, updates to position information, and outstanding questions regarding the payment are some things to consider when developing an implementation plan. Once the implementation plan is in place, OSC will communicate next steps to the agencies including payment dates.

○ **Public Service Loan Forgiveness (PSLF) and Temporary Expanded PSLF (TEPSLF):**

Employees interested in participating in either the PSLF or TEPSLF must complete and submit to the U.S. Department of Education an application form per the program instructions. This form includes a section for Employer Information and requires an Employer Certification. The Employer Information Section can be completed by either the employee or the employer and includes a field for the Federal Employer Identification Number (FEIN). Following are the FEIN's used by the Office of the State Comptroller.

13-3893536 City University of New York

14-6013200 All remaining agencies paid through the NYS Payroll System

The Employer Certification must be completed by the employee's actual agency of record and not the Office of the State Comptroller, Bureau of State Payroll Services. Therefore, in an effort to assist employees with expediting this certification, agencies should consider posting the following information for their employees.

Public Service Loan Forgiveness (PSLF) and Temporary Expanded PSLF (TEPSLF)

Employees interested in participating in either the PSLF or TEPSLF must complete and submit to the U.S. Department of Education an application form per the program instructions. Section 3 includes a field for your agency's Federal Employer Identification Number (FEIN). This can be found in Box 13 b – Employer identification number (EIN) on your W-2 Wage and Tax Statement. Section 4 must be completed by the requestor's actual agency of record. If employed by [*your agency name*], please send your application to:

- **Payments Made Pursuant to Settlement Agreements, Arbitration Awards or Court Orders**
 - If an employee is owed back or front pay due to a settlement agreement, arbitration award or court order, OSC must review and approve the payment prior to the agency entering transactions into PayServ. OSC will question any transaction submitted without approval that appears to provide an employee back pay or front pay relating to one of these documents and may delete the transaction or ask the agency to return the employee to their prior status. OSC will also advise the agency to review Payroll Bulletin 1217 - New Requirements and Procedures for Processing Salary Payments Pursuant to Court Orders, Awards and Settlement Agreements which provides the full procedure for submitting these payments. Once the required documentation is received in the Payroll Salary Awards mailbox, OSC will work with the agency during the review and payment process.
 - If the employee has returned to work after a settlement or award has been signed, the agency may restore the employee to the payroll for the current pay period or the date the employee truly returned to work and began performing services for the agency, whichever is sooner, while the back pay is under review. If the return-to-work date is retroactive, the agency must enter a comment explaining the reason for the retroactive transaction.

DEDUCTIONS

- Please join us in congratulating both Stephanie Simmons and Jared Waldron on their promotions to Payroll Analyst 2 positions within the Deductions and Tax Administration section. Congratulations!
- **Direct Deposit / AC230 Team / General Deductions:**
 - Shelby Miller has been promoted to Payroll Specialist 2 on the AC230 Team. Congratulations Shelby!
 - Per payroll bulletin [2023](#), OSC Payroll will configure the Direct Deposit Panel to be read only while accounting reconciliation reports are being generated. This will prohibit Agency Payroll Officers, as well as NYSP0 users, from updating their direct deposit record or updating the suppress DD Advice Print (Opt In/Out) option for printed direct deposit advices. This configuration change will happen each week on Thursday mornings.
 - There has been a recent increase in cases of direct deposit fraud and direct deposit entry errors. Please refer to Payroll Bulletin 1971 and be sure to follow the appropriate steps when making direct deposit entries to avoid both errors and fraud occurrences. These steps include verifying the validity of direct deposit forms with employees, verifying all required information is present on the direct deposit forms and running the locked direct deposit audit queries each pay cycle.
 - Per Payroll Bulletin [1970](#), any 2020 pay checks that remained uncashed as of April 25, 2022 have had stop payments processed and the funds have been escheated and sent to the Office of Unclaimed Funds (OUF).
- **Retirement and Savings Plans:**
 - We'd like to welcome our new Payroll Analyst Trainee, Barbara Czolowski to the team. Welcome to Payroll!
 - Per the March newsletter, the New York State and Local Retirement System (NYSLRS) has updated all applicable Tier 6 two-year lookback rates. Questions regarding changes in retirement contribution rates may be directed to NYSLRS.
 - The New York State Teachers Retirement System (NYSTRS) is expected to make their Tier 6 two-year lookback rate changes available to agencies to take effect in the July 2022 paychecks. If agencies have questions, please direct them to their designated NYSTRS auditor.
- **Garnishments:**

- On April 4, 2022 the U.S. Department of Education announced an extension of the pause on student loan repayment, interest, and collections through August 31, 2022. The team will continue to monitor the situation for any future announcements should they be made.

TAX & COMPLIANCE

- **Audit and Compliance Team:**
 - **Tax Update:** A tax update was recently migrated that modified the Tax Data Page. The most noticeable change is that form type is now a dropdown. This update also provides additional fields and security for lock in letters. Payroll bulletin #2031 describes these changes.
 - **Workers Compensation Team:**
 - The Workers' Compensation team is happy to announce a new addition to the team - Christine Lombard from the Payroll Earnings section joined our team in April. She may have already contacted you with WC leave questions!
 - **Clean Up:** The Workers' Compensation team completed the following WC tax clean ups in May and June:
 - 2021 Prior Year Clean Up – early May 2022
 - 2022 Current year Clean Up – late May 2022
 - 2019 Prior Year Clean Up – early June 2022
 - 2020 Prior Year Clean Up – late June 2022
- Details about FICA refund and deficiency batches related to these clean ups will be posted to the PayServ Bulletin board.

RECENTLY ISSUED PAYROLL BULLETINS

State Agencies

2018	April 2022 Longevity Payment for Long-Term Seasonal Employees
2019	April 2022 Public Employees Federation (PEF) Salary Increase
2020	April 2022 2% Salary Increases 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)
2021	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 Addiction Treatment Centers (Department ID 53500)
2022	Paycheck Distribution for the April 13, 2022, Administration Cycle Paychecks
2023	PayServ Request Direct Deposit Panel and New York State Payroll Online (NYSPO) Availability while Accounting Reconciliation Reports are being generated
2024	Maximum Salary Limit for Tier 5 Members of the New York State Police and Fire Retirement System (PFRS) and the New York State Employee's Retirement System (ERS) for Fiscal Year 2022

2025	2020 and 2021 Retroactive Special Assignment to Duty Pay for Calendar Years 2019 and 2020 for PEF employees
2026	New Deduction Priority for 403(b) and Deferred Compensation Deductions
2027	April 2022 MC Longevity Lump Sum
2028	April 2022 MC Performance Advance
2029	2029 New Overtime Codes for MC Employees at DOCCS
2030	PayServ Chartfield String June Lapsing
2031	Changes to the Federal Tax Data Page, Including New Lock-In Letter Fields
2032	School Year 2022-2023 Tier 6 Pensionable Overtime (OT) Earnings Limit for Employees Enrolled in New York State Teachers' Retirement System (Plan Type 86-TRS)
2033	Procedures for Processing 2022 Summer Session Payments for Institution Teachers
2034	April 2019, April 2020 April 2021, and April 2022 Agency Police Services Unit (APSU) Retroactive 2% Salary Increases
2035	New 15 Year Seniority Pay for Eligible Members of the Agency Police Services Unit (APSU – BU31)
2036	April 2022 Retroactive Increase to Agency Police Services Unit (APSU) Expanded Duty Pay
2037	April 2020, 2021, and 2022 Retroactive Increases to Location Pay and Supplemental Location Pay for Eligible Members of the Agency Police Services Unit (APSU)
2038	Agency Police Services Unit (APSU) Retroactive Increases to Command Payment, Premium Overtime, and Administration Maintenance Pay
2039	Systematically Calculated Overtime and Pre-Shift Briefing Adjustments for Members of the Agency Police Services Unit (APSU – BU31)

CUNY

CU-738	New Deduction Code for International Union of Operating Engineers (IUOE), Local 30 Political Action Fund
CU-739	CUNY June Uniform Allowance
CU-740	IUPAT, Local 1969 Dues Increase
CU-741	CUNY Fiscal Year End Rollover
CU-742	City University of New York (CUNY) Health Benefits Buy-Out Waiver Program for Payment Cycle of 01/01/2022 – 06/30/2022
CU-743	July 2022 City University of New York (CUNY) Increments

[CU-744](#) 2022 City University of New York (CUNY) Research Foundation Grant Payments for Summer Research

SUNY

[SU-327](#) SUNY Fiscal Year End Rollover

[SU-328](#) 2022 SUNY Summer Sessions Payments

State Police

[SP-225](#) Police Benevolent Association (PBA) of the New York State Troopers, Inc. Dues Increase

[SP-226](#) April 1, 2022 2% Salary Increase for State Police Employees Represented by the New York State Police Investigators Association (NYSPIA)

[SP-227](#) April 1, 2022 2% Salary Increase for State Police Employees Represented by the Police Benevolent Association (PBA)

[SP-228](#) April 2022 Implementation of Location Pay for certain counties and Increases to Supplemental Location Pay and Expanded Duty Pay for the State Police Employees Represented by the Police Benevolent Association (PBA)

[SP-229](#) April 2022 Implementation of Location Pay for certain counties and Increases to Supplemental Location Pay, Expanded Duty Pay and Maintenance Allowance for State Police Employees Represented by the New York State Police Investigators Association (NYSPIA)

[SP-230](#) Bulletin NYSPIA Dues Increase

[SP-231](#) 2022 State Police Education Payment

Housing

[DH-120](#) April 2021 and April 2022 District Council 37 (DC 37) Retroactive 2% Salary Increases

DOT

[DOT-40](#) 2022 Call-Out Response Payment for Fiscal Year 2021-2022

Courts

[UCS-308](#) UCS June 2022 Uniform Allowance Bulletin

Other

[Other-63](#) April 2022 SCF MC LLS

[Other-64](#) April 2022 SCF MC Performance Advance

If you would like to be added to the bulletin distribution list, please email: 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

General Inquiries:

Payroll@osc.ny.gov

Deduction/Garnishments:

PayrollDeduction@osc.ny.gov

Earnings:

PayrollEarnings@osc.ny.gov

Tax and Compliance:

TaxandCompliance@osc.ny.gov

System Questions:

PayrollSystemQuestions@osc.ny.gov

Position Management:

PositionManagement@osc.ny.gov

Query Help:

queryhelp@osc.ny.gov

For additional assistance, please consult the Payroll Services Directory on the PayServ Bulletin Board for contact information by section.

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](#)

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.