

PAYROLL USERS GROUP NEWS

Issue No. 27

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WELCOME

From Wil Tomlin
Director of State Payroll Services

Welcome to the PUG Newsletter. As we roll into April our processing and fiscal year end teams have been busy preparing. You should be receiving alerts regarding new Payroll Bulletin guidance on these initiatives when they are issued (if you aren't and would like to please see "Maintain Contact Information" at the end of this document) and can always find them on the OSC website.

You no doubt have heard that we are in the midst of the NYS Budget process. To date one extender bill has been passed ensuring payment of the Institution payroll for paychecks dated Thursday, April 4. For more information regarding possible disruption of paycheck issuance in the event that there is not a budget or extender, OSC has provided information in [Payroll Bulletin 2227 - Paycheck Distribution and Release of Direct Deposit Funds in Preparation of Enactment of the 2024-25 New York State \(NYS\) Budget](#). The bulletin includes details regarding potentially affected employee paychecks, and direct deposits should a delay in the process occur, and a schedule containing the deadlines for passage of the budget or extender for the next several paychecks. Additionally, please be aware that some financial institutions have been releasing direct deposit funds one or two business days prior to the official NYS payday found at [Payroll Calendars | Office of the New York State Comptroller \(ny.gov\)](#). This early release of funds may be impacted by the timing of OSC's transmission of the electronic direct deposit file to the bank depending on when the budget or extender is approved. Employees should be made aware that a delay in these early deposits does not mean that the checks are late.

Lastly, we are gearing up for holding live Payroll Users Group meetings and have prepared a very short survey to get user input. Please see details below.

Thank you for all your efforts,
Happy spring!
Wil

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WHAT'S NEW

****PAYROLL USERS GROUP SURVEY:**

([PUG Newsletter Survey \(surveymonkey.com\)](#)) (Please complete the survey no later than Friday April 19, 2024.)

NEW DIRECT DEPOSIT GUIDANCE, DIRECT DEPOSIT FORM AC 2772, AND AGENCY ACTIONS

As a result of Chapter 442 of the Laws of 2022, State Payroll Services released a new Direct Deposit form, AC 2772, along with additional guidance to comply with the law. Please refer to Payroll Bulletin 2086 for specific instructions.

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.

Please note: OSC has made the conversion to Teams calling. As a result, individual staff phone numbers have changed. Please refer to the Agency Auditor Listing for your auditor's new number. Updates will be made to the Payroll Services Directory. The prior VOIP phones are no longer in use.

UPCOMING DEADLINES

2024-2025 Agency Submission Schedule

Note: OSC State Payroll Services Confirm the Payroll Wednesdays each week. This means Certification issues that warrant direct deposit disables need to be fixed no later than 10:00 am on Wednesdays. If you are having an issue, please contact a Payroll Earnings supervisor.

Payroll Calendars

The [April 2024 – April 2025 Payroll Calendars](#) are available on the OSC website.

GENERAL INFORMATION

In order to protect employee's personal information, Social Security numbers must **NEVER** be included in emails. If a Social Security number is included in a screen shot, agencies must redact/blackout the number before sending.

BULLETIN BOARD MESSAGES

PayServ Hours - PayServ is available:

Monday - Friday from 7:00am until 6:00pm

Saturday from 7:00am until 4:00pm

03/25/2024 - Corrected W-2s - OSC has issued Corrected W-2s (Batches 2281-2286). These W-2cs are for the years 2021-2023 and relate to AC230s. Form AC3206 (Prior Year Social Security and Medicare Tax Refund Certification) is not required for any of these corrected W-2s. **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.**

Removal Date: 04/26/2024

03/15/2024 - Corrected W-2s - OSC has issued Workers' Compensation Corrected W-2s (Batches 2268 & 2269) - For Batch 2269, 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. *These batches are for the 2020 tax year. Agencies must record receipt of the completed and signed Form AC3206 in PayServ no later than 3/29/2024 due to the pending Statute of Limitations. Please do not submit Form AC3206 to OSC.*** Batch 2268 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.

Removal Date: 04/30/2024

03/15/2024 - Corrected W-2s - OSC has issued Corrected W-2s (batches 2271-2272). These W-2cs are for 2020 and relate to Credit Letters. 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. **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. *These batches are for the 2020 tax year. Due to the pending Statute of Limitations, agencies must record receipt of the completed and signed Form AC3206 in PayServ no later than March 29, 2024. Please do not submit Form AC3206 to OSC.***

Removal Date: 04/15/2024

03/15/2024 - Corrected W-2s - OSC has issued Corrected W-2s (batches 2273-2280). These W-2cs are for 2023 and relate to NRAs, F/T Students, Noncash, General Miscellaneous, Workers Comp, Prior Year AC230 Reversals, and State & Local Adjustments. 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. **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 Form AC3206 in PayServ no later than April 30, 2024. ***Please do not submit Form AC3206 to OSC.*** Please use the most recent version of the AC3206 form found on the OSC website. ***Please do not submit Form AC3206 to OSC.***

Removal Date: 05/07/2024

03/12/2024 - 2024-25 NYSLRS Tier 6 Two Year Look Back for Members of ERS and PFRS:

Effective in April 2024, tier 6 rate changes for State employees will be updated in PayServ by NYSLRS via electronic file.

Information pertaining to what the two year look back is and how the new contribution rates are recalculated can be

found here: [Member Contributions | Office of the New York State Comptroller \(ny.gov\)](#)

State Agencies may receive letters from NYSLRS Retirement Online that appear to request they manually update Tier 6 ERS and Police and Fire members' contribution rates for the 2024-25 plan year. These instructions are intended for Local Government Payroll Officers only. State Payroll Officers should not manually update the contribution rates. Questions regarding rate changes should be directed to NYSLRS: Contact NYSLRS | Office of the New York State Comptroller [Contact NYSLRS | Office of the New York State Comptroller](#)

Removal Date: 04/30/2024

01/02/2024 - Increased Hiring Rates - When submitting job requests that include an increased hiring rate, agencies must use the appropriate Reason Code to indicate if the salary is derived from an Impracticable to Recruit (Reason Code 130), Advanced Qualifications above the Minimum (Reason Code 131) or both (Reason Code IHR). Please refer to [Payroll Bulletin No. 880 New Increased Hiring Rates](#) and [Fall Conference 2023 Presentation \(PDF\) Increased Hiring Rates - Basic Procedures](#) for more information. In addition, recent enhancements made to system validations used to process Job Action Requests will facilitate transaction processing when the appropriate Reason Code is entered.

Removal Date: TBD

10/18/2022 - Retirement and Retirement Related Deductions Resources - The State Payroll Services Retirement Team has been introduced to many new agency payroll and benefits staff over the last several months. Below are some helpful tools and job aides available on the [Comptroller's website](#) to assist when entering in PayServ. Payroll bulletins such as [PIP-010](#), [PIP-011](#) and [PIP-014](#) can help navigate new panels, Benefits Plans and Deduction Codes for PayServ version 9.2. Retirement auditors are here for additional PayServ questions and are available at PayrollRetirement@osc.ny.gov.

Removal Date: TBD

DIRECT DEPOSIT FRAUD ALERT: State Payroll Services has been made aware of recent increases of fraudulent direct deposit forms submitted to agency payroll offices by fax or fraudulent e-mail accounts. Upon receipt of a direct deposit request, agencies should verify all required information including the employee's name, work phone number and NYS Employee ID is present on the direct deposit form. Agencies should continue to contact the employee to verify they submitted the request before entering the transaction in PayServ. Agencies should not use the provided email address or phone number from the submitted form to verify this information as it may be fraudulent. 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 1842, questions regarding direct deposit practices may be directed to the DDReturnsAndReversals@osc.ny.gov.

Removal Date: None

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

05/12/2020 - New Retirement Online Help Page for State Employers - NYSLRS has a variety of resources available to support State employers using Retirement Online. There's a [special section of the Retirement Online website that's tailored to the needs of State employers](#). Here you'll find help enrolling members, managing notifications, and advice on working through salary and service credit questions from your staff. Additionally, please see the [Agency Resource Guide](#) summarizing NYSLRS tools to help with your work. As always, you can contact the Retirement Online Help Desk: 1-844-619-9614, Mon-Fri, between 8:00 am - 5:00 pm, or use the [Help Desk Form](#).

Removal Date: TBD

03/20/2020 - ALL AGENCY DIRECT DEPOSIT ADVICES TO BE MAILED - Effective with paychecks dated April 1, 2020 (Administration) and April 9, 2020 (Institution), all New York State agencies will automatically be enrolled in the Direct Deposit Advice Direct Mail Program until further notice. OSC will begin mailing all employee direct deposit advices directly to employees. Agencies who currently have their direct deposit advices delivered by UPS or OGS Courier will no longer require these services. Agencies who pick up their direct deposit advices at 110 State Street should no longer do so since they will be mailed directly to the employee. Questions may be directed to OSC's Payroll mailbox.

Removal Date: TBD

10/11/2019 - Update Regarding SSN/TIN Entry in PayServ - When hiring employees in PayServ, it is imperative that Agencies only enter the employee's government issued Social Security Number (SSN) or Tax Identification Number (TIN) in the National ID field. To minimize timing issues, this information should be entered at the time of hire. If the employee is unable to supply this information at the time of hire, agencies are to leave the SSN field in PayServ blank until they have the ability to populate the correct SSN/TIN. **Do NOT enter a placeholder or fake SSN/TIN.** Agencies may incur IRS penalties for failure to enter an employee's correct government issued SSN/TIN into the payroll system.

Removal Date: None

EARNINGS

○ **New Overpayment Appeals Mailbox:**

- OSC has created a new mailbox specifically for all correspondence pertaining to overpayment appeals. Effective immediately, all emails and documentation regarding overpayment appeals should be sent to OverpaymentAppeals@osc.ny.gov. **This new mailbox is for agency use only and should not be given to employees to submit appeals.**

○ **Temporary Compensation IHR**

- Agencies are reminded that Temporary Compensation IHR (Earnings Code IHP) is included in the promotion salary of an employee receiving the payment at the time of promotion. Please refer to the "Calculating the Promotional Salaries of Employees Receiving the Temporary Compensation IHR Payment (IHP Portability)" section of [Payroll Bulletin No. 2125.1](#) and/or [Payroll Bulletin No. 2196.1](#) for additional information.

○ **Increased Hiring Rates:**

- When submitting job requests that include an increased hiring rate, agencies must use the appropriate Reason Code to indicate if the salary is derived from an Impracticable to Recruit (Reason Code 130), Advanced Qualifications above the Minimum (Reason Code 131) or both (Reason Code IHR). Please refer

to [Payroll Bulletin No. 88o New Increased Hiring Rates](#) and [Fall Conference 2023 Presentation \(PDF\) Increased Hiring Rates - Basic Procedures](#) for more information.

In addition, recent enhancements made to system validations used to process Job Action Requests will facilitate transaction processing (“Auto Approved”) when the appropriate Reason Code is entered.

○ **Standby On-call Payments:**

- In order for employees to receive Standby On-call payments, they must be on a roster approved by New York State Division of the Budget (DOB). Agencies must not submit payments in Payserv prior to receiving the approved DOB roster.

○ **Directing Questions to OSC Teams:**

- Questions related to annualized Executive agency employees' salaries such as Promotions, Demotions, Budget Director Approvals, Rehires, Pay Changes, Traineeships, Transfers, Longevity Payments, Increment Codes, and Reallocations should be directed to the **Payroll Earnings mailbox**, with *Attention Salary* included in the subject line.
- Questions related to earnings such as Leave of Absences, Return from Leaves, Time Entry Payments (Overtime, S3Gs, Extra Service, etc.), Additional Payments (Additional Pay Adjustments, ALR, CED, QXXs, BNP, etc.) should be directed to your **OSC Payroll Auditor**.
- The following link provides additional contact information for various other questions/concerns: [PayServ W1 \(state.ny.us\)](#)
 - The Auditor Contact list can be found on the Payserv Bulletin Board by clicking on the *Agency Auditor Listing*.

○ **Lost Time Recovery:**

- When all lost time entered in a pay period cannot be recovered in full because the employee does not have enough positive earns to recover the full sum of the negative lost time, OSC must adjust the amount of lost time taken. When this situation occurs, the adjustment to the Lost Time will appear on the Agency Correction Sheet Control-D Report (NPAY776).
- Agencies must review the NPAY776 to identify these situations.
- For employees still in state service, the remaining lost time must be taken in subsequent pay period(s) via Time Entry when the employee has positive earnings to cover some or all of the remaining negative lost time.

○ **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.

○ **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 2024-2025 Submission Schedule is located in [State Agencies Bulletin No. 2206 | 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.
- **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.
- **Control -D Report NPAY776:**
 - Agencies must review the Control-D Correction Sheet Report (NPAY776), each pay period, to review any changes made by OSC to an employee's record, comments, or instructions for transactions that the agency will need to enter in a future pay period.
- **Action /Reason Codes:**
 - Agencies should verify they are using the correct Action/Reason codes when entering transactions, especially when submitting a request for an increased Hiring Rate.
- **Due Process for Overpayments:**
 - Employees must be given a reasonable time to refute an overpayment determination prior to the agency beginning recovery. While due process is being afforded, agencies should refrain from paying any lump sum payments (i.e., Annual Accrual Payouts, Salary Withholding, Over 40 Comp Time, etc.) in case an offset using these funds is necessary. This delay should also be communicated to the employee.

DEDUCTIONS

○ Direct Deposit / AC230 Team / General Deductions:

- In preparation for the escheatment of 2022 uncashed NYS payroll checks, outreach letters were mailed in September 2023. Checks for entitled employees who completed and returned the letter to OSC prior to January 1, 2024, have been reissued and mailed to the employee. If the employee is entitled to the uncashed check(s), the letter should be completed and returned to OSC as soon as possible per the instructions included on the outreach letter. Checks that remain uncashed as of April 2024 will be stopped, and the funds remitted to the NYS Office of Unclaimed Funds (OUF). More information can be found in [Payroll Bulletin 2152](#), Outreach and Escheatment of 2022 Uncashed NYS Payroll Checks.
- Direct Deposit Audit Access Roles- OSC has identified multiple agencies who have no agency user(s) with the Direct Deposit Audit Role. Please refer to [Payroll Bulletin 2094](#) and ensure your agency has the required ability to audit all direct deposit entries.
- Statewide Financial System (SFS) Blackout for Fiscal Year End will begin March 28, 2024. A Bulletin will be posted in the next few weeks with additional information on the impact to Payroll Check Reissues, Reversals, Exchanges and Direct Deposit Returns.

○ Retirement and Savings Plans:

- The Retirement and Savings Plans team is preparing necessary limit updates to remain in compliance with IRS regulations for retirement deduction limits monitored on a fiscal year basis.
- NYSLRS will be submitting new contribution rates to go into effect in April for the 2024 two year look back for Tier 6 ERS and Police and Fire retirement systems. Questions regarding rate changes should be directed to NYSLRS: [Contact NYSLRS | Office of the New York State Comptroller](#)
- OSC continues to plan system updates in anticipation of the Secure 2.0 Act to ensure compliance with changes going into effect in 2025.

○ Customer Service & Garnishments:

- As a reminder and follow up from this year's Fall Conference presentation, the Garnishment Customer Service phone number should not be given to employees. This phone number, (518) 474-4042, is intended for agency payroll officer use only. Employees calling this line will be redirected to their agency payroll office for guidance. **Please refer to Payroll Bulletin 2194 Payroll Deductions Customer Service Helpline and ensure that your agency has view access of the garnishment panels in PayServ.**
- Per the U.S. Department of Education, as part of the Fresh Start Program, borrowers with eligible defaulted loans are receiving certain relief measures, including wages not being garnished. This relief will continue through at least September 2024.

TAX & COMPLIANCE

○ Audit and Compliance Team:

- 2023 Form W-2s, W-2s for retirees with imputed income, 2023 1099-MISCs for deceased employees, and credit letters for employees who repaid overpayments from a prior year have been issued.
- 1042-S forms (Foreign Person's U. S. Source Income Subject to Withholding) for Calendar Year 2023 have been sent to agencies for issuance to employees.
- Agencies should be reviewing the NTAX723 Control-D report each pay period to determine if an employee is paying New York City (NYC) taxes and not living in NYC or they are living in NYC and not paying NYC taxes. Please refer to payroll bulletin 1845 for more information.

- Agencies should use the most current Prior Year Social Security and Medicare Tax Refund Certification form AC3206 found on the OSC website. Please review State Agencies Bulletin No. 1364 for additional information.
 - OSC will begin issuing corrected W-2s for the years 2021-2023 within the next few weeks. As always, all due dates for AC3206 batches are reflected on the PayServ bulletin board.
- **Workers' Compensation Team:**
- OSC has issued Workers' Compensation corrected W-2s (Batches 2268 & 2269) - For Batch 2269, 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. These batches are for the 2020 tax year. Agencies must record receipt of the completed and signed Form AC3206 in PayServ no later than 3/29/2024 due to the pending Statute of Limitations. Do not submit Form AC3206 to OSC. Batch 2268 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.
 - OSC is in the process of completing a Workers' Compensation Clean Up to correct taxes for employees with late changes to their 2023 WC leave. A message will be posted on the PayServ Bulletin Board with further instruction regarding corrected W-2s FICA deficiencies/refunds once the Clean Up has completed.
 - Agencies should be reminded that any Workers' Compensation related Correct History requests should be submitted using Job Action Request > Data Change with reason code WCR. Please refer to Payroll Bulletin #1945 for further information.

SYSTEMS SUPPORT GROUP

- **New York State Payroll Online (NYSPO)**
 - The NYSPO team recently updated the archiving for employee pay stubs from 13 months to 3 years. Employees should progressively see 3 years' worth of paystubs going forward beginning with checks dated after January 2023.
- **Exadata**
 - OSC is in the process of upgrading our databases for PayServ. The new database will allow users to run Queries directly in PayServ, allowing for real time data. With this change, PS Query will no longer be available for agency use. Please expect to hear more information in the coming months on impacts to users, queries and agency testing.
- **Query Help**
 - An updated PSQuery training guide has been released in the PSQuery Bulletin Board. Please continue to send questions to the QueryHelp@osc.ny.gov mailbox for any query questions or assistance with creating or running queries.

RECENTLY ISSUED PAYROLL BULLETINS

State Agencies

2189	Council 82 Dues Increase
2190	2024 NYS Paid Family Leave Rate Decrease
2191	New Sunlife Insurance Deduction Codes for Public Employees Federation (PEF)

2192	Civil Service Employees Association (CSEA) Local 1000 Dues Increase
2193	2024 State Employees Federated Appeal (SEFA) Campaign
2194	Employee Payroll Deduction Information Requests
2195	Claiming Exempt from Federal, State and/or Local Tax Withholding in Tax Year 2024
2196	New Temporary Compensation Payment for Certain Employees Represented by the Public Employees Federation (PEF)
2197	Direct Mailed Form W-2 Agency Chargeback
2198	Form W-2 (Wage and Tax Statement) for Tax Year 2023
2199	January 2024 Increase to Minimum Wage
2200	Summary of Tax Related Changes for 2024
2201	2024 Extension of Military and Training Leave Benefits and Stipends
2203	New York State Payroll System (PayServ) Fiscal Year End – Rollover of Position Pool Chart of Accounts
2204	Public Employees Federation (PEF) 2023 Dental Stipend
2205	Updated Guidance for Issuing Salary Advances
2206	Schedule for Agency Payroll Submission and Availability of Reports and Files
2207	Form 1042-S (Foreign Person's U. S. Source Income Subject to Withholding) for Calendar Year 2023
2208	April 2024 Increase to Location Pay and Mid-Hudson Location Pay for Employees Represented by the Civil Service Employees Association (CSEA)
2209	April 2024 Increase to Location Pay and Mid-Hudson Location Pay for Employees Represented by the Public Employees Federation (PEF)
2210	April 2024 Civil Service Employees Association (CSEA) Longevity Lump Sum (LLS) Payment
2211	April 2024 Public Employees Federation (PEF) Longevity Lump Sum (LLS) Payment
2212	Payroll Check Reissues, Reversals, Exchanges, and Direct Deposit Returns during the Statewide Financial System (SFS) Blackout for Fiscal Year End
2213	Non-Leap Year Factor Change for Fiscal Year 2024-2025
2214	Reporting Line Number and Budget Year Changes for Fiscal Year 2024-2025

2215	April 2024 Increase to Location Pay and Mid-Hudson Location Pay for Employees Designated Management/Confidential (M/C)
2216	April 2024 Increase to Hazard Duty Pay for Employees Represented by the Civil Service Employees Association (CSEA) and the Public Employees Federation (PEF)
2217	2024 Special Assignment to Duty Pay for Calendar Year 2023
2218	2023-2024 Public Employees Federation (PEF) Firearms Training and Safety Incentive Program Payment
2219	2023-2024 Uniform Maintenance Allowance for Employees in the Fire Protection Specialist Title Series Represented by the Public Employees Federation (PEF)
2220	April 2024 Longevity Payment for Long-Term Seasonal Employees
2221	April 2024 Security Performance Advances
2222	April 2024 Civil Service Employees Association (CSEA) Performance Advances
2223	April 2024 Public Employees Federation (PEF) Performance Advances
2224	April 2024 Civil Service Employees Association (CSEA) 3% Salary Increase
2225	April 2024 Public Employees Federation (PEF) 3% Salary Increase
2226	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 2024
2227	Paycheck Distribution and Release of Direct Deposit Funds in Preparation of Enactment of the 2024-25 New York State (NYS) Budget

State Agencies (Reissued/Updated)

2125.1	New Temporary Compensation Payment for Certain Employees Represented by the Civil Service Employees Association (CSEA)
2196.1	New Temporary Compensation Payment for Certain Employees Represented by the Public Employees Federation (PEF)
2126.4	Paid Parental Leave Full
2107.1	Schedule for Agency Payroll Submission and Availability of Reports and Files
2202.1	Public Employees Federation (PEF) FY 2024-2025 Higher Education Differential
2201.1	2024 Extension of Military and Training Leave Benefits and Stipends
2204.1	Public Employees Federation (PEF) 2023 Dental Stipend

CU-777	City University of New York (CUNY) Health Benefits Buy-Out Waiver Program for Payment Cycle of 07/01/2023 – 12/31/2023
CU-778	2023 City University of New York (CUNY) Nurses Health Specialty Differential
CU-779	District Council 37 (DC37), Local 2054 Dues Increase
CU-780	City of New York Health Benefit Rate Changes
CU-781	District Council 37 (DC37), Local 983 Dues Increase
CU-782	District Council 37 (DC37), Local 375 Dues Increase

Housing

DH-129	April 2024 District Council 37 (DC 37) Rent Regulation Services Unit Longevity Lump Sum (LLS) Payment
DH-130	April 2024 District Council 37 (DC 37) Performance Advances

Other

Other-74	April 2024 State University Construction Fund (SCF) Civil Service Employees Association (CSEA) Longevity Lump Sum (LLS) Payment
Other-75	April 2024 State University Construction Fund (SCF) Civil Service Employees Association (CSEA) 3% Salary Increase

State Police

SP-241	New NYSPIA Insurance Deduction Codes
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SUNY

SU-352	SUNY Discretionary Lump Sum Payments (DLP and DLS) for Fall 2023 and Spring 2024
SU-353	2023 Retroactive Salary Increases and 2023 Retroactive Discretionary Salary Increases for State University of New York (SUNY) Management/Confidential (M/C) Employees
SU-354	January 2024 Increase to Minimum Wage for Employees of the State University of New York (SUNY)
SU-355	2024 Salary Increase for State University of New York (SUNY) Management/Confidential (M/C) Employees
SU-356	Process Change for SUNY's Voluntary 403(b) Savings Plan
SU-357	SUNY NRA SEVIS Fee Reimbursement

SUNY

(Reissued/Updated)

SU-342.2	SUNY Paid Parental Leave Full
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Courts

[UCS-335](#) April 2024 State of New York Unified Court System (UCS) Salary Increase

[UCS-336](#) April 2024 State of New York Unified Court System (UCS) Increments and Longevity Increments

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.

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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.