

PAYROLL USERS GROUP NEWS

May 2021

Issue No. 10

WELCOME

From Brian Moulton
Director of State Payroll Services

Welcome to the May 2021 edition of the PUG Newsletter!

As we stated in last month's issue, Payroll Services has been notified by the Division of Budget that last year's deferred raises could be paid. Due to the volume of raises that are being processed, the increases cannot all be processed at the same time. As of this writing we have processed increases for CSEA, RRSU, State Police PBA and NYSPIA, CUNY IATSE and NYSNA, and the Unified Court System. We recently announced the processing dates for M/C and UUP and are currently working out the schedule for processing the remaining bargaining units' retroactive increases. Bulletin Board messages will be updated throughout the process and Payroll Bulletins will be issued as soon as possible.

Thank you!

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 on NYSPO.

EXTENDED PAYSERV HOURS

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

UPCOMING DEADLINES

Note: OSC Payroll will be accelerating the Confirm schedule on Wednesdays each week. This means that 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

05/21/2021 –Current Year Workers’ Compensation Clean Up – OSC has completed a Workers’ Comp Clean Up to correct taxes for employees with late changes to their 2021 Workers’ Comp leave. Agencies should review Control-D report NBEN543B to identify employees who will be set up with a 502 FICA Deficiency Deduction beginning with the 06/03/2021 paycheck. 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. Questions can be directed to WorkersComp@osc.ny.gov.

05/14/2021 - Deferred Raises Processing Schedule - Payroll Services has added the following bargaining units to the processing schedule previously released. Payroll Bulletins will be released as soon as possible. Due to the large volume of programming, testing, and manual work required to pay these increases retroactively, all bargaining units cannot be processed simultaneously. Processing dates for the remaining bargaining units are being developed and will be posted as soon as possible.

<u>Bargaining Unit</u>	<u>Check Dates</u>
M/C BU 06, 46, 66, 78, 79, 98, 96 (SCF), 13 (SUNY), 18 (State Police) 2020 Salary Increase	7/21/2021 (Admin.) and 7/29/2021 (Inst.)
M/C BU 06, 46, 66, 78, 79, 96 (SCF) 2020 Performance Advance and Longevity Payment	7/21/2021 (Admin.) and 7/29/2021 (Inst.)
M/C BU 06, 46, 66, 78, 79, 96 (SCF) 2021 Performance Advance and Longevity Payment	8/4/2021 (Admin.) and 8/12/2021 (Inst.)
UUP BU08 2020 Salary Increase	8/4/2021 (Admin.)
UUP BU08 2021 Salary Increase	8/18/2021 (Admin.), 9/15/2021 (Admin.), and 9/29/2021 (Admin.)

05/07/2021 - Corrected W-2s - OSC has issued Corrected W-2s (Batches 2016-2025). These W-2cs are for 2018-2020 and relate to Imputed Income, NRA's and SS-Med Refunds, SS-Med Deficiencies and Noncash. 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 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 June 21, 2021. *Please do not submit Form AC3206 to OSC.*

05/13/2021 - Early Cutoffs/Changes - The following pay period will be processed on an accelerated schedule due to the Memorial Day Holiday:

Administration Pay Period 4 Lag/5 Current

The **Automated Interface** cutoff is scheduled for **Monday, May 24, 2021**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, May 25, 2021**.

The **Time Entry** cutoff is scheduled for **Tuesday, May 25, 2021**.

Please refer to Payroll Bulletin #1895 [Schedule for Agency Payroll Submission and Availability of Reports and Files](#), issued February 18, 2021, for more information on this and future accelerated schedules.

05/12/2021 - CUNY Paid Family Leave - OSC has identified a system error that resulted in paid family leave tax to be over withheld for certain CUNY employees in the 3/25/2021 and 4/8/2021 paychecks. OSC will adjust the affected paid family leave tax balances so that the taxes will correct, starting in the 5/20/2021 paychecks.

Questions may be directed to the [Tax and Compliance](#) mailbox.

05/04/2021 - Deferred Raises Processing Schedule - Payroll Services has added the following bargaining units to the processing schedule previously released. Payroll Bulletins will be released as soon as possible. Due to the large volume of programming, testing, and manual work required to pay these increases retroactively, all of the bargaining units cannot be processed simultaneously. Processing dates for the remaining bargaining units are being developed and will be posted as soon as possible.

<u>Bargaining Unit</u>	<u>Check Dates</u>
NYSCOPBA BU21 4/1/2021 Parity Salary Increase	6/17/2021 (Inst.) 6/23/2021 (Admin.)
PBANYS APSU BU31 2015-18 Salary and other Increases	7/7/2021 (Admin.)

05/03/2021 - SS/MED REFUNDS - OSC is processing SS/Med refunds related to batches 1970, 1973, 1975, 1976, 1982-1989, 1993, 2000-2003, and 2005. Refunds will be issued in the 05/12/2021 (Administration) and 05/20/2021 (Institution) checks. These are separate checks with a TFW (Prior Yr Soc Sec/Med Refund WC) or TF7 (Prior Yr Soc Sec/Med Refund).

EARNINGS

○ **Contacting Your Earnings Auditor**

- While staff are telecommuting, office telephones have been transferred to the auditor's personal phone. As a result, 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.

○ **2020 and 2021 General Salary Increases**

- The Division of the Budget has notified the Bureau of State Payroll Services that the 2020 and 2021 general salary increases for settled unions, the 2020 general salary increases for M/C, and the 2020 and 2021 performance advances and longevity lump sum payments for M/C have been approved. A list of currently scheduled payments is available on the PayServ Bulletin Board. This information will be updated with additional information as it becomes available.

○ **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.

○ **Management/Confidential Traineeships**

- The Division of the Budget has authorized payment of Management/Confidential performance advances for fiscal years 2020-2021 and 2021-2022. Agencies must review the records of employees in traineeships at any time on or after April 2020-2021 fiscal year

begin to determine if they are eligible to receive a performance advance at any trainee performance rating interval(s). However, agencies must not submit the transactions to pay a performance advance to eligible employees until instructed by OSC. The payroll bulletin with instructions will be forthcoming.

- **COVID-19 Leave Processing**
 - The Governor's Office of Employee Relations Policy Related to COVID-19 Employee Leave issued on 03/11/2020 provides State employees on a mandatory or precautionary quarantine with paid leave for the 14 calendar days of the quarantine. This leave is paid at 100% of the employee's regular rate of pay. Payroll Bulletin 1837.3 will be updated with additional information.
 - In addition, Payroll Bulletin 1836.1 is currently being updated with additional COVID overtime earnings codes specifically for Firefighters at the Division of Military and Naval Affairs and to provide information for correction prior year overtime earnings.
- **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.
 - Please 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.

DEDUCTIONS

- **Direct Deposit / AC230 Team / General Deductions:**
 - A new Payroll Bulletin will be posted for Direct Deposit entry guidance and the Direct Deposit audit query. Please be sure to follow the required steps when making Direct Deposit entries or changes including following the current year's Agency Submission Schedule with the 12 noon start time on the first day of entries.
 - Payroll Bulletin 1858.1, Outreach & Escheatment of 2019 Uncashed Payroll Checks has been posted. All NYS Payroll checks issued in 2019 that remained outstanding as of April 19, 2021 have been stopped and the funds have been remitted to the Office of Unclaimed Funds.
 - For paycheck reversals dated 2020 or earlier, OSC will only be able to recover Social Security and Medicare tax. With an exception for SUNY and CUNY, they will have one more opportunity to recover Social Security, Medicare, and recoverable deductions on 7/22/21 (SUNY) and 7/29/21 (CUNY). These reversals should be sent to us right away. Please note, we will still not be able to recover Federal, State, and Local withholdings on any checks. Contact PayrollReversalAndExchange@osc.ny.gov with any questions.
- **Garnishment / Customer Service Team:**
 - The Payroll Deduction Customer Service phones will continue to be answered during the following hours: Monday, Thursday and Friday from 8:00 am to 2:00 pm, and Tuesday and

Wednesday from 1:00 pm to 3:00 pm. The Customer Service phone number is 518-474-4042. Questions may also be e-mailed to payrolldeduction@osc.ny.gov.

○ **Retirement and Savings Plan Team:**

- OSC is currently drafting a revised bulletin detailing the ORP Breaks in Service procedure. A new calculator will be made available for agencies to utilize when calculating breaks in service. While the output of the new calculator is different, the process the agencies use to populate the calculator is the same as the previous version.
- New in PayServ 9.2, ORP/VDC Suspense Refunds are now being paid and taxed accordingly via PayServ.

TAX & COMPLIANCE

○ **Workers' Compensation Team:**

○ **The Workers' Compensation team will be completing two prior year WC cleanups in June, 2021:**

- 2018 WC Cleanup – any outstanding changes to employees' WC leaves for 2018 must be requested by 6/4/2021.
- 2019 WC Cleanup – any outstanding changes to employees' WC leaves for 2019 must be requested by 6/18/2021.

○ **Audit and Compliance Team:**

○ **Prior Year Paycheck Reversals**

- Agencies are reminded that prior year paycheck reversals processed after January of the following calendar year will adjust only Social Security and Medicare wages and taxes. Federal, State and local withholding wages will not be adjusted.
- Corrected W-2cs associated with these PYs will be issued in June.

○ **Lock in letter reminder**

- Agencies are reminded that they should not adjust Federal tax withholding of employees with lock in letters.

RECENTLY ISSUED PAYROLL BULLETINS

State Agencies

[1912](#) - Updating PayServ Chartfield Strings for June Lapsing Events

[1913](#) - April 2021 Lifeguard 2% Salary Increase for State University Professional Services Negotiating Unit (PSNU) Employees in Lifeguard Titles Represented by the United University Professions (UUP)

CUNY

[CU-709](#) - CUNY 2020 Retroactive 2% Pay Rate Increases for International Alliance of Theatrical Stage Employees (IATSE)

[CU-710](#) - CUNY 2020 Retroactive 2% Pay Rate Increases for New York State Nurses Association (NYSNA) Employees

[CU-711](#) - CUNY June 2021 Uniform Allowance Payment

[CU-712](#) - New York State Payroll System (PayServ) – CUNY Fiscal Year End (FYE) Rollover of Position Pool Chart of Accounts

[CU-713](#) - City University of New York (CUNY) Health Benefits Buy-Out Waiver Program for Payment Cycle of 01/01/2021 – 06/30/2021

State Police

[SP-218](#) - Police Benevolent Association (PBA) of the New York State Troopers, Inc. Dues Increase

[SP-207.1](#) - April 1, 2020 and April 1, 2021 Retroactive 2% Salary Increases for State Police Employees Represented by the Police Benevolent Association (PBA)

[SP-208.1](#) - April 1, 2020 and April 1, 2021 Retroactive Salary Increases for State Police Employees Represented by the New York State Police Investigators Association (NYSPIA)

[SP-219](#) - 2021 State Police Education Payment

SUNY

[SU-305](#) - New York State Payroll System (PayServ) – SUNY Fiscal Year End (FYE) Rollover of Position Pool Chart of Accounts

Transportation

[DOT-38](#) - 2021 Call-Out Response Payment for Fiscal Year 2020-2021

Unified Court System

[UCS-290.1](#) - April 2020 State of New York Unified Court System Retroactive Salary Increases

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

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

Position Management:
PositionManagement@osc.ny.gov

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.

Please visit the PayServ Bulletin Board for additional contact information.