

# PAYROLL USERS GROUP NEWS

July 2021

Issue No. 12

## WELCOME

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

Welcome to the July 2021 edition of the PUG Newsletter.

As we move through the wettest summer I can remember, we have remained very busy in Payroll Services as we continue to process the deferred 2020 and 2021 salary increases. At this point we have together processed retroactive salary increases for over 120,000 employees. The processing dates of the deferred increases for the remaining bargaining units have all been scheduled.

The processing dates for the new PEF contract have not been set yet but our teams are currently analyzing the requirements and developing an implementation plan.

Please refer to the PayServ Bulletin Board for dates and keep an eye out for the associated Payroll Bulletins.

I hope you enjoy a safe and healthy rest of the summer. 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 on 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 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

**07/10/2021 - Corrected W-2s** - OSC has issued Corrected W-2s (Batches 2039-2046). These W-2cs are for 2018-2020 and relate to NRA's, NonCash, IRS Notices, General Miscellaneous, AC230's, and AC909's. Agencies must immediately begin review of 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 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 August 26, 2021. *Please do not submit Form AC3206 to OSC.*

**07/07/2021 - Corrected W-2s** - OSC has issued Corrected W-2s (Batches 2030-2038). These W-2cs are for 2018-2020 and relate to Worker's Comp, NRA's, SS-Med Refunds, and SS-Med Deficiencies. 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 August 20, 2021. *Please do not submit Form AC3206 to OSC.*

### 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). Agencies should refer to the appropriate Payroll Bulletin regarding M/C performance advances for further instructions.
- **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.
  - Dues Increases were recently processed for:
    - Police Benevolent Association (PBA) of the New York State Troopers, Inc., Payroll Bulletin number SP-218
    - New York State Police Investigators Association (NYSPIA), Payroll Bulletin number SP-220
    - New York State Supreme Courts Officers Association, Payroll Bulletin number USC-300
    - New York State Nurses Association, Payroll Bulletin number CU-715
    - New York State Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA) for Employees in Bargaining Units 01 and 21, Payroll Bulletin number 1914
    - Police Benevolent Association of New York State, Inc. (PBANYS), Payroll Bulletin number 1923
- **Retirement and Savings Plans:**

- As a reminder, OSC has converted 403(b) Savings Plans from General Deductions in v 9.1 to Savings Plans in v 9.2. Please refer to Payroll Bulletin No. [PIP-011](#) for more information or contact [payrollretirement@osc.ny.gov](mailto:payrollretirement@osc.ny.gov) if you have any additional questions.

## TAX & COMPLIANCE

- **Workers' Compensation Team:**
    - The Workers' Comp team will offer a training session at the upcoming 2021 Office of Operations Fall Conference in October. The course description, Fall Conference schedule, and registration information is coming soon, so be sure to watch for it!
  - **Audit and Compliance Team:**
    - OSC is aware of an issue with certain job transactions submitted on the AI file incorrectly changing Federal withholdings for employees. We are working to identify and resolve this issue. If an employee reports being taxed differently agencies should correct the tax data page and email the Tax and Compliance mailbox with the employee name, employee id, and employee record. If the employee would like to request a refund, please include the check number, check date, amount of requested refund, and reason for request.
- Lock in letter reminder**
- OSC has sent emails to agencies regarding employees who have had their Federal Tax Data pages changed while having an active lock in letter. If your agency received an email regarding this issue, please change the tax data page as instructed in the email sent to your agency. Agencies are reminded that they should not adjust Federal tax withholding of employees with lock in letters.

## RECENTLY ISSUED PAYROLL BULLETINS

### State Agencies

[1925](#) -April 2020 Management/Confidential (M/C) Retroactive Longevity Lump Sum (LLS) Payment

[1926](#) -April 2021 Management/Confidential (M/C) Retroactive Longevity Lump Sum (LLS) Payment

[1927](#) -April 2020 Management/Confidential (M/C) Performance Advances

[1928](#) -April 2021 Management/Confidential (M/C) Performance Advances

[1929](#) -School Year 2021-2022 Tier 6 Pensionable Overtime (OT) Earnings Limit for Employees Enrolled in New York State Teachers' Retirement System (Plan Type 86-TRS)

### CUNY

[CU-715](#) -New York State Nurses Association Dues Increase

### State Police

[SP-151.1](#) - Revised Deduction Code 482, New York State Police Investigators Foundation

[SP-221](#) - Modification to Deduction Code 302, PBA Disability Insurance

### SUNY

[SU-307](#) - April 2020 Retroactive State University of New York (SUNY) Management/ Confidential (M/C) Discretionary Salary Increase

[SU-308](#) - 2020 Retroactive Salary Increase for PSNU Employees Represented by the United University Professions (UUP)

[SU-309](#) - 2021 Salary Increase for PSNU Employees Represented by the United University Professions (UUP)

## SUNY Construction Fund - Other

[Other-57](#) -April 2020 State University Construction Fund (SCF) Management/Confidential (M/C) Longevity Lump Sum (LLS) Payment

[Other-58](#) -April 2021 State University Construction Fund (SCF) Management/Confidential (M/C) Longevity Lump Sum (LLS) Payment

[Other-59](#) -April 2020 State University Construction Fund (SCF) Management/Confidential (M/C) Performance Advances

[Other-60](#) -April 2021 State University Construction Fund (SCF) Management/Confidential (M/C) Performance Advances

[Other-61](#) -April 2020 SUNY Construction Fund (SCF) Management/Confidential (M/C) Retroactive 2% Salary Increase

## Transportation

[DOT-38.1](#) - 2021 Call-Out Response Payment for Fiscal Year 2020-2021

## Unified Court System

[UCS-300](#) - New York State Supreme Courts Officers Association Union Dues Increase

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:

## 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

[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.

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).