

# PAYROLL USERS GROUP NEWS

April 2020

Issue No. 1

## WELCOME

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

Welcome to the first edition of the PUG Newsletter. We hope this is an informative summary of what we have been working on as we adapt to the COVID-19 health crisis and learn to process payroll in our combined new way of doing business. I want to thank you all for your continued hard work to ensure that Payroll continues to operate and people continue to be paid. It is no small feat and on behalf of Payroll Services I thank you! Hopefully we are all able to be together at an in person or virtual PUG meeting in the near future. Until then, it is vital that we continue to communicate. Please let us know of any issues you are having that we can help with. Email works best as we continue to work remotely. I also want to thank you for continuing to promote Direct Deposit in your agencies. It is making a difference and helping to keep employees safe.

Stay well and thank you!  
Brian

## IN THIS ISSUE:

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



## WHAT'S NEW

### **Paychecks and Advice Statements**

Beginning last week, Treasury began mailing paychecks directly to employees who still receive paychecks. Please continue to promote Direct Deposit in your agencies and work with employees to ensure they have accurate addresses in the payroll system.

OSC also began mailing 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.

### **April Longevity Lump Sum (LLS) Payments to be Direct Deposited**

LLS Payments will still be made as a separate payment but will be direct deposited in employee accounts. Employees without direct deposit will still receive a paper check.

## EXTENDED PAYSERV HOURS

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

## UPCOMING DEADLINES

[Payroll Submission Schedule 2020-21](#)

**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

**04/06/2020 - SS/Med Refunds-Batches 1868 through 1900** - OSC is processing refunds related to batches 1868-1879 and 1900. Refunds will be issued in the 4/15/20 (Administration) paychecks and the 4/23/20 (Institution) paychecks. These are separate checks with a TFW (Prior Yr Soc Sec/Med Refund WC) or TF7 (Prior Yr SocSec/Med Refund).

**04/03/2020 Extended PayServ Hours** - PayServ hours have been extended in order to give agencies more time to process their payrolls:

Monday 04/06/2020 and Tuesday 04/07/2020 from 6:00am until 8:00pm

**04/02/2020 - Update on State Payroll, Administration Checks Dated 4/01/2020** - With the complete passage of the 2020-21 state budget expected today, state employee paychecks and direct deposits have been released by the State Comptroller.

**3/31/2020 – Change to AC-230 Paycheck Reversal Process** - Effective immediately, agencies should e-mail [AC-230 Paycheck Reversal forms](#) for original payroll checks to [PayrollReversalAndExchange@osc.ny.gov](mailto:PayrollReversalAndExchange@osc.ny.gov) along with a [PayrollReversalAndExchange@osc.ny.gov](mailto:PayrollReversalAndExchange@osc.ny.gov), the original check should be destroyed. Only AC-230s with a bank check or money order should be mailed to OSC with the printed AC-230 form.

Please note, AC-3340 Stop Payment forms for replacement payroll checks (not reversals) should continue to be emailed to [UncashedNYSPayrollChecks@osc.ny.gov](mailto:UncashedNYSPayrollChecks@osc.ny.gov).

**03/30/2020 Early Cutoffs/Changes** - The following Pay Periods will be processed on an accelerated schedule due to April processing:

Institution Pay Period 1 Lag/2 Current:

The **Automated Interface** cutoff is scheduled for **Monday, April 6, 2020**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, April 7, 2020**.

The **Time Entry** cutoff is scheduled for **Tuesday, April 7, 2020**.

Administration Pay Period 1 Lag/2 Current:

The **Automated Interface** cutoff is scheduled for **Monday, April 13, 2020**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, April 14, 2020**.

The **Time Entry** cutoff is scheduled for **Tuesday, April 14, 2020**.

Please refer to Payroll Bulletin #1816 *Schedule for Agency Payroll Submission and Availability of Reports and Files*,

issued February 12, 2020, for more information on this and future accelerated schedules.

**03/27/2020 - Corrected W-2s** - OSC has issued Corrected W-2s (Batches 1885-1902). These W-2cs are for 2017-2019 and relate to State & Local Adjustments, SS/Med refunds, NRAs, Deficiencies, Noncash, Credit Letters, and Imputed Income. 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 24, 2020** (Agencies have been given additional time to respond due to the Covid-19 Coronavirus). **Please do not submit Form AC3206 to OSC.**

**03/26/2020 - COVID-19 OVERTIME** - To pay overtime for COVID-19 related work authorized in Budget Bulletin H-0501, Section E, please use the following Time Entry codes:

**OTW (Overtime Waiver)** when overtime work is performed at the employee's current grade. This calculation is system generated and uses the .00075 factor in the calculation.

**OWC (OT Waiver for Annual 2080)** when overtime work is performed at the employee's current grade. This calculation is system generated and uses the .00072 factor in the calculation.

**OWO (Overtime Waiver Override)** when overtime work for annual employees is performed out of title or when otherwise ineligible hourly employees are eligible for overtime as a result of the COVID-19 waiver. A manual calculation and comments explaining the calculation are required.

## PAYROLL IMPROVEMENT PROJECT UPDATES

**Testing / Timeline:** The project team continues to test and is completing System Integration Testing and moving in to Batch Testing. User Acceptance Testing (UAT) is scheduled to begin in mid-June. More information will be provided as we approach UAT.

**Advance File Testing:** If your agency would like to receive reduced volume Master files for testing, email [payrollimprovementproject@osc.ny.gov](mailto:payrollimprovementproject@osc.ny.gov) to discuss receiving test files. This will not replace formal interface testing, which is scheduled to begin in June.

**PS Query Renaming:** Please remember to rename PS Queries for migration to PayServ v9.2 using the naming convention listed in Payroll Bulletin PIP-03 Query Migration located at <https://www.osc.state.ny.us/agencies/pbull/pip/pip03.htm>.

Did you know you can rename several queries at once? See the updated PS-Query-Renaming Presentation located at [https://www.osc.state.ny.us/payroll/meeting\\_archives.htm](https://www.osc.state.ny.us/payroll/meeting_archives.htm) for instructions.

## EARNINGS

COVID-19

OSC is currently working with the GOER on the details of the new Chapter 25, Laws of 2020, COVID- 19 Paid Family Leave as it relates to the provision of certain employee benefits when such employee is subject to a mandatory or precautionary order of quarantine or isolation. A Payroll Bulletin will be issued as soon as possible.

### Title Structure Changes

Effective Thursday March 19, the Division of Classification and Compensation restructured the Correctional Industries Manufacturing Engineer title at the Department of Corrections and Community Supervision (via title structure change). There are no changes in duties or organizational placement; the salary grade, bargaining unit, and jurisdictional classification of positions will not change. Employee status also remains unchanged. Below is a listing of the old and new title and title codes. Please contact the Position Unit if there are any questions or concerns.

Title Code	Current Title	SG JC NU	New Title Code	New Title	SG JC NU NPOS
7927400	Correctional Industries Manufacturing Engineer	23 0 05	7927500	Manufacturing Engineering Specialist	23 0 05 4 (1 filled)

Effective Thursday March 19, the Division of Classification and Compensation restructured the Community Interpretation Program Specialist title at the Office of Temporary and Disability Assistance (via title structure change). There are no changes in duties or organizational placement; the salary grade, bargaining unit, and jurisdictional classification of positions will not change. Employee status also remains unchanged.

Below is a listing of the old and new title and their respective title codes. Please contact the Position Unit if there are any questions or concerns.

Title Code	Current Title	SG JC NU	New Title Code	New Title	SG JC NU NPOS
8106300	Community Interpretation Program Specialist 1	18 1 05	8107100	Cultural Interpretation Specialist 1	18 1 05 1
8106400	Community Interpretation Program Specialist 2	23 1 05	8107200	Cultural Interpretation Specialist 2	23 1 05 5
8106600	Community Interpretation Specialist	25 1 08	8107300	Cultural Interpretation Specialist 3	25 1 05 1 (Vacant)

### Special Salary Treatments

Effective Ins 4/9/2020 and Admin 4/16/2020, the Division of Classification and Compensation has added New Shift Pay Differentials for the following titles at Department 01077, Division of Homeland Security and Emergency Services.

Disaster Preparedness Program Reps 1 & 2 and Communications Specialist (DHSES).

### General information April Payments

PP26L and 1L (and beyond)

- Please be mindful of anniversary date and increment code combinations when processing transactions for annual employees.
- Ensure unsatisfactory ratings are reported in PayServ using Action/Reason DTA/CIC
  - CSEA, RRSU, and PEF:
    - Below job rate on the April cycle: Increment Code 0003
    - Below job rate on the October cycle: Increment Code 1003
    - Job rate due LLS: Increment Code 7777 (see LLS below)
  - Security:
    - Below job rate: Increment Code 7777 to prevent a performance advance only (unsatisfactory rating does not impact longevity pay (LGP) for security employees)
- Security Longevity:
  - Employees who have completed 10/15/20/25 years of service in a security bargaining unit (Anniversary Date indicates longevity date)
  - Payable effective the pay period begin following completion of 10/15/20/25 years of service in a security bargaining unit or, if the anniversary date is the first day of the pay period, the LGP is payable in the same pay period.
  - FY2020-21: Increment Codes ending in 0 (last digit represents the fiscal year (not the calendar year) the LGP is due)

### Control-D Reports

Please review the following reports and take the necessary actions to ensure employee records are corrected

- Performance Advances and Increment Processing: NHRP708 – Mass Increment Payment Exception Report
- Raise Processing : NHRP709 – Mass Salary Increase Exception Report

### Bulletins

Items to remember for recently issued bulletins:

#### LLS

Control-D Report - NPAY756 Longevity Lump Sum (LLS) Eligibility Listing

- Correction sheets were due to OSC by 3/26/2020. Please submit as soon as possible if you have not already done so.
- Ensure unsatisfactory ratings were reported in PayServ (DTA/CIC with increment code 7777) to prevent processing, as appropriate

#1821-CSEA, #DH-106-RRSU and #Other-54 -SUNY Construction Fund CSEA

- Includes New payment for 15 years at job rate

#1822 – PEF

- Payment is for 5/10 years at job rate
- Employees newly eligible for this payment are affected as follows:
  - Those newly eligible for the 5 year amount will not receive the payment until a successor agreement is in place
  - Those newly eligible for the 10 year amount will continue to receive the 5 year amount but will not receive the 10 year amount until a successor agreement is in place

Note: LLS for M/C is not authorized by DOB at this time. M/C employees were included on the NPAY756 LLS Eligibility Listing in the event payment is authorized at a later date.

## LLS Portability

#1817 – CSEA, #DH-105 – RRSU and #Other-53 - SUNY Construction Fund CSEA

Procedure to include LLS in the promotion calculation for CSEA and RRSU employees goes into effect on 4/1/2020 (Administration and Institution cycle).

## Special Assignment to Duty Pay (SAD) for Calendar Year 2019

#1830 CSEA

- At this time, payment is authorized for CSEA only
- Due to the expiration of the PEF 2016-2019 contract, PEF will not receive the SAD payment until a successor agreement is in place

## Minimum Wage for Annual Employees

- Affected employees are those working in NYC whose salary was less than the annualized equivalent of the \$15/hr minimum wage (\$31,320)
- Release is pending of the bulletin that will supersede Bulletin 1735.2
- OSC updated the salaries of affected employees effective January 2019 through PP25L using Action/Reason PAY/MWS, as mentioned at the March PUG
- Going forward, agencies must ensure employees are not hired at a salary less than the annual equivalent of minimum wage
  - Use PAY/MWS in place of PAY/NEW, PAY/RHS or PAY/CCH and \$31,320 for the salary

## DEDUCTIONS

1. Escheatment of 2018 uncashed payroll checks is scheduled to begin on 4/20/2020. This will include stopping all uncashed checks from 2018, verifying the stop payments are successful, transferring the money to the Office of Unclaimed Funds (OUF), and submitting a file to OUF with the required information. Once OUF receives the funds and verifies the data they will import the file into their system.
2. Currently the 4/1/2020 direct deposits and paychecks are being held pending the State budget or an extender bill. We will update the PayServ Bulletin Board once we know when the 4/1/2020 payrolls will be released for payment.
3. We will be updating our AC-230, Report of Check Returned for Refund or Exchange process to reduce unnecessary mail. This temporary process will be announced on the PayServ Bulletin Board shortly. If you have any questions please email the [payrollreversalandexchange@osc.ny.gov](mailto:payrollreversalandexchange@osc.ny.gov) mailbox.
4. We will be providing two new queries to help agencies identify employees who receive paper checks. Please look for the payroll bulletin with the query names and instructions on how to use them.
5. Upcoming Dues increases - NYSCOPBA 4/23 and 4/29 check dates, DC37 Local 1359 4/15 check date, NYSPIA 4/1 check date, PBA 4/29 check date

## TAX & COMPLIANCE

AC-3206 deadline

There have been several Bulletin Board messages about W2-c batches (1885 -1899, 1901-1904) for calendar years 2017-2019. As noted in the messages, please note that the deadline for receiving AC-3206 forms from employees has been extended from 45 days to 90 days because of the COVID-19 health crisis. Refunds will not be issued until the deadline has passed and the batches are locked. If you have any questions, please email the Tax and Compliance mailbox.

### **FICA Refunds**

OSC is processing refunds related to batches 1868-1879, and 1900. Refunds will be issued in the 4/15/20 (Administration) paychecks and the 4/23/20 (Institution) paychecks. These are separate checks with a TFW (Prior Yr Soc Sec/Med Refund WC) or TF7 ( Prior Yr Soc Sec/Med Refund).

### **Workers' Comp Clean -Up Schedule**

We are scheduled to run Workers' Comp clean ups for 2018 and 2017 in April. Please have 2018 transactions entered by April 10 and 2017 transactions by April 24.

## **RECENTLY ISSUED PAYROLL BULLETINS**

### **State Agencies**

[1735.3](#) – Minimum Wage for Annual Employees

[1763.1](#) – Outreach & Escheatment of 2018 Uncashed Payroll Checks

[1821.1](#) - April 2020 Civil Service Employees Association (CSEA) Longevity Lump Sum (LLS) Payment

[1822.1](#) - April 2020 Public Employees Federation (PEF) Longevity Lump Sum (LLS) Payment

[1823](#) - April 2020 Longevity Payment for Long-Term Seasonal Employees

[1824](#) - Payroll Check Reissues, Reversals, Exchanges and Direct Deposit Returns during the Statewide Financial System (SFS) Blackout for Fiscal Year End

[1825](#) - April 2020 Security Performance Advances

[1826](#) - April 2020 Civil Service Employees Association (CSEA) Performance Advances

[1827](#) - April 2020 Public Employees Federation (PEF) Performance Advances

[1828](#) - April 2020 2% Salary Increase 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)

[1829](#) - April 2020 Civil Service Employees Association (CSEA) 2% Salary Increase

[1830](#) – 2020 Special Assignment to Duty Pay for Calendar Year 2019

[1831](#) – Factor Change for Fiscal Year 2020-2021

[1832](#) – New York State Correctional Officers & Police Benevolent Association (NYSCOPBA) Dues Increase

[1833](#) – April 2020 Increase to Location Pay Downstate Adjustment and Location Pay Mid-Hudson Adjustment for Arbitration Eligible (BU01) and Non-Arbitration Eligible (BU21) Employees in the Security Services Unit (SSU) Represented by New York State Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)

[1834](#) – April 2020 Hazardous Duty Pay Increase for Arbitration Eligible (BU01) and Non-Arbitration Eligible (BU21) Employees in the Security Services Unit (SSU) Represented by New York State Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)

## Housing and Community Renewal

[DH-106.1](#) - April 2020 District Council 37 (DC37) Longevity Lump Sum (LLS) Payment

[DH-107](#) - April 2020 District Council 37 (DC37) Performance Advances

[DH-108](#) - April 2020 District Council 37 (DC37) 2% Salary Increase

[DH-109](#) – District Council 37 Local 1359 Dues Increase

## SUNY Construction Fund

[Other-54.1](#) - April 2020 State University Construction Fund (SCF) Civil Service Employees Association (CSEA) Lump Sum (LLS) Payment

[Other-55](#) - April 2020 State University Construction Fund (SCF) Civil Service Employees Association (CSEA) 2% Salary Increase

## State Police

[SP-203](#) - New York State Police Investigators Association (NYSPIA) Dues Increase

[SP-204](#) - April 2020 Increase to State Police Expanded Duty Pay

[SP-205](#) - April 2020 Increase to Location Pay and Supplemental Location Pay for State Police Employees Represented by the Police Benevolent Association (PBA)

[SP-206](#) - April 2020 Increases to Location Pay, Supplemental Location Pay, Expanded Duty Pay and Maintenance Allowance for State Police Employees Represented by the New York State Police Investigators Association (NYSPIA)

## State University of New York

[SU-293](#) – SUNY Downstate Location Stipend for GSNU Employees Represented by the Communications Workers of America/Graduate Student Employees Union (CWA/GSEU)

[SU-294](#) – SUNY Recruitment and Retention Payments for GSNU Employees Represented by the Communications Workers of America/Graduate Student Employees Union (CWA/GSEU)

## Unified Court System

[UCS-285](#) - April 2020 State of New York Unified Court System (UCS) Longevity Bonus

[UCS-286](#) - April 2020 State of New York Unified Court System (UCS) Judicial Longevity Payment (JLP)

[UCS-287](#) - April 2020 State of New York Unified Court System (UCS) Increases to Location Pay, Location Pay Mid-Hudson and Senior Officer Series Differential

[UCS-288](#) - April 2020 Unified Court System (UCS) Security and Law Enforcement Differential Payment

[UCS-289](#) - April 2020 State of New York Unified Court System (UCS) Increments and Longevity Increments

[UCS-290](#) - April 2020 State of New York Unified Court System (UCS) Salary Increases

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).