

PAYROLL USERS GROUP NEWS

November 2021

Issue No. 16

WELCOME

From Brian Moulton
Director of State Payroll Services

Welcome to the November issue of the Payroll Users Group Newsletter.

On a personal note, it is with great excitement that I would like to announce that I will be retiring in January. I started as a Payroll Auditor in the Earnings section about 25 years ago and throughout my career I have always enjoyed learning from and working with the Payroll community. It really is a wonderful team; I am always amazed and proud of what we have been able to accomplish together. I will miss you all!

Thank you for all that you have done for me over the years and I'm sure will continue to do for Payroll and the State employees we serve.

I wish you much continued success, good health, and happiness!

Thank you,

Brian

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WHAT'S NEW

2021 VIRTUAL FALL CONFERENCE MATERIALS

Presentation recordings and other learning resources will be available soon. Please visit OSC's Office of Operations [training page](#) for more information.

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.

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 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

- 11/20/2021 – PayServ Schedule Outage** – Due to system maintenance, PayServ will be down Saturday, 12/04/2021. PayServ will be available again beginning Monday, 12/06/2021. Please contact: PayrollSystemQuestions@osc.ny.gov with any questions.
- 11/18/2021 - Educational Assistance Benefits - Control-D Report NPAY758 (Educational Assistance Benefits Reported to OSC)** The NPAY758 report is available in Control-D. Agencies must review the Control-D report and identify employees whose educational assistance benefits, as identified on the report, either exceed \$5,250 or exceed \$5,250 when combined with any additional educational assistance benefits paid to the employee by the agency through the NYS Statewide Financial System (SFS) Accounts Payable voucher process. The amount exceeding \$5,250 is considered the "taxable amount" and must be reported in PayServ through either Time Entry or the agency Miscellaneous File. **As of today, there are two pay periods remaining for Administrative employees and Institutional employees.** Please refer to Payroll Bulletin 1957 for specific processing instructions. Questions should be directed to the Tax and Compliance mailbox.
- 11/15/2021 - SS/MED REFUNDS** - OSC is processing SS/Med refunds related to batches 2031-2036, 2038, 2042, 2050, 2057, 2055, 2057, 2059 and 2061. Refunds will be issued in the 11/24/2021 (Administration) and the 12/2/2021 (Institution) checks. These are separate checks with a TFW (Prior Yr Soc Sec/Med Refund WC) or TF7 (Prior Yr Soc Sec/Med Refund).
- 11/05/2021 - Early Cutoff/Change** - The following pay period will be processed on an accelerated schedule due to the Thanksgiving Day Holiday:
- Institution Pay Period 17 Lag/18 Current**
The **Automated Interface** cutoff is scheduled for **Monday, November 15, 2021.**
The **On-Line Transactions** cutoff is scheduled for **Tuesday, November 16, 2021.**
The **Time Entry** cutoff is scheduled for **Tuesday, November 16, 2021.**
The **On-Line Back End Splits Submission Begin/End Date** is scheduled for **Friday, November 26, 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.
- 11/02/2021 - CORRECTED W-2s** - OSC has issued Corrected W-2s (Batches 2060-2065). These W-2cs are for 2018, 2019 and 2020 and relate to NonCash, IRS Notices, 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 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 December 17, 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. 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 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.

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.
- **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. To accomplish this, it is sometimes 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 consider 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.

DEDUCTIONS

- **Direct Deposit / AC230 Team / General Deductions:**

- The 2nd round of reissuance per the returned 2020 Uncashed NYS Payroll check letters were mailed Wednesday, November 17, 2021. We will continue to process incoming letters and a 3rd round of reissuance will be processed in mid-December.
 - Per [Payroll Bulletin 1959](#), Schedule for Submitting 2021 Year End Returned Checks, all paycheck reversals for checks issued November 10, 2021 or earlier are due immediately. Please see bulletin for additional due dates.
 - Due to the limited time to audit and process AC230s, checks or check stop payment requests with accompanying AC230s not received by the above listed deadlines may not be processed in time to be reflected on the employee's 2021 W-2 (Wage and Tax Statement).
- **Retirement and Savings Plans:**
 - As part of the PayServ 9.2 Upgrade, please remember multiple changes took place which impact Retirement and Savings Plans. Please be sure to reference the following Payroll Improvement Project bulletins:
 - [PIP-010 Changes to Pension Plans 9.2](#)
 - [PIP-011 Changes to Savings Plans 9.2](#)
 - [PIP-014 ORP/VDC Arrears Deductions](#)
 - As a reminder, agencies must adhere to the current year Agency Payroll Submission Schedule as entering transactions outside the submission dates may negatively impact the calc and confirm process.
 - A reminder to keep an eye out for various year-end bulletins relating to retirement plan limits, Deferred Compensation limits, and two year look back updates coming soon.

TAX & COMPLIANCE

- **Workers' Compensation Team:**
 - OSC will run the final Workers' Comp Clean Up to correct taxes for employees with late changes to their 2021 Workers' Comp leave in early December. Agencies are asked to enter any outstanding 2021 Workers' Compensation leaves or Correct History requests by COB Monday, 11/29/21.
 - Agencies are reminded to use new Workers' Comp Correct History code WCR when submitting Job Action Requests for corrections to an employee's WC leave.
 - See [Payroll Bulletin No. 1945](#) - Process Changes for Workers' Compensation Leave in PayServ for more information.
- **Audit and Compliance Team:**
 - There are **only two pay periods** left to enter any information to be included in the 2021 Form W-2. Please refer to year end Bulletins for additional guidance.
 - The CLEFR (NTAX507) and Education Assistance (NPAY758) files have been run and the NPAY758 - Educational Assistance Reported to OSC from GOER, PEF, CSEA, & UUP is available in Control D.
 - The following year end bulletins have been published.
 - [Bulletin No. 1953](#) - Verification of Employees Social Security Number (SSN) and Name to Be Reported on the Employee Form W-2 Wage and Tax Statement for Tax Year 2021
 - Bulletin No. 1956 - Certification, Licensure, and Exam Fee Reimbursement (CLEFR) for 2021 Administered by the Governor's Office of Employee Relations (GOER), Public Employees Federation (PEF), and Civil Service Employees Association (CSEA)
 - [Bulletin No. 1957](#) - Educational Assistance Benefits for 2021

- [Bulletin No. 1958](#) - New York State Payroll Online (NYSPO) Electronic Delivery of 2021 Form W-2 Statement
 - [Bulletin No. 1960](#) - Year- End Procedure for Taxable Employee Expense Reimbursements
 - [Bulletin No. 1961](#) – Retirement Plan Checkbox on Form W-2 for Tax Year 2021
- Reminder:** If an employee is a **Rehired Retiree** and has a 403(b), the Retirement Plan Check Box **must** remain checked.

RECENTLY ISSUED PAYROLL BULLETINS

State Agencies

[1956](#) - Certification, Licensure, and Exam Fee Reimbursement (CLEFR) for 2021 Administered by the Governor’s Office of Employee Relations (GOER), Public Employees Federation (PEF), and Civil Service Employees Association (CSEA)

[1957](#) - Educational Assistance Benefits for 2021

[1958](#) - New York State Payroll Online (NYSPO) Electronic Delivery of 2021 Form W-2 Statement

[1959](#) - Schedule for Submitting 2021 Year End Returned Checks

[1960](#) - Year-End Procedure for Taxable Employee Expense Reimbursements

[1961](#) - Retirement Plan Checkbox on Form W-2 (Wage and Tax Statement) for Tax Year 2021

State Police

[SP-222](#) - 2021 State Police Expertise Pay

[SP-223](#) - 2021 State Police Hazardous Duty Pay

[SP-224](#) - 2021 State Police Holiday Bonus Payment

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.