

PAYROLL USERS GROUP NEWS

Issue No. 26

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WELCOME

From Wil Tomlin
Director of State Payroll Services

Welcome to the Payroll User's Group Newsletter. As we approach the end of another year, State Payroll Services would like to thank everyone involved in ensuring that our workers are paid on time and correctly. So, hats off to all of you for your hard work to diligently keep up with the many ongoing changes and new initiatives being introduced across the State; we appreciate your partnership to pull this off.

As we are now in the throes of year-end processing, please pay close attention to the Payroll Bulletins and PayServ bulletin board messages for deadlines, year-end processing information, and submission schedule changes due to the holidays. Additionally, please see the section updates below announcing new items, changes, and reminders such as: there still being time for employees with access to NYSPO to opt out of receiving paper W2's (deadline 1/10/2024); a new overpayments appeal mailbox; updates on increased hiring rates; direct deposit information and AC230 deadlines.

Lastly, we are working out the logistics of bringing back live Payroll User Group meetings in 2024. More to come on that, so please stay tuned!

Wishing you a very happy holiday season.
Merry Everything and Happy Always!
Wil

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WHAT'S NEW

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

2022-2023 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 2023 – April 2024 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

12/18/2023 – 2022 and 2023 Salary Increases for Lifeguards - Chapter 189 of the Laws of 2023, which implemented the 2022-2026 Agreement between the State of New York and the United University Professions (UUP), provides for a 2.00% salary increase in 2022 for certain eligible employees as explained in the Agreement and a 3.00% salary increase in 2023 for eligible employees in lifeguard titles. Provided the Division of the Budget has issued a Budget Bulletin for seasonal Lifeguard rates, these increases will be processed in Administration checks dated 03/13/2024 and Institution checks dated 03/21/2024. A payroll bulletin will be issued with additional information.

Removal Date: 03/21/2024

12/18/2023 – EMPLID COMBINES - EmplID Combines will not be processed after Monday, December 18, 2023. Agencies may continue to request EmplID Combines. However, the requests will not be processed until after the 2023 Forms W-2 and 1099-MISC processing is completed. Questions may be directed to hholman@osc.ny.gov and tmochrie@osc.ny.gov with a cc to the Payroll Earnings mailbox.

Removal Date: 02/02/2024

12/18/2023 – SS/MED REFUNDS - OSC is processing SS/Med refunds related to batches 2244, 2245, 2248, and 2249. Refunds will be issued in the 12/28/23 (Institution) check and 1/3/24 (Administration) checks. These are separate checks

with a TFW (Prior Yr Soc Sec/Med Refund WC) or TF7 (Prior Yr Soc Sec/Med Refund).

Removal Date: 01/22/2024

12/18/2023 – CLOSE OF 2023 PAPER W-2 OPT-OUT PERIOD FOR NYSPO ENROLLEES - At the close of business on January 10, 2024, OSC will lock all employees out of NYS Payroll Online in order to identify a final count of employees who have elected to receive their 2023 W-2 electronically. This lockout will continue through the day on Thursday, January 11 until our office has issued approval for the final print of the paper 2023 W-2s. Agencies can run locked query LQ_TAX_NYSPO_W_2_Consent to identify their employees who have made this election. Changes made after January 11, 2024 will affect 2024 W-2s.

Removal Date: 01/22/2024

12/18/2023 – Corrected Form W-2s - Due to 2023 year end processing, the routine issuance of corrected W-2s will be temporarily discontinued until March 2024.

Removal Date: 01/29/2024

12/14/2023 – Current Year Workers' Compensation Clean Up - OSC has completed a Workers' Comp Clean Up to correct taxes for employees with late changes to their 2023 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 12/28/2023 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.

Removal Date: 01/01/2024

12/11/2023 – Early Cutoffs/Changes – The following pay period will be processed on an accelerated schedule due to the Christmas Holiday, New Years Holiday, W-2 Printing and MLK Jr. Holiday:

Administration Pay Period 19 Lag/20 Current

The **Automated Interface** cutoff is scheduled for **Monday, December 18, 2023**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, December 19, 2023**.

The **Time Entry** cutoff is scheduled for **Tuesday, December 19, 2023**.

Institution Pay Period 19 Lag/20 Current

The **Automated Interface** cutoff is scheduled for **Friday, December 22, 2023**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, December 26, 2023**.

The **Time Entry** cutoff is scheduled for **Tuesday, December 26, 2023**.

Administration Pay Period 20 Lag/21 Current

The **Automated Interface** cutoff is scheduled for **Friday, December 29, 2023**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, January 2, 2024**.

The **Time Entry** cutoff is scheduled for **Tuesday, January 2, 2024**.

Institution Pay Period 20 Lag/21 Current

The **Automated Interface** cutoff is scheduled for **Monday, January 8, 2024**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, January 9, 2024**.

The **Time Entry** cutoff is scheduled for **Tuesday, January 9, 2024**.

Please refer to Payroll Bulletin #2107 *Schedule for Agency Payroll Submission and Availability of Reports and Files*,

issued February 17, 2023, for more information on this and future accelerated schedules

Removal Date: 01/18/2024

12/08/2023 – Updating form 8233 Tax Treaty Information - REMINDER – Control-D Report NTAX556 (Expiring Form 8233) - The NTAX556 report is available in Control-D. Agencies must review the Control-D report and obtain a new Form 8233 for all nonresident alien employees who wish to continue taking advantage of an available tax treaty reducing their withholding tax in the upcoming year. Please refer to Payroll Bulletin 2169 for specific processing instructions. Questions should be directed to the tax and compliance mailbox.

Removal Date: 12/31/2023

12/08/2023 – Tax Refund Pause for Employees on Workers' Compensation (WC) Leave - The program which refunds taxes for employees on WC leave shuts down for the final three paychecks of each year. Employees on the Administration Lag cycle will not receive WC tax refunds with the 1/3/2024, 1/17/2024, and 1/31/2024 paychecks. Employees on the Institution Lag cycle will not receive WC tax refunds with the 1/11/2024, 1/25/2024, and 2/8/2024 paychecks. These taxes will instead be corrected by the first 2023 WC Clean Up in early 2024. Tax refunds will be issued as usual beginning with the 2/14/2024 paycheck for Administration employees and the 2/22/2024 paycheck for Institution employees.

Questions may be directed to WorkersComp@osc.ny.gov.

Removal Date: 02/26/2024

12/5/2023 - Corrected W-2s - OSC has issued Corrected W-2s (Batches 2255-2267). These W-2cs are for 2020, 2021, and 2022 and are related to NRAs, F/T Students, Noncash, General Miscellaneous, 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 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 Form AC3206 in PayServ no later than January 15, 2024. **Please do not submit Form AC3206 to OSC. Please use the most recent version of the AC3206 form found on the OSC website.**

Removal Date: 01/22/2024

12/1/2023 - ADDRESS VERIFICATION FOR DECEASED EMPLOYEES AND THEIR NEXT OF KIN/BENEFICIARIES FOR YEAR END TAX REPORTING - Agencies should review addresses in PayServ for deceased employees who received payments in 2023 after their date of death. The address should be the employee's last known address. Addresses for deceased employees **must not be** the agency's address. If an agency is notified of a change of address for the next of kin/beneficiary, please notify the Tax and Compliance mailbox to ensure the 1099-Misc is sent to the correct address. Agencies must submit their corrections by close of business on Friday, December 22, 2023.

Removal Date: 12/26/2023

11/17/2023 - New NYSPO Employee Address Add/Update Implementation - The Office of the State Comptroller (OSC) has implemented NYSPO address change. This new functionality to NYSPO allows employees to view and update home, check and mailing addresses and modify your payroll options. Please review [Bulletin 2166](#) for additional information. If you have any questions on the new functionality, contact NYSPOHelp@osc.ny.gov

Removal Date: 12/29/2023

11/10/2023 - Educational Assistance Benefits: REMINDER - 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 three pay periods remaining for Administrative employees and Institutional employees.** Please refer to Payroll Bulletin 2160 for specific processing instructions. Questions should be directed to the Tax and Compliance mailbox.

Removal Date: 12/28/2023

06/20/2023 - Garnishment NBEN744 Control D Report - As a general reminder and in anticipation of the student loan pause ending, we are reminding agencies of the NBEN744 Employee Report of Child Support, Bankruptcy, Creditor Garnishments and Federal Levies, Child Support/Chapter 13 Bankruptcy Control-D report. Per [Payroll Bulletin 2003](#), agencies are required to review, print, and distribute this information to their employees on a weekly basis as it contains information regarding their payroll deductions. Questions regarding the Control-D report may be directed to payrolldeduction@osc.ny.gov.

Removal Date: 12/21/2023

01/31/2023 - Temporary Direct Deposit Lock Out - Effective February 1, 2023 agencies will be unable to add/update direct deposit information from Wednesday afternoon to Thursday afternoon. We will be extending the direct deposit cut off on the Agency Submission Schedule from Friday COB to Monday COB during this time. This bulletin board message will be modified when the temporary lock out has been lifted and we return to the normal Agency Submission Schedule cut off.

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.**

○ **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 ("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 Payscale 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 Auditor Contact list can be found here: [agency_assignments.pdf \(state.ny.us\)](#)
- The following link provides additional contact information for various other questions/concerns: [PayServ W1 \(state.ny.us\)](#)

○ **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 2023-2024 Submission Schedule is located in [State Agencies Bulletin No. 2107 | 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.

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. If the employee is entitled to the uncashed check(s), the letter should be completed and returned to OSC per the instructions included on the outreach letter. Checks for entitled employees who complete and return the letter to OSC prior to January 1, 2024 will be reissued and mailed to the employee. 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.
- To maintain the efficiency of AC-230 processing and ensure accuracy of W-2 reporting for 2023, agencies must submit AC-230s to OSC in accordance with the processing schedule outlined below:

Processing Dates:

*Paychecks issued on or prior to October 25, 2023 are due immediately.

Pay Checks Issued On	Must be Received by OSC No Later Than
November 2, 2023 November 8, 2023	Due Immediately
November 16, 2023 November 22, 2023	Due Immediately
November 30, 2023 December 6, 2023	Due Immediately
December 14, 2023	December 22, 2023
December 20, 2023	December 29, 2023
December 28, 2023	January 5, 2024

○ Retirement and Savings Plans:

- Please join us in welcoming our newest team member, Megan Drake! Megan comes to OSC from the Department of Labor. Her previous experience analyzing payroll data will make her a great asset to DTA.
- The various annual IRS limits for 2024 have been released. OSC will be updating the PayServ limits that will go into effect on January 1, 2024. Payroll bulletins will be published soon detailing the new limits.
- The 2024 SUNY ORP and VDC Tier 6 Two Year Look Back will be effective for paychecks beginning in January of 2024. SUNY University-Wide Benefits will be providing agencies with guidance regarding the rate changes and a payroll bulletin detailing instructions for entry into PayServ has been published.

○ 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.

- 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:**
 - 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 is continuing to issue corrected W-2s for the years 2020-2022. As always, all due dates for AC3206 batches are reflected on the PayServ bulletin board.
- **Workers' Compensation Team:**
 - 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 Control-D Report NBEN543B and FICA deficiencies/refunds once the Clean Up has completed.
 - The program which refunds taxes for employees on WC leave shuts down for the final three paychecks of each year. For employees on the Administration Lag cycle, WC tax refunds will not be issued with the 1/3/2024, 1/17/2024, and 1/31/2024 paychecks. For employees on the Institution Lag cycle, WC tax refunds will not be issued with the 1/11/2024, 1/25/2024, and 2/8/2024 paychecks. These taxes will instead be corrected by the first 2023 WC Clean Up in early 2024. Tax refunds will be issued as usual beginning with the 2/14/2024 paycheck for Administration employees and the 2/22/2024 paycheck for Institution employees.
 - 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 implemented NYSPO Address update functionality on November 17th. This allows all NYS employees who access NYSPO to update their address used in PayServ. NYS Employees can add/update their Home, Mailing or Check address and chose the option for where their check/advice is mailed, if they aren't currently opted out of receiving paper. Please email payrollsystemquestions@osc.ny.gov or the NYSPO mailbox NYSPOHelp@osc.ny.gov if you have any questions regarding the new functionality.
- **Year End Processing Upcoming**
 - Agencies should encourage employees to utilize NYSPO to access their 2023 W-2. Users should access NYSPO early to ensure there are no login/account issues.
 - Deadline for employees with NYSPO access to opt out of paper W-2s. See PB #2181.

RECENTLY ISSUED PAYROLL BULLETINS

State Agencies

2158	Verification of Agency Return Address on Employee Form W-2 (Wage and Tax Statement) for Tax Year 2023
2159.1	Procedures for Reporting the Taxable Value of Personal Use of Employer-Provided Vehicles and Chauffeur Services for Tax Year 2023
2160	Educational Assistance Benefits for 2023
2161	Locked Query to Identify Employees who Require a New Form W-4, Employee's Withholding Certificate
2162	Certification, Licensure and Exam Fee Reimbursement (CLEFR) for 2023 Administered by the Office of Employee Relations (OER), Public Employees Federation (PEF), and Civil Service Employees Association (CSEA).
2163	2023 Uniform Cleaning and Maintenance Allowance for Employees Designated Management or Confidential (M/C)
2164	Schedule for Submitting 2023 Year End Returned Checks
2165	Public Employees Federation (PEF) 2023 Non-Pensionable Lump Sum Payment
2166	New York State Payroll Online (NYSPO) Employee Address Update Functionality
2167	Retirement Plan Checkbox on Form W-2 (Wage and Tax Statement) for Tax Year 2023
2168	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 2023
2169	New Program and Control D Report to Ensure Accurate Form 8233 Tax Treaty Information and Taxation
2170	Year-End Procedure for Taxable Employee Expense Reimbursements
2171	2023 CSEA and PEF Over40 Comp Time II Cash Out
2172	2023 Year End Adjustment for Members of the NYS Legislature
2173	2023 Retroactive Increase to Hazard Duty Pay for Employees Represented by the Public Employees Federation (PEF)
2174	2023 CSEA Work Related Clothing Allowance for ASU Employees Represented by the Civil Service Employees Association (CSEA)
2175	2023 CSEA Work Related Clothing Allowance and 2023 Uniform Maintenance Allowance for ISU Employees Represented by the Civil Service Employees Association (CSEA)
2176	2023 Work-Related Clothing Allowance for OSU Employees Represented by the Civil Service Employees Association (CSEA)
2177	2023 Uniform Cleaning and Maintenance Allowance for Certain SSU Interest Arbitration Ineligible Employees Represented by the NYS Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)
2178	2023 Uniform Maintenance Allowance for Employees in the Division of Military and Naval Affairs (DMNA) Represented by the Civil Service Employees Association (CSEA)

2179	Expanded Eligibility Criteria Regarding Combined Service for the Civil Service Employees Association (CSEA), Management/Confidential (M/C), and Public Employees Federation (PEF) 2023 Non-Pensionable Lump Sum Payments
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CU-774.1	CUNY 2023 Uniform Allowance Payment for Nursing Titles
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CU-776	January 2024 City University of New York (CUNY) Increments

Housing

DH-128	2023 RRSU Over 40 Comp Time II Cash Out
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State Police

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SUNY

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SU-349	July 2023 Increase to Location Pay and Location Mid-Hudson Pay for Eligible Professional Services Negotiating Unit (PSNU) Employees Represented by the United University Professions (UUP)
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SU-351	2023 \$400 Discretionary Base Salary Increase for Professional Services Negotiating Unit (PSNU) Employees Represented by the United University Professions (UUP)

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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.

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