

PAYROLL USERS GROUP NEWS

July 2020

Issue No. 3

WELCOME

From Brian Moulton
Director of State Payroll Services

Welcome to the third edition of the PUG Newsletter! We hope this issue continues to provide an informative summary of what we have been working on in Payroll Services.

As always, I want to thank you all for your continued hard work to ensure that Payroll continues to function so well. It is inspiring to see the payroll community work together to meet so many new challenges and still get the job done in such innovative ways.

I also want to thank you for your continued efforts to promote direct deposit for employees who receive paper checks and for encouraging employees enrolled in direct deposit to opt out of receiving a paper advice statements. With your help, we have newly enrolled nearly 8,000 employees in direct deposit and have had over 5,000 employees opt out of receiving a paper advice statement! Thank you!

Stay well!
Brian

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WHAT'S NEW

2020 General Salary Increase Deferral Extended

The Bureau of State Payroll Services has been notified by the Division of the Budget that the deferral of scheduled April 2020 general salary increases has been extended through September 30, 2020. This includes the July 1, 2020 general salary increase for members of the United University Professions (UUP).

Tracking COVID-19 Overtime Codes

OSC has created query **COVID_EARNINGS** in query manager to help agencies track overtime related to the COVID-19 health crisis.

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

[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

06/24/2020 - CORRECTED W-2s - OSC has issued Workers' Comp Corrected W-2s (Batch 1943) - Agencies must immediately begin to review Control-D report NTAX722 (Agency W2C 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 AC3206 in PayServ no later than **08/31/2020**. *Do not submit Form AC3206 to OSC.*

06/24/2020 – CORRECTED W-2s – OSC has issued Workers' Comp Corrected W-2s (Batch 1942) - **This is a deficiency batch, therefore, no AC3206 is required.** 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.

06/01/2020 - Corrected W-2s – OSC has issued Corrected W-2s (Batches 1930-1941). These W-2cs are for 2017, 2018 and 2019 and relate to Workers Comp, Deficiencies, NRA's, NonCash, SS/Med Refunds, State and Local Adjustments, General/Misc and AC230s. 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 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 31, 2020**. *Please do not submit Form AC3206 to OSC.*

PAYROLL IMPROVEMENT PROJECT UPDATES

Advance File Testing: Test Master files are available for agencies to test file layout changes in their own systems. We are also offering informal Automated Interface (AI) testing to agencies that would like to process test AI files. If your agency would like to receive reduced volume Master files or submit small AI files for testing,

email payrollimprovementproject@osc.ny.gov to coordinate receiving and processing test files. This will not replace formal interface testing that will take place during Agency Testing and Training.

PS Query Renaming: Payroll Bulletin PIP-03 PS Query Updates and Migration will be reissued soon; look out for an extended deadline for updating your PS Query names. For instructions on renaming queries, visit the Renaming PS Queries presentation.

Timeline: The Payroll Improvement Project's Project Management team is working to re-baseline the project plan. Agency Testing and Training as well as Go Live are being postponed. Once we have identified firm dates for Agency Testing and Training and have established a new Go Live window, an updated Project Timeline will be distributed to all stakeholders. Work on the project actively continues, and we continue to welcome your feedback and participation. We look forward to sharing more detailed information soon.

EARNINGS

- **Agencies requesting to hold employee paychecks:**

If an agency is aware of a paycheck of a deceased employee, or of an overpayment that will occur, in a direct mailed paper check, then the Agency should send an email to the Payroll Earnings mailbox and their Auditor requesting that the check be held. Paycheck and Employee info should be included in the email. The deadline for an Agency to send this email to Earnings is 9:30 a.m. of the Thursday prior to the paycheck date.

- **Entering Additional Pay Adjustments for Employees on one of the new COVID paid leave codes referenced in Bulletin 1837.1:**

When placing an employee on a paid leave in the middle of a pay period, please remember to review his/her additional pay record to determine if Additional Pay Adjustments will be required, as you would for any other mid-pay period changes. Please remember:

- Most times, PayServ will pay the Additional Pays for the entire pay period, based on the last change made to the employee. Adjustments should be made accordingly.
- If the employee is active, the first day of the current pay period should be used as the effective date for the Additional Pay Adjustment.
- Please always include a detailed General Comment explaining any Additional Pay Adjustments that are entered.

DEDUCTIONS

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

- Welcome Andrea Greco, the new Team Lead for the AC230 and Direct Deposit teams
- New Direct Deposit Form will be released soon, keep an eye out for the Payroll Bulletin announcement

- WageWorks inadvertently end dated NYSRide pre-tax and post-tax deductions for the paycheck dates of June 18th, June 24th, July 2nd and July 8th. GOER is currently looking into the issue and will notify Agency Payroll Officers as soon as we have more information.
- **Garnishment / Customer Service Team:**
 - The team is still continuing their expanded customer service phone hours from 8:00am-3:30pm Monday through Friday (518) 474-4042. Inquiries may also be emailed to payrolldeduction@osc.ny.gov
 - Federal and State student loan garnishments have all been suspended due to COVID-19
 - IRS Federal Levy payments continue to not be processed by the IRS – The Garnishment Team is continuing to work with the IRS liaison to find a resolution for employees
- **Retirement and Savings Plan Team:**
 - SUNY/CUNY Agencies – Per Payroll Bulletin 1665, your auditor has been reaching out to you to run your NBEN742A Control D report and take the appropriate actions with the results

TAX & COMPLIANCE

- **Corrected Form W-2s:**
 - OSC has issued multiple batches of corrected Form W-2s and have the following deadlines for the AC-3206:
 - Batches 1905-1922: 7/21/2020
 - Batch 1924: 7/24/2020
 - Batches 1930-1941 and 1943: 8/31/2020
 - In addition, tax refunds for batches 1886-1888, 1891-1892, 1894-1896, 1898, 1901-1904 and 1909 will be processed for Inst check date 7/16/2020 and Admin check date 7/22/2020.
- **Workers' Compensation**
 - The Workers' Compensation team completed a 2019 Workers' Comp cleanup in June, which picked up a substantial number of late returns from Workers' Comp leaves in 2019. As a result, there were a significant number of employees who would have received refunds from the March cleanup but were not entitled to those refunds. These refunds were stopped, and agencies with affected employees were contacted directly so they could reach out to their employees.
 - In light of the 2020 clean up scheduled for August 5 and the PayServ upgrade scheduled for this coming Fall, we ask that agencies review their employees on Workers' Comp leave and clear up any outstanding issues prior to August 5.

RECENTLY ISSUED PAYROLL BULLETINS

State Agencies

[1839](#) - New Procedures for Processing 2020 Summer Session Payments for Institution Teachers

[1840](#) - 2020 CSEA Tool Allowance Payment

CUNY

[CU-680](#) - July 2020 City University of New York (CUNY) Increments

[CU-681](#) - 2016 – 2020 City University of New York (CUNY) International Brotherhood of Teamsters (IBT) Local 237 Retroactive General Salary Increases

[CU-682](#) - CUNY IBT 2018-2019 Additional Pay Increases and New Additional Pay Earn Code

[CU-683](#) - City University of New York (CUNY) Health Benefits Buy-Out Waiver Program for the Payment Cycle of 01/01/2020 – 06/30/2020

[CU-684](#) - New York State Nurses Association Dues Increase

[CU-685](#) – 2020 City University of New York (CUNY) Research Foundation Grant Payments for Summer Research

SUNY

[SU-296](#) – 2020 SUNY Summer Sessions Payments

Transportation

[DOT-36](#) – 2020 Call-Out Response Payments for Fiscal Year 2019-2020

Unified Court System

[UCS-291](#) – June 2020 Uniform and Equipment (Uniform) Allowance Maintenance (Uniform Blazer) Allowance Payments

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

Position Management:

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.