

PAYROLL USERS GROUP NEWS

August 2021

Issue No. 13

WELCOME

From Brian Moulton
Director of State Payroll Services

Welcome to the August 2021 edition of the PUG Newsletter.

I want to start by thanking each SUNY campus for their help with processing and employee communications necessary to implement the UUP 2020 and 2021 increases. Your help is greatly appreciated. Our Earnings and Systems teams continue to analyze requirements and develop an implementation plan for the PEF raises and payments. Processing dates will be posted to the PayServ bulletin board as soon as they are available.

I would also like to share that Michele Hasso has announced plans to retire this fall. Michele has been an integral part of Payroll Services for many years; most recently leading us through the development and successful implementation of the PayServ upgrade to version 9.2. She will be greatly missed by all of us here in Payroll Services and the payroll community at large.

Please have a safe and healthy rest of summer!

Thank you!
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 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 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

08/19/2021 Early Cutoff/Change - The following pay period will be processed on an accelerated schedule due to the Labor Day Holiday:

Administration Pay Period 11 Lag/12 Current

The **Automated Interface** cutoff is scheduled for **Monday, August 30, 2021**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, August 31, 2021**.

The **Time Entry** cutoff is scheduled for **Tuesday, August 31, 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.

08/16/2021 - SS/MED REFUNDS - OSC is processing SS/Med refunds related to batches 2011-2016, 2025 and 2029. Refunds will be issued in the 08/26/2021 (Institution) checks and 09/01/2021 (Administration) checks. These are separate checks with a TFW (Prior Yr Soc Sec/Med Refund WC) or TF7 (Prior Yr Soc Sec/Med Refund).

08/03/2021 - Corrected W-2s - OSC has issued Corrected W-2s (Batches 2050-2052). These W-2cs are for 2018-2020 and relate to NRA's, IRS Notices, and AC909's. 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 September 17, 2021. *Please do not submit Form AC3206 to OSC.*

08/03/2021 - CORRECTED W-2s - OSC has issued Corrected W-2s (Batches 2047-2049). These W-2cs are for the year 2020 and relate to Covid-19 corrections for Box 14 only. Form AC3206 (Prior Year Social Security and Medicare Tax Refund Certification) is not required for any of these corrected W-2s. **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.**

07/30/2021 - NYS Emergency Rental Assistance Program (ERAP) - The Office of Temporary and Disability Assistance (OTDA) has implemented a program to provide rental assistance to many New Yorkers. As a result, the Bureau of State Payroll Services is developing new earnings codes and instructions for processing payments to employees who are performing tasks related to ERAP activities. This information will be provided in a Payroll Bulletin. Agencies should refrain from submitting transactions for this work effort until the bulletin is available to prevent the need for future corrections.

07/28/2021 - UUP 2020 2% Salary Increase Calculation Issue: As a result of a processing issue, employees in positions with a Comp Rate Code (formerly Pay Basis Code) of ANN or CYF who received the 2020 retroactive UUP 2% salary increase may be slightly overpaid in paychecks dated 08/04/2021. The original salary increase row inserted in employee records was processed correctly but the calculation of the rates on employee's subsequent job data rows was compounded which created a slightly higher and incorrect annual salary. For example, an

employee with an annual salary of \$100,000 received a \$2,000 increase to \$102,000 on 06/25/2020. If the employee had a subsequent row on job data on 07/01/2020, the flat amount of \$2,000 should have been applied to the salary in effect on 07/01/2020. The system incorrectly compounded the calculation and applied \$2,040 to the employee's annual salary bringing it to \$102,040 leading to an overpayment of \$40 annually.

The value of individual overpayment amounts is contingent upon the employee's original salary and the effective date of the earliest row in the employee's record subsequent to the 06/25/2020 salary increase effective date. The Bureau of State Payroll Services will update employee records to reflect the correct salary and recover the overpaid amounts on the 08/18/2021 check date where possible. This programming is being developed and during testing early next week we will be able to provide estimated individual overpayment amounts to agencies. As a result, agencies should refrain from making any changes to these employee records until corrections are complete.

A list of employees who may be impacted by this issue has been provided to each SUNY campus so affected employees can be contacted prior to receiving their paychecks on 08/04/2021. We are working on communications to share with employees and will provide them as soon as possible. We apologize for this processing error and greatly appreciate your continued support.

EARNINGS

o **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.

o **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.

o **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.

o **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.
- **Processing Payments for Activities Related to the Emergency Rental Assistance Program (ERAP)**
 - The Office of Temporary and Disability Assistance (OTDA) has implemented a program to provide rental assistance to many New Yorkers. As a result, the Bureau of State Payroll Services has developed new earnings codes and instructions for processing payments to employees who are performing tasks related to ERAP activities both during their regular workday and on an overtime basis.
 - Please refer to Payroll Bulletin 1930 for more information.
- **New Geographic Salary Differentials for Nurse Titles**
 - Per the Department of Civil Service Memorandum dated 08/18/2021, Geographic Salary Differentials for the approved list of Nurse Titles is increasing to \$12,000 for all areas except the Hudson Valley and New York City metropolitan area, which will increase to \$18,000.
 - This change is effective 08/12/2021 for employees on the Institutional payroll and effective 08/19/2021 for employees on the Administration pay.
 - Agencies must ensure the correct Geographic Salary Differential amounts are entered into Payserv for impacted employees.

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.
 - We have recently received a lot of calls and emails regarding the outreach for uncashed checks issued by the Statewide Financial System (SFS). OSC Payroll is unable to process any reissues for checks issued by the SFS. Agencies should follow the normal business process through the Division of Treasury to request a reissue of an uncashed SFS check. Questions may be directed to Treasury via email at Treasury.TD346@tax.ny.gov.
- **Retirement and Savings Plans:**
 - We would like to congratulate Debbie Makowski on her retirement effective August 31, 2021. After more than 45 years of State service, Deb has decided to hang up her payroll hat. Deb has been a valuable contributor to Payroll with the majority of her time having been spent in the Earnings Section (Salary Determination Unit) and Deductions & Tax Administration (Retirement Unit). Any SUNY/CUNY agencies currently assigned to Deb as an OSC auditor may contact payrollretirement@osc.ny.gov if you need any assistance.
 - TRS Tier 6 members two-year lookback contribution rate changes. To date, all two-year lookback rate changes for TRS fiscal year 2022 should be entered into PayServ. Any agencies that have not yet updated their TRS member contribution rates should do so immediately.
- **Garnishment and Customer Service:**
 - The team continues to monitor the status of the student loan pause. Per the U.S. Department of Education, the final extension of the pause on student loan repayment, interest, and collections is until January 31, 2022.

- As a reminder, we will be presenting at this year's OSC Fall Conference. We encourage all invitees to attend to learn more about navigating Retirement and Savings Plans in PayServ 9.2 and General Deductions and Direct Deposit.

TAX & COMPLIANCE

- **Workers' Compensation Team:**
 - The Workers' Compensation team would like to include a Q&A session in their 2021 Fall Conference, but we need your help! Please put "Fall Conference Question" in the subject line and email your questions to the WorkersComp@osc.ny.gov mailbox by September 30, 2021. We'll answer as many of them as we can during our presentation.
- **Audit and Compliance Team:**
 - As mentioned last month, OSC is aware of an issue with certain job transactions incorrectly changing Federal withholdings for employees. We anticipate a resolution to this issue shortly. Once we have finalized our action plan, we will be notifying payroll officers of the plan via email.
 - OSC is aware of an issue with certain job transactions incorrectly changing the State and Locality on the tax distribution page. We are fixing these errors as they are identified. We recommend agencies verify the state on the tax distribution page for employees that have a State tax data row in a state other than NY and a State tax data row for NY paid family leave.

RECENTLY ISSUED PAYROLL BULLETINS

State Agencies

[1930](#) - Processing Payments for Activities Related to Eligibility Determinations for the Emergency Rental Assistance Program (ERAP)

[1931](#) - Updating PayServ Chartfield Strings for September Lapsing Events

[1932](#) - September 2021 Public Employees Federation (PEF) Performance Advances and Increment Code Updates for Comp Rate Codes 21P and CAL

[1933](#) - October 2021 Civil Service Employees Association (CSEA) Longevity Lump Sum (LLS) Payment

[1934](#) - New York State Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA) Dues Increase for Members in Bargaining Unit 21

[1935](#) - January 1, 2021 Salary Increases for Executive Law Section 169 Commissioners and Other Positions Specified in Executive Law Section 169

CUNY

[CU-716](#) - City of New York Health Benefit Rate Changes

Housing and Community Renewal

[DH-115](#) - October 2021 District Council 37 (DC 37) Rent Regulation Services Unit Longevity Lump Sum (LLS) Payment

SUNY

[SU-310](#) - October 2020 Stipend Increase for GNSU Employees Represented by the Communications Workers of America/Graduate Student Employees Union (CWA/GSEU)

[SU-311](#) - July 2020 State University of New York (SUNY) Management/Confidential (M/C) Discretionary Salary Increase

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.