

# PAYROLL USERS GROUP NEWS

September 2021

Issue No. 14

## WELCOME

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

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

As we come to the end of the month of September, we are also coming to the end of processing the deferred 2020 salary increases! With the completion of the CUNY PSC 2020 salary increase this week, together we will have processed retroactive salary increases for nearly 200,000 employees! It has been an unprecedented amount of work for all of us and I truly appreciate the dedication, resiliency, and excellence our payroll offices have shown throughout this marathon of processing.

There is little time to rest however, as we gear up for October Performance Advance and longevity processing, PEF's new contract, and Year End.

Thank you for all that you have done and continue to do for Payroll!

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 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

**09/27/2021 - Delay in Check Reissuance Through SFS** - OSC Payroll has been notified of a delay in processing reissued checks through the Statewide Financial System (SFS) due to a lapsing event. Any stop payment/reissue requests for Payroll checks that have been previously reissued through a Direct Deposit Return, Exchange or normal Stop Payment process will be delayed until the lapsing event has completed. Reissues held during this event are expected to be completed by 10/8/2021. Agency Payroll Officers with questions regarding this delay should contact [UncashedNYSPayrollchecks@osc.ny.gov](mailto:UncashedNYSPayrollchecks@osc.ny.gov).

**09/23/2021 – Current Year Workers' Compensation Clean Up** – OSC has completed a Workers' Comp Clean Up to correct taxes for employees with late changes to their 2021 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 10/7/2021 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.

**09/14/2021 - Early Cutoff/Change** - The following pay period will be processed on an accelerated schedule due to the Columbus Day Holiday:

Institution Pay Period 14 Lag/15 Current

The **Automated Interface** cutoff is scheduled for **Monday, October 4, 2021**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, October 5, 2021**.

The **Time Entry** cutoff is scheduled for **Tuesday, October 5, 2021**.

Please refer to [Payroll Bulletin No. 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.

**09/14/2021 - Corrected W-2s** - OSC has issued Corrected W-2s (Batches 2053-2057). These W-2cs are for 2016, 2019 and 2020 and relate to NonCas, NRA's, 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 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 October 25, 2021. *Please do not submit Form AC3206 to OSC.*

**09/13/2021 - 2020 Workers' Compensation Clean Up** - OSC will run a Workers' Comp Clean Up to correct taxes for employees with late changes to their 2020 Workers' Comp leave on 09/29/2021. Agencies are asked to enter any outstanding 2020 Workers' Compensation leaves or Correct History requests by COB Friday, 09/17/2021. Questions can be directed to [WorkersComp@osc.ny.gov](mailto:WorkersComp@osc.ny.gov).

**08/27/2021 - DIRECT DEPOSIT FRAUD ALERT** - There has been a recent increase of fraudulent direct deposit forms submitted to agency payroll offices by fax, employee's personal e-mail and hacked work e-mail accounts. Upon receipt of a direct deposit request, agencies should verify the employee's name, work phone number and NYS Employee ID are present on the direct deposit form. Agencies should contact the employee by telephone to verify they submitted the request before entering the transaction in PayServ. 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 No. 1842](#). Questions regarding direct deposit practices may be directed to the [DDReturnsAndReversals@osc.ny.gov](mailto:DDReturnsAndReversals@osc.ny.gov).

## 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.
- **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.
- **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.
- **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 No. 1930](#) for more information.
- **Agencies Cannot Change Fields in Future Dated Rows:**
  - This issue affects employees who have multiple future dated transactions entered with the same effective date - the first transaction loads to PayServ as normal, but the second or more

transactions may either not auto approve and go to Requested status in Job Requests, or cause an error and not be saved in Job Data. This issue has been reported and is currently being reviewed. Until this issue is resolved, OSC advises agencies to not submit future dated transactions (i.e. effective date is after the current day's date) as much as feasible to avoid these issues. More information will be provided as it becomes available.

○ **Calculation of Retroactive Adjustments:**

- Please be aware that retroactive adjustments are automatically calculated by the New York State Payroll System (PayServ). The Bureau of State Payroll Services does not have the resources to manually calculate retroactive adjustments for individual employees. Therefore, if an employee contacts their agency payroll office to inquire about the value of a retroactive adjustment, they should **not** be referred to OSC. Employees who are referred to OSC are spending time completing and submitting Personal Privacy Protection Law Release forms (PPPLR) and not receiving any information, resulting in frustrated employees. Thank you for your assistance with this issue.

## DEDUCTIONS

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

- The process for the outreach and escheatment of 2020 uncashed payroll checks has begun. Stay tuned for a payroll bulletin releasing soon with additional details.
- There has been a recent increase of fraudulent direct deposit forms submitted to agency payroll offices by fax, employee's personal e-mail and hacked work e-mail accounts. Upon receipt of a direct deposit request, agencies should verify the employee's name, work phone number and NYS Employee ID are present on the direct deposit form. Agencies should contact the employee by telephone to verify they submitted the request before entering the transaction in PayServ. 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 No. 1842](#).

○ **Retirement and Savings Plans:**

- The governor's salary limit has been increased to reflect \$250,000.00. A Payroll Bulletin will be issued shortly notifying agencies of the maximum salary limit for tier 6 members of NYCTRS (82), NYCBERS (83), NYCERS (84), PFRS (85), NYSTRS (86), and ERS (87).

○ **Garnishment and Customer Service:**

- We'd like to welcome our new team member, Tamie Whitney, to our Deduction Garnishment team!

○ **Reminder:** The Deductions Team will be presenting at OSC's 2021 Fall Conference. All invitees are encouraged to attend both presentations: *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 include "Fall Conference Question" in the subject line and email your questions to [WorkersComp@osc.ny.gov](mailto:WorkersComp@osc.ny.gov) by September 30, 2021. We'll answer as many questions as we can during our presentation.

○ **Audit and Compliance Team:**

- [Payroll Bulletin No. 1944](#) - *Procedures for Reporting the Taxable Value of Personal Use of Employer-Provided Vehicles and Chauffeur Services for Tax Year 2021*, was issued on September 21, 2021, in preparation for year-end. The year-end bulletin for Prepaid Legal will be issued in the next few weeks.

## RECENTLY ISSUED PAYROLL BULLETINS

### State Agencies

[1937](#) - New Overtime Earnings Codes for Overtime Eligible Employees in the Public Employees Federation (PEF)

[1938](#) - • Restoration of Contract Pay and Additional Pay for 21P Institution Teachers

- Payment of CAL and 21P Institution Teachers in the 2021-2022 Semesters
- Termination of Summer Session Jobs for Institution Teachers

[1939](#) - October 2021 Increase to Hazardous Duty Pay for Arbitration Eligible (BU01) Employees in the Security Services Unit (SSU) Represented by New York State Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)

[1940](#) - October 2021 Civil Service Employees Association (CSEA) Performance Advances

[1941](#) - October 2021 Public Employees Federation (PEF) Performance Advances

[1942](#) - New Locked Queries to Review Retroactive Payments in Employee's Paycheck

[1943](#) - COVID-19 Vaccination Leave Under the 2021 American Rescue Plan Act (ARPA)

[1944](#) - Procedures for Reporting the Taxable Value of Personal Use of Employer-Provided Vehicles and Chauffeur Services for Tax Year 2021

[1945](#) - Process Changes for Workers' Compensation Leave in PayServ

[1946](#) - Verification of Agency Return Address on Employee Form W-2 (Wage and Tax Statement) for Tax Year 2021

### CUNY

[CU-717](#) - 2020 Professional Staff Congress (PSC) 2% Retroactive General Salary Increases

[CU-718](#) - 2020 Professional Staff Congress (PSC) Adjunct 2% Retroactive General Salary Increase

[CU-719](#) - New Voluntary Deductions Codes for CUNY Health Insurance

### Housing and Community Renewal

[DH-116](#) - October 2021 District Council 37 (DC 37) Performance Advances

### SUNY

[SU-312](#) - • 2021 Restoration of Contract Pay and Additional Pay for SUNY 21P Employees

- Payment of CAL and 21P Employees in the 2021-2022 Semesters
- Termination of Summer Session Jobs

[SU-313](#) - United University Professions (UUP) Dues Increase

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).