

PAYROLL USERS GROUP NEWS

December 2021

Issue No. 17

WELCOME

From Wil Tomlin
Director of State Payroll Services

Welcome to the December issue of the Payroll User's Group Newsletter. For my first installment of the newsletter, I would like to acknowledge our dedicated and hardworking OSC and agency payroll personnel (those currently active and inactive), along with a special note of thanks to Brian Moulton for his 30yrs of service in State Payroll Services. Through your efforts and by working together, we continued to pay our employees accurately and on time. You should all take a well deserved bow as this was no small feat due to the many new, modified, and retroactive changes thrown our way.

As busy as the past 11 months have been, December, true to form, requires a final push, and activities have been underway as we prepare for year-end processing. Please pay close attention to the Payroll Bulletins for deadlines and year-end processing information as well as submission schedule changes due to the holidays. A summary of recently issued bulletins can be found below.

As always, please don't hesitate to reach out to us if you have questions or concerns.

I hope you all have a very Happy Holiday season, looking forward to a bright 2022.

Merry Everything and Happy Always!

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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.

PAYROLL CALENDARS

The [April 2022 – April 2023 Payroll Calendars](#) are now available on the OSC website.

BULLETIN BOARD MESSAGES

- 12/17/2021 – Corrected W-2s** – OSC has issued a Corrected W-2 (Batch 2070). This W-2c is for 2020 and relates to non-cash. **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.**
- 12/16/2021 – 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 2021 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 Wednesday, December 22, 2021.
- 12/15/2021 – EMPLID Combines** – EmplID Combines will not be processed after Friday, December 17, 2021. Agencies may continue to request EmplID Combines. However, the requests will not be processed until after the 2021 Forms W-2 and 1099-MISC processing is completed. Questions may be directed to the Payroll Earnings mailbox with a cc to holman@osc.ny.gov.
- 12/15/2021 – Corrected Form W-2s** – Due to 2021 year-end processing, routine issuance of corrected W-2s will be temporarily discontinued until March 2022.
- 12/14/2021 – 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 12/22/2021 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.
- 12/10/2021 – Close of 2021 Paper W-2 Opt-Out Period for NYSPO Enrollees** - At the close of business on January 4, 2022, 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 2021 W-2 electronically. This lockout will continue through the day on Thursday, January 6 until our office has issued approval for the final print of the paper 2021 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 4, 2022 will affect 2022 W-2s.
- 12/08/2021 - Corrected W-2s** - OSC has issued Corrected W-2s (Batches 2066-2069). These W-2cs are for 2019 and 2020 and relate to NonCash, IRS Notices, and AC230's. **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.

12/02/2021 - PEF Retroactive Longevity Lump Sum Payments - Payroll Services will be processing these payments in Institution and Administration PP 22L - paychecks dated 02/10/2022 (Inst) and 02/16/2022 (Admin). A Payroll Bulletin will be issued as soon as possible.

12/01/2021 - Early Cutoff/Change - The following pay periods will be processed on an accelerated schedule due to W-2 processing and the Martin Luther King Jr. Holiday.

* There will be NO accelerated schedule for the Christmas and New Years Holidays but PayServ will be going down at 3:00pm on both days.

Institution Pay Period 20 Lag/21 Current

The **Automated Interface** cutoff is scheduled for **Monday, December 27, 2021.**

The **On-Line Transactions** cutoff is scheduled for **Tuesday, December 28, 2021.**

The **Time Entry** cutoff is scheduled for **Tuesday, December 28, 2021.**

Institution Pay Period 21 Lag/22 Current

The **Automated Interface** cutoff is scheduled for **Monday, January 10, 2022.**

The **On-Line Transactions** cutoff is scheduled for **Tuesday, January 11, 2022.**

The **Time Entry** cutoff is scheduled for **Tuesday, January 11, 2022.**

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.

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 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.
 - o 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. In order to accomplish this, sometimes it is 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 take into account 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.
- **PEF Salary Recalculations for Employees in Certain Situations:**
 - Due to the 2019-2021 retroactive salary increases for PEF employees, which were processed in Institution and Administration Pay Period 15L, and the pending payment of increases to Longevity Lump Sum (LLS) amounts, employees in certain situations may be eligible for a salary recalculation. These employees include those who during the retroactive raise period, moved from a Bargaining Unit 05 position to a position in another bargaining unit (refer to [Payroll Bulletin No. 702](#)) or were promoted after receiving a LLS payment or after becoming newly eligible for the April 2020 or 2021 LLS payment (refer to [Payroll Bulletin No. 503](#)).

These recalculations and updates, referred to as PEF Portability, that are completed prior to processing the increases to LLS amounts will reflect the projected LLS amount due to the employee. The increase to LLS amounts will be processed in Institution and Administration Pay Period 22L (paychecks dated 02/10/2022 and 02/16/2022 respectively).
- **Entering Overpayments:**
 - As we approach a new calendar year, please ensure the correct overpayment Earnings Code is used when entering employee overpayments. Overpayments that occur in paychecks with 2022 check dates should be entered using Q22 or the appropriate non-resident alien Earnings Code (22X, 22Y, 22Z).
 - The paycheck date(s) in which the overpaid earnings were originally paid is the determining factor for what overpayment code must be used.
 - Please refer to [Payroll Bulletin No. 1038](#) for more information.

DEDUCTIONS

- **Direct Deposit / AC230 Team / General Deductions:**
 - Multiple bulletins are being released for increases in union dues. Please see 'Recently Issued Payroll Bulletins' section below for updates.

- The 3rd round of reissuance per the returned 2020 Uncashed NYS Payroll check letters was completed on Friday, December 17, 2021.
- Per [Payroll Bulletin No. 1959](#) - Schedule for Submitting 2021 Year End Returned Checks, all paycheck reversals for paychecks issued December 8, 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:**
 - Various year-end bulletins relating to retirement plan limits, Deferred Compensation limits, and two year look back updates have and will be posted. Please refer to the bulletins for more information.

TAX & COMPLIANCE

- **Audit and Compliance Team:**
 - **Only one Institution pay period** left to enter any information to be included in the 2021 Form W-2. Please refer to year-end Bulletins for additional guidance.
 - Bulletin Board Messages will be posted to remind agencies when the Tax Data Page and NYSPO will be locked for year-end processing.
 - The following year end bulletins have been published:
 - [Payroll 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
 - [Payroll 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)
 - [Payroll Bulletin No. 1957](#) - Educational Assistance Benefits for 2021
 - [Payroll Bulletin No. 1958](#) - New York State Payroll Online (NYSPO) Electronic Delivery of 2021 Form W-2 Statement
 - [Payroll Bulletin No. 1960](#) - Year- End Procedure for Taxable Employee Expense Reimbursements
 - [Payroll 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

1980	2022 Tier 6 Overtime Limit for NYC Retirement Systems (NYCERS, NYCTRS, and NYCBERS)
1979	Maximum Salary Limit for Optional Retirement Plan (ORP) Tiers 1 through 5 for Calendar Year 2022
1978	Maximum Salary Limit for Optional Retirement Plan (ORP) and Voluntary Defined Contribution (VDC) Retirement Tier 6 for Calendar Year 2022

1977	Purpose The purpose of this bulletin is to notify agencies of the maximum contribution limits for employees enrolled in SRA and TDA plans and provide instructions for entering updates to these plans. Background Pursuant to IRS Regulations, Section 403(b)
1976	Supplemental Retirement Annuity (SRA) and Tax Deferred Annuity (TDA) Maximum Contribution Limits for Calendar Year 2022
1975	December 2021 Increase to Minimum Wage
1974	Civil Service Employees Association (CSEA) Local 1000 Dues Increase
1973	Tier 5 Pensionable Overtime Earnings Limit for Calendar Year 2022 for Employees Enrolled in the New York State and Local Retirement System - Plan Type 87, Employees' Retirement System (ERS)
1972	Deferred Compensation Maximum Contribution Limits for Calendar Year 2022
1971	Direct Deposit Guidance and Audit Query
1970	Outreach and Escheatment of 2020 Uncashed Payroll Checks
1969	2021 Year End Adjustment for Members of the NYS Legislature
1968	2022 State Employees Federated Appeal (SEFA) Campaign
1967	2021 Work-Related Clothing Allowance for OSU Employees Represented by the Civil Service Employees Association (CSEA)
1966	2021 CSEA Work Related Clothing Allowance and 2021 Uniform Maintenance Allowance for ISU Employees Represented by the Civil Service Employees Association (CSEA)
1965	2021 CSEA Work Related Clothing Allowance for ASU Employees Represented by the Civil Service Employees Association (CSEA)
1964	New Process to Request a Stop Payment for the Replacement, Reversal, or Exchange of a New York State Payroll Paper Check
1963	2021 Uniform Cleaning and Maintenance Allowance for Certain SSU Interest Arbitration Ineligible Employees Represented by the NYS Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)
1962	2021 Uniform Maintenance Allowance for Employees in the Division of Military and Naval Affairs (DMNA) Represented by the Civil Service Employees Association (CSEA)

CUNY

[CU-726](#) January 2022 City University of New York (CUNY) Increments

[CU-725](#) International Brotherhood of Teamsters (IBT), Local 237 - Elevator Mechanic Dues Increase

[CU-724](#) 2022 CUNY Charitable Campaign

SUNY

[SU-319](#) Two-Year Look Back for Tier 6 SUNY Optional Retirement Plan (ORP)

[SU-318](#) December 2021 Increase to Minimum Wage for Employees of the State University of New York (SUNY)

Transportation

[DOT-39](#) 2021 Shift Lump Sum Payment for the Winter Maintenance Season

Unified Court System

[UCS-303](#) 2021 Year-End Adjustment for Judges and Justices of the Unified Court System

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

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.

Please visit the PayServ Bulletin Board for additional contact information.