

PAYROLL USERS GROUP

November 2020





PROCESSING PAYROLL TRANSACTIONS RELATED TO COVID-19

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Payroll Bulletins 1836.1, CU-677, SP-210 & 1837.3

- <https://www.osc.state.ny.us/state-agencies/payroll-bulletins>
- Bulletin 1836.1: Reporting Overtime Related to COVID-19
- Bulletin 1837.3: Payroll Processing Instructions for Employees Utilizing a COVID-19 Leave

Payroll Bulletins 1836.1, CU-677 & SP-210- Reporting Overtime Related to COVID-19

- Division of the Budget (DOB) Bulletin H-0501 (Revised)
- OSC created new Earnings Codes that are effective 03/08/2020
- Earnings Code CVO: Multiple uses such as entering COVID-19 Out-of-Title Overtime
- DOB Bulletin G-1024

1836.1, CU-677 & SP-210 Continued

- Processing Extra Service/Multiple Jobs (1836.1/CU-677)
- Blanket overtime authorization (1836.1)
 - DOB Bulletin H-0501 (Revised)
 - Covers employees in Grade 27 and below positions
- Correcting prior non-COVID-19 transactions that should be tracked as COVID-19 earnings

Payroll Bulletin 1837.3 - Payroll Processing Instructions for Employees Utilizing a COVID-19 Leave

- Civil Service Attendance and Leave Manual Policy Bulletin 2020-01
 - *Full Days on Paid Leave*
- Civil Service Attendance and Leave Manual Policy Bulletin 2020-04
 - *Intermittent use of COVID-19 Paid Leave*

https://www.cs.ny.gov/attendance_leave/index.cfm

- Federal Emergency Paid Sick Leave Act (FEPSLA)
- Emergency Family Medical Leave Expansion Act (EFMLA)

1837.3 - Full Days on COVID-19 Leave

- Full Days on Paid Leave:
 - *OSC created new Action/Reason codes that are available for use effective 04/01/2020 – 12/31/2020 (PLA/19F, PLA/19P and PLA/FMC)*
 - *There is a time limit on how long employees can be on one of these leaves*
 - *A cap exists on the amount of money that can be earned each day*
 - *New Time Entry code (A19) is used to adjust earnings that exceed the cap*

- Instructions for each pay basis code (Annual, Hourly, etc.) are provided in the bulletin under Agency Actions

- When returning employees from a COVID-19 leave, Action/Reason code RFL/RCV must be used

1837.3 Intermittent Use of COVID-19 Leave

- Partial Days on Paid Leave:
 - OSC created new Time Entry codes that are available for use effective 08/03/2020
 - It is critical that the reduction and corresponding payment codes are submitted in the same pay period
 - Must be submitted in quarter hour increments
 - Employees should remain active on Job when partial/intermittent leave is used for less than a full day

1837.3 – COVID-19 Overpayment Codes

- New Additional Pay codes (QC0 and corresponding NRA codes) are used to track overpayments related to COVID-19
 - Agencies are required to correct Q20 entries that are determined to be related to COVID-19
 - To be used:
 - When employees are retroactively placed on leave using PLA/19P or PLA/FMC
 - When a prior A19 transaction was calculated incorrectly and the adjustment is too large to recover in one pay period

1837.3 – Adjusting Anniversary Dates and Increment Codes

Action/Reason codes PLA/19P and PLA/FMC may impact:

Performance Advance Eligibility (Non-Security Bargaining Units)

- Employees in CSEA, RRSU, and PEF must have a year of creditable service in grade (see exceptions).
- If time on leave requires an adjustment to an employee's anniversary date,
 - An adjusted anniversary date extends when an employee will have the creditable service (based on rules of the bargaining unit or position) necessary to earn a performance advance.
 - The increment code may require adjustment depending on the adjusted anniversary date (When will next advance be due? Did payment cycle change?).

1837.3 – Adjusting Anniversary Dates and Increment Codes

Action/Reason codes PLA/19P and PLA/FMC may impact:

Performance Advance Eligibility (Non-Security Bargaining Units)

Exceptions:

- M/C employees must have 13 completed pay periods in a fiscal year.
 - Anniversary date is not adjusted.
 - Increment code must be adjusted to indicate eligibility in April each year.
- Teachers (Pay Basis 21P and CAL) must be credited with 150 work days in an academic year.
 - No adjustment necessary to the anniversary date, but the increment code may need to be depending on the employees creditable service.

1837.3 – Adjusting Anniversary Dates and Increment Codes Continued

Action/Reason codes PLA/19P and PLA/FMC may impact:

Performance Advance Eligibility (Security Bargaining Units)

- Requires 100 workdays within a fiscal year.
- Each day an employee is on 19P or FMC, he/she is credited with two-thirds of a work day.
- The Increment Code may require adjustment if the employee will not have the required creditable service.

1837.3 – Adjusting Anniversary Dates and Increment Codes Continued

Action/Reason codes PLA/19P and PLA/FMC may impact:

Longevity Eligibility (Non-Security Bargaining Units)

- The use of 19P or FMC may require an adjustment to an employee's anniversary date.
- There is no impact to an employee's creditable service required to receive a Longevity Lump Sum (LLS) payment.

1837.3 – Adjusting Anniversary Dates and Increment Codes Continued

Action/Reason codes PLA/19P and PLA/FMC may impact:

Longevity Eligibility (Security Bargaining Units)

The use of 19P or FMC does not affect an employee's anniversary date.

- The anniversary date is used to indicate an employee's creditable service in any security bargaining unit for longevity (LGP) purposes, not performance advances eligibility.

1837.3 – Adjusting Anniversary Dates and Increment Codes Continued

Action/Reason codes PLA/19P and PLA/FMC may impact:

Payment Processing

- Performance Advance:
 - Payable to a non-security or security employee while he/she is on 19P or FMC provided it was earned prior to the leave.
- Longevity:
 - Non-Security - LLS is payable while an employee is on leave at an amount based on the employee's work percent prior to the leave.
 - Security - LGP is payable while an employee is on leave.

1837.3 – Adjusting Anniversary Dates and Increment Codes Continued

When processing a return from leave, refer to the payroll bulletin associated with the payment under review for detailed information:

- What is the payment eligibility date?
- What are the employee status requirements on the payment effective date and/or processing date?
- What are OSC actions?
- What are agency actions?
- Are there other requirements?

Salary Determination – Tools and Tips

- Increment Codes for Executive Agencies
- Return from Leave Check List for Executive Agencies

<https://www.osc.state.ny.us/state-agencies/payroll/payserv>

CSEA (BU 02, 03, 04, 47) and DC-37 (RRSU BU 67)

PERFORMANCE ADVANCE	INCREMENT CODE (Salary Below Job Rate)	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS) Effective April 2010
<p>Must complete a full year of service in grade</p> <p>Performance advance is paid the following April or October (whichever comes first)</p> <p>April Cycle – Anniversary Date 10/2/XX – 04/01/XX</p> <p>October Cycle – Anniversary Date 04/02/XX – 10/01/XX</p> <p><i>How to calculate a FIS: Add performance advance of lower grade to lower graded salary (not to exceed job rate) and apply promotion percentage</i></p>	<p>April Increment Codes: 0001 – due performance advance in April 0003 – not due performance advance in April 0004 – due promotion recalculation/FIS (lower grade is April cycle)</p> <p>October Increment Codes: 1001 – due performance advance in October 1003 – not due performance advance in October 1004 – due promotion recalculation/FIS (lower grade is October cycle)</p>	<p>First date in current grade (or any higher grade) extended by any full pay periods on Sick Leave Pay or COVID Leave (19P or FMC) or Leave without pay (except Military Leave or Workers' Compensation Leave) or time served in a lower grade</p>	<p>Use percentage method (always round up)</p> <p>1.5% for promotion and 1.5% for each grade promoted</p> <p><i>Note: If the promotion is from CSEA, RRSU or PEF and employee received an LLS payment (full or prorated amount) in the lower grade, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04 for PEF and 4/1/20 for CSEA and RRSU)</i></p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Longevity pay \$1500 lump sum in April or October after 5 years at job rate (prior to April 2019 was \$1250)</p> <p>Longevity pay \$3000 lump sum in April or October after 10 years at job rate (prior to April 2019 was \$2500)</p> <p>Longevity pay \$4500 lump sum in April or October after 15 years at job rate (Implemented April 2020)</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX each year for April LLS or 9/30/XX each year for October LLS</p> <p>Effective date of payment is 4/1/XX or 10/01/XX based on LLS payment cycle</p> <p>System will pay automatically based on increment code</p> <p>Employees working less than 100% receive the prorated amount</p> <p>Once LLS is received on a particular cycle, the cycle cannot change</p> <p><i>Note: Employees who have a minimum of 5 years at job rate in April 2010 were established on the April cycle regardless of if they attained job rate on the October performance advance cycle. Refer to Payroll Bulletin #970.</i></p>

PEF (BU 05)

PERFORMANCE ADVANCE	INCREMENT CODE (Salary Below Job Rate)	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS)
<p>Must complete a full year of service in grade</p> <p>Performance advance is paid the following April or October (whichever comes first)</p> <p>April Cycle – Anniversary Date 10/2/XX – 04/01/XX</p> <p>October Cycle – Anniversary Date 04/02/XX – 10/01/XX</p> <p><i>How to calculate a FIS: Add performance advance of lower grade to lower graded salary (not to exceed job rate) and apply promotion percentage</i></p>	<p><i>April Increment Codes:</i></p> <p>0001 – due performance advance in April</p> <p>0003 – not due performance advance in April</p> <p>0004 – due promotion recalculation/FIS (lower grade is April cycle)</p> <p><i>October Increment Codes:</i></p> <p>1001 – due performance advance in October</p> <p>1003 – not due performance advance in October</p> <p>1004 – due promotion recalculation/FIS (lower grade is October cycle)</p>	<p>First date in current grade (or any higher grade) extended by any full pay periods on Sick Leave Pay or COVID Leave (19P or FMC) or Leave without pay (except Military Leave or Workers' Compensation Leave) or time served in a lower grade</p>	<p>Use percentage method (always round up)</p> <p>1.5% for promotion and 1.5% for each grade promoted</p> <p><i>Note: If the promotion is from CSEA, RRSU or PEF and employee received an LLS payment (full or prorated amount) in the lower grade within 12 months of a promotion, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04 for PEF and 4/1/20 for CSEA and RRSU)</i></p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Longevity pay \$1250 lump sum each April after 5 years at job rate</p> <p>Longevity pay \$2500 lump sum each April after 10 years at job rate</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX each year</p> <p>Effective date of payment is 4/1/XX</p> <p>System will pay automatically based on increment code</p> <p>Employees working less than 100% receive the prorated amount</p>

MANAGEMENT CONFIDENTIAL (BU 06, 46, 66, 79)

PERFORMANCE ADVANCE	INCREMENT CODE (Salary Below Job Rate)	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS) Effective April 2010
<p>Must complete 13 full pay periods in grade within the current fiscal year (4/1/XX-3/31/XX)</p> <p>Performance advances paid in April only</p> <p>All MC employees are rated on 4/1</p> <p><u>How to calculate a FIS:</u> Add performance advance of lower grade to lower graded salary (not to exceed job rate) and apply promotion percentage</p>	<p>0001 – due performance advance in April</p> <p>0003 – not due performance advance in April</p> <p>0004 – due promotion recalculation/FIS (lower grade is on April cycle)</p> <p><i>Note: \$10 in FIS field denotes a promotion recalculation is due in the lower grade in CSEA or PEF in October (Use proper increment code for M/C position based on appointment date) Not paid automatically - Agency must submit a Job Request</i></p>	<p>Because rated on 04/01, adjusting the anniversary date is not necessary. If employee will not have 13 full pay periods in the fiscal year, submit a Data Change to change the Increment Code to 0003.</p>	<p>Use percentage method as follows (always round up):</p> <p>1. Promotions within grades M-1 through M-7: Percentage is 3% for each M-grade promoted. Example: Grade M-1 to M-2 = 4.5% (1.5% for promotion and 3% for each M-grade)</p> <p>2. Promotion into grades M-1 through M-7 from numerical grade When coming from a numerical grade into an M-grade, give 1.5% for promotion, 1.5% for each numeric grade & 3% for each M-grade. Example: Grade 622 to M-1 = 6% (1.5% promotional increase, 1.5% for grade 622 to 623, 3% for grade 623 to M-1)</p> <p><i>Note: If the promotion is from CSEA, RRSU or PEF and employee received an LLS payment (full or prorated amount) in the lower grade in the lower grade within 12 months of a promotion, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04 for PEF and 4/1/20 for CSEA and RRSU)</i></p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Grades 603 – 617 only</p> <p>Longevity pay \$1250 lump sum each April after 5 years at job rate</p> <p>Longevity pay \$2500 lump sum each April after 10 years at job rate</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX each year</p> <p>Effective date of payment is 4/1/XX</p> <p>System will pay automatically based in April only based on increment code</p> <p>Employees working less than 100% receive the prorated amount</p> <p><i>Note: There is no October payment cycle.</i></p>

SECURITY (BU 01, 21, 31, 61, 91)

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LGP)
<p>Must have 100 work days within the fiscal year (4/1-3/31)</p> <p>Each day on sick leave at half pay is counted as half a workday</p> <p>Performance advances are paid in April only</p> <p><i>How to calculate a FIS: Subtract any longevity pay that employee is holding, add an performance advance of lower grade to lower graded salary (not to exceed job rate), apply promotion percentage add longevity amounts of new grade</i></p>	<p>001X – Below job rate – due performance advance in April and not holding longevity in salary</p> <p>300X – Below job rate, not holding longevity in salary (<i>not due performance advance in April – less than 100 days</i>)</p> <p>006X – At job rate, not holding longevity pay</p> <p>004X – Below job rate – holding 1 longevity</p> <p>003X – At job rate holding 1 longevity</p> <p>005X – Below job rate – holding 2 longevity payments</p> <p>002X – At job rate, holding 2 longevity payments</p> <p>007X – Below job rate, holding 3 longevity payments</p> <p>008X – At job rate, holding 3 longevity payments</p> <p>9900 – Below job rate, holding 4 longevity payments</p> <p>0099 – At job rate, holding 4 longevity payments</p> <p>0008 Due promotion recalculation/FIS (may or may not be holding longevity pay)</p> <p>6900 – Downward Reallocation (may or may not be holding longevity pay)</p>	<p>First date in Security bargaining unit minus any time off of the payroll on leave without pay (except Military Leave or Workers’ Compensation Leave)</p> <p>Does not change upon position change <i>within</i> Security bargaining units</p>	<p>Use percentage method (always round up)</p> <p>Within Security: Subtract any longevity pay that the employee is currently holding, apply the % and add longevity amounts of new grade</p> <p>To Non-Security Position: Apply the % the employee’s salary (including base pay and longevity pay)</p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Due first longevity after 10 years of service in a Security BU</p> <p>Due second longevity after 15 years of service in a Security BU</p> <p>Due third longevity after 20 years of service in a Security BU</p> <p>Due fourth longevity after 25 years of service in a Security BU</p> <p>Payable the beginning of the pay period following the completion of 10, 15, 20 or 25 years in a Security BU</p> <p><i>Note: If longevity rating date falls on the first day of the pay period, it is payable on that date.</i></p>

21P and CAL – Institutional Teachers

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS) Effective April 2010
<p>Must have 150 workdays in grade</p> <p>CAL – Between 9/1/XX & 6/30/XX – paid 09/01/XX</p> <p>21P – Per agency contract dates – paid on Contract Begin Date</p> <p><i>How to calculate a FIS: Add performance advance of lower grade to lower graded salary - not to exceed job rate, add PEF LLS (if one was received in lower grade) and apply promotion percentage</i></p>	<p>0001 – due performance advance in September</p> <p>0003 – not due performance advance in September</p> <p>0004 – due promotion recalculation/FIS in September (lower grade is 21P or CAL also)</p> <p>Job Rate – fiscal year following the September job rate was reached (19XX – 20XX) Example: To job rate 09/01/2012 would be 2013</p>	<p>Because these employees are rated on at the end of the academic year, the Anniversary Date is not used by OSC for a specific purpose.</p> <p>No need to adjust for periods of leave - Adjust in Increment Code if employee will have less than 150 days worked</p>	<p>Use percentage method (always round up)</p> <p>1.5% for promotion and 1.5% for each grade promoted</p> <p><i>Note: If the employee received a CSEA, RRSU or PEF LLS payment (full or prorated amount) in the lower grade within 12 months of a promotion, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04 for PEF and 4/1/20 for CSEA and RRSU)</i></p>	<p>Longevity pay \$1250 lump sum in April after 5 years at job rate</p> <p>Longevity pay \$2500 lump sum in April after 10 years at job rate</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX</p> <p>Effective date of payment is 4/1/XX</p> <p>System will pay automatically based on increment code</p>

OTHER VALID INCREMENT CODES

INCREMENT CODE	FUNCTION
7777	For CSEA, RRSU or PEF only: Used to withhold longevity due to unsatisfactory rating. For Security: Used to withhold a performance advance if employee is holding longevity.
2222	For Any BU. Composite salary (salary is a combination of 2 different positions).
XX10	For CSEA, RRSU or PEF only: Employee reached job rate on the October cycle (XX represents the last two digits of the year that they reached job rate). Note: For CSEA per Payroll Bulletin 970 increment codes 0010, 0110, 0210, 0310, and 0410 were converted to a fiscal year to indicate Longevity Lump Sum should be processed on the April payment cycle.
8810	For CSEA, RRSU or PEF only: Employee reached job rate on the October cycle in fiscal year 2020-2021. This increment code was necessary because standard increment code would have been 2010 (first two digits representing year) but this increment code is already used to indicate job rate credit April 2020. (Refer to bulletin No. 1844 <i>New Increment Code Representing Job Rate Status for the October 2020 Cycle</i> .)
0402	For Man Con: Employees who had performance advances or raises withheld in April 2002 (No longer a valid increment code).
19XX or 20XX	For CSEA, PEF and Man Con only: Fiscal year the employee reached job rate in their current grade (XX represents the last two digits of the year the employee reached job rate).
1000	For CSEA and HOS: Indicates employee is established on the October LLS payment cycle at the time of a demotion and has 15 years or more job rate credit when the new 15 year LLS payment was implemented for the October cycle in fiscal year 2020-2021. Prior to 2020, the increment code was used to indicate job rate credit minimum of 10 years (October 2004 or earlier) for employees who were previously established on the October LLS payment cycle at the time of appointment to a lower graded position.
Additional Information: Prior Position was Downward Reallocated (Formerly identified using Increment Code 0069)	For Non Security Bargaining Units only: (<i>Security BUs use 6900</i>) – This increment code is no longer used to indicate a position was downward reallocated. Employee retains salary of higher grade and all future payments (performance advances, job rate, longevity pay, etc.) are those of the higher grade as long as employee remains in position. Employees are assigned an NYS position number to indicate the prior higher grade (“Overfill” position begins with #69) and an increment code associated with the prior higher grade. (Refer to Payroll Bulletin No. 1811 <i>New Procedure for Maintaining Job Data Information for Employees in Reallocated Positions in order to Facilitate Automatic Payment Processing</i>)

Check List - Return from Leave for Executive Agencies

	NU	Ask the question	X	Expected Action by Agency	Remember
Review the Salary and Other Payments	All	If below job rate - Did they earn a Performance Advance prior to their leave?		A pay change is needed.	Performance advance must be payable in order to apply upon RFL. Check applicable bulletin for criteria.
	All	Was a raise missed while on leave?		A pay change is needed.	Check applicable bulletin for criteria.
	CSEA, PEF, RRSU, M/C	Was LLS missed?		Review eligibility and enter LLS if needed.	Check applicable bulletin for criteria.
Review the Anniversary Date	CSEA, PEF, RRSU	Have they been out more than one complete pay period?		If yes -a data change is needed. Evaluate to see if change affects Increment Code (see increment code review below)	Anniv Date change effects Performance Advance rating date change. Check Increment Code - CSEA, PEF or RRSU may switch cycles
	M/C	Will employee have 13 complete pay period in FY?		No impact to A.D. (rated 4/1/XX) Evaluate number of pay periods (has or projected) Refer to Increment Code section below	
	Security	How many days of no pay or non-security service?		A data change is needed - adjust anniversary date for each day off the payroll or time in non-security service.	May impact Increment Code - Refer to Increment Code Section below.
Review the Increment Code	CSEA, PEF, RRSU	Does the increment code reflect the correct performance advance or LLS payment cycle?		When updating Anniversary Date: If below job rate - Increment Code must be in date range of Anniversary Date (Oct cycle 4/2/XX - 9/30/xx; April cycle 10/1/xx - 4/1/xx) *If job rate - Increment Code adjusted for complete pay periods of no pay status.	*Longevity rating date (or adjusted job rate date) is not the same as anniversary date/ should be entered in General Comments (original job rate date adjusted for time off payroll).
	M/C	Are they at Job Rate? If below Job Rate - Will they have 13 complete PP in FY?		May need data change: If below Job Rate and less than 13 PP Increment Code would change to 0003. *If at Job Rate - adjust increment code - see additional note	If at Job Rate - Once increment code is adjusted for time off the payroll for a complete pay period, it is only adjusted again if employee's adjusted job rate date crosses over the next 4/1/XX. Adjusted job rate date should be entered in General Comments.
	Security	Are they at Job Rate? Longevity status - holding/next due?		Adjust Increment Code if impact to what FY LGP is due (with Data Change for Anniversary Date).	Security Increment Codes indicate status of base salary and longevity held. Refer to Bulletin #683.

QUESTIONS

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YEAR END UPDATES

Tax and Compliance
Becky Lane



Year End Updates

- The Internal Revenue Service (IRS) is allowing the masking of employee Social Security numbers (SSNs) (e.g., XXX-XX-9999) on printed 2020 Form W-2s. Reprints of Form W-2s and the file for the Social Security Administration will contain the full SSN.
- Form W-2 schedule:
 - *NYSPO opt out deadline: Week of 01/04/2021*
 - *W-2 print date: 01/07/2021*
 - *USPS mail/pick up date: 01/21/2021*
- COVID leave wages reported in new Box 14s:
 - *CLF: COVID leave wages for employee experiencing symptoms or in quarantine are full regular pay, not to exceed \$511/day or \$5,110 total;*
 - *CLP: COVID leave wages to care for someone else in quarantine or whose school/place of care is closed are 2/3 regular pay, not to exceed \$200/day or \$2,000 total;*
 - *FMC: Family COVID leave wages at 2/3 regular pay, not to exceed \$200/day or \$10,000 total.*
 - *These wages are included in Boxes 1, 3, 5, 16 and 18.*
- Especially with the new Form W-4, tax filing is an opportunity for employees to review their withholding:

<https://www.irs.gov/individuals/tax-withholding-estimator>

Year End Bulletins with Agency Actions

- **Verification of Agency Return Address on Employee Form W-2 (No. 1855):** Email any changes to Tax and Compliance mailbox by 11/20/2020;
- **Retirement Plan Check box on Form W-2 (No. 1862):** Email Tax and Compliance by 12/7/2020.
- **Year End Procedure for Taxable Employee Expense Reimbursements (No. 1863):** Send expense reports to SFS as soon as possible so they are audited and paid by 12/10/2020;
- **Verification of Employees' SSN and Name to be Reported on the Employee Form W-2 (No. 1857):** Corrections of results on NPAY752 Control D should be done as soon as possible but no later than 12/11/2020;
- **Procedures for Reporting the Taxable Value of Personal Use of Employer Provided Vehicles and Chauffeur for 2020 (No. 1852):** Enter Time Entry PEV no later than Pay Period 18 (Lag)/Pay Period 19 (Current);
- **Educational Assistance Benefits (No. 1860):** Enter Time Entry EDA for educational assistance exceeding \$5,250 no later than Pay Period 18(Lag)/Pay Period 19 (Current).

Other Upcoming Year End Bulletins

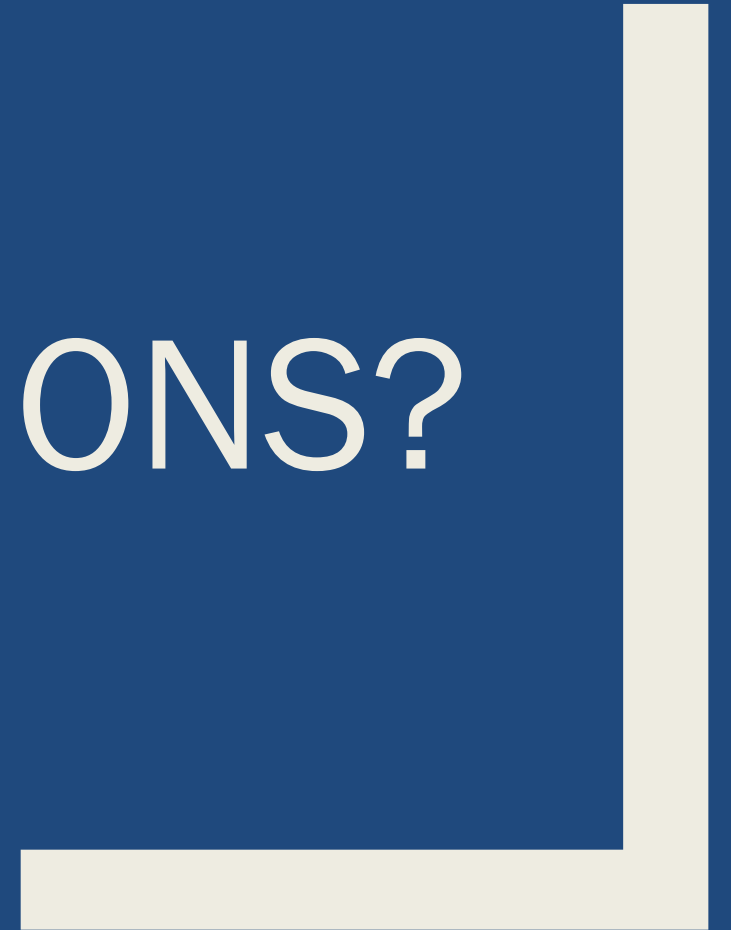
- Certification, Licensure and Exam Fee Reimbursement (CLEFR) for 2020 Administered by the Governor's Office of Employee Relations (GOER), Public Employees Federation (PEF), and Civil Service Employees Association (CSEA) (No. 1864)
- New York State Payroll Online (NYSPO) Electronic Delivery of 2020 Form W-2 Statement (No. 1861)
- General Tax Tips

Other Agency Year End Actions

- Mismatch between home address and local taxation:
 - *Bulletin 1845 was issued on 8/14/2020.*
 - *Spreadsheets with active employees identified as not living in New York City but having New York City taxes taken were emailed to agencies in early November.*
 - *Email New York City refund templates to Tax and Compliance as soon as possible, but no later than 12/07/2020, so that the Form W-2s are correct.*
 - *We have developed new Control D reports that replaced the NPAY709 to identify employees going forward.*
- Missing SSNs: Please update PayServ as soon as possible so that Form W-2s are issued appropriately.
- Agencies are reminded that staff must not update tax data for employees with lock-in letters. OSC entry of lock-in letters is based on receiving the letter directly from the IRS.
- Final Workers' Comp clean up for 2020 will run on 12/9/2020.

QUESTIONS?

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DEDUCTIONS

Jared Waldron




Deductions

- AC230 Updates:
 - *Deadlines*
 - *Tax Impacts*
- Next of Kin Affidavits for Deceased Employees
- Uncashed Check Outreach
- Date of Birth Cleanup
- Federal Student Loan Garnishments continue to be suspended due to the CARES Act until December 31, 2020.
- Bulletins for Calendar Year Limit Changes

QUESTIONS?

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PAYROLL IMPROVEMENT PROJECT

Project Update

Kyla Scott, Mayleen Medina, and Laura Evans



Goals

■ We will provide:

- *A timeline and details of activities remaining in the Payroll Improvement Project*
- *An update on the testing that has already taken place*
- *An overview of Agency Testing and Training*
- *Detailed information on the changes users can expect in PayServ 9.2*
- *An opportunity to ask questions about the upgrade*

Agenda

1. Remaining Project Timeline
2. Completed Testing
 - *Conversion Testing*
 - *Parallel Testing*
3. Agency Testing and Training
 - *Staff and time commitment*
 - *Schedule*
 - *Readiness assessments*
 - *Test system availability*
4. What is Changing
5. What is Next
 - *Agency Testing and Training*
 - *Query Testing and Retrofitting*
 - *Direct Deposit elections*
6. Questions

Remaining Timeline

Pre-Cutover

- Operations UAT – begin November 16, 2020
- Agency Testing and Training – December 7 – 18, 2020
 - *Vendor file testing at the same time*
- Transactions Cut Off – Exact Dates TBD
- Dress Rehearsal – January 2021

Remaining Timeline

Cutover and Go Live

- Cutover “Weekend” – February 11 – 15, 2021
 - *PayServ offline – February 11, 2021*
 - *Go Live – February 12, 2021*
 - *System Available – February 16, 2021*

Completed Testing

■ Conversion Testing

- *Full volume conversion was run and validated*
- *Conversion test occurs as part of each test move*
- *Converted data is then used for testing*

■ Parallel Testing

- *Identical payroll cycles run in 9.1 and 9.2 environments and compared to identify and correct discrepancies*

Agency Testing and Training

Pre-Cycle Testing

- Get familiar with navigation and page changes
- Confirm access to pages, queries, and records
- Explore conversion
- Test queries

Agency Testing and Training

Administration and Institution Cycles

- Run transactions needed to produce payroll
- Run transactions required for readiness assessments:
 - *Hire, rehire, concurrent hire*
 - *Direct Deposit*
 - *Pension and Savings plans*
 - *403(b)s*
 - *Mid pay period additional pay*
 - *Stop payment form*
- File testing:
 - *Automated Interface*
 - *Master File*

Agency Testing and Training

Readiness Assessments

- Monitor participation and communicate with agencies
- Provide assistance where needed if issues arise
- Report on overall readiness to agencies and to Project Steering Committee

Direct Deposit Queries

LQ_DDP_AUDIT_DD_ENTRIES

Dept	Name	NYS Emplid	SSN Last 4	Eff Date	DD Status	Updated By	Dt of Last Update	Priority	Routing #	Account Nbr	Account Type	Amount \$	Amount %	Type	No DDP Advice
28031	USER,TEST	N01000222	X00X	2/20/2020	Active	P0508XXX	3/3/2020	9997	02130007	X32689	C	0.00	0.00	Balance	Y
28031	MILK,ERI	N01000224	X0X0	3/6/2020	Active	P2803XXX	3/6/2020	9991	02100002	1101X	C	0.00	0.00	Balance	N
28031	GOOD,LEE	N01000225	X000	2/20/2020	Inactive	NBEN539	9/28/2020	9993	02131310	40005X	C	0.00	0.00	Balance	N
28031	COFFEE,TIA	N01000228	XX00	3/1/2020	Active	N01000228	3/1/2020	9992	02100032	X346442	C	0.00	0.00	Balance	Y

LQ_DDP_DIRECT_DEPOSIT_REVIEW

ID	28031	USER,T	N0100	X00X	2/20/2	020	Active	P0508	3/3/20	100	221	373	383	X1599	C	130	0.0	0.0	Amount	Y
N01000222	USER,TEST										28031	P0508XXX	2/20/2020	A	A	Y			3/3/2020 14:05	
N01000224	MILK,ERI										28031	P2803XXX	3/6/2020	A	A	N			3/6/2020 9:08	
N01000225	GOOD,LEE										28031	NBEN539	2/20/2020	A	I	N			9/28/2020 16:08	
N01000228	COFFEE,TIA										28031	N02000116	3/1/2020	A	A	Y			3/1/2020 22:34	

USA - Pension Plans

USA-Pension Plans

HATCHETTE,ELI Employee ID N02233949 Benefit Record Number 0

Plan Type 1 of 1 View All

Plan Type 82 New York City Teacher's Rtrmnt + -

Coverage 1 of 1 View All

*Deduction Begin Date 10/08/2020 *Election Date 10/08/2020 + -

Coverage Election

Elect Waive Terminate

Benefit Program SKD DC-37 Local 1070 *Registration Nbr XXXXXXXX
Benefit Plan NYTBT6 NYT BEF TAX TIER 6
Option Code

Voluntary Contributions

Flat Amount Contribution \$0.00 Or Total Contribution 3.000

Salary for Pension Calculation Payroll Status Active

Election Options 1-1 of 1 View All

Option Code	Description	Percentage		
1 SEO	Standard Election Option	3.000	+	-

Save Return to Search Notify Refresh Update/Display Include History Correct History

Savings Plans – ORP/VDC

Savings Plans

HATCHETTE,ELI Employee ID N02233949 Benefit Record Number 0

Highly Compensated

Plan Type 2 of 2 [View All](#)

Plan Type **4Z** TIAA + -

Coverage 1 of 1 [View All](#)

*Coverage Begin Date **10/08/2020** *Deduction Begin Date **10/08/2020** + -

Coverage Election

Elect Terminate *Election Date **10/22/2020**

Benefit Program **SKD** DC-37 Local 1070

Benefit Plan **CNYSUS** TIAA CUNY ORP SUSPENSE - 3-6

Option Code

Before Tax Investment

Percent of Earnings **4.500**

Savings Plans – 403(b)

Savings Plans

Savings Plans

HATCHETTE,ELI Employee ID N02233949 Benefit Record Number 0

Highly Compensated

Plan Type 46 403(b) + -

Coverage 10/08/2020 10/08/2020 + -

Coverage Election

Elect Terminate + - *Election Date 10/08/2020

Benefit Program SKD DC-37 Local 1070
Benefit Plan NYT403 NYT Tax Deferred Annuity

Option Code

Before Tax Investment	After Tax Investment
Flat Amount	Flat Amount
Percent of Earnings 10.000	Percent of Earnings

Save **Return to Search** **Notify** **Refresh** **Update/Display** **Include History** **Correct History**

403(b) Limits

Limit Table - Annual IRS Limit

Savings Management

- *Uses DOB for Over 50*

Limit Exceptions										
*Company	*Calendar Year	*Limit Type	*Exception Reason	Description	Extension Election	Adjustment Amount	Limit Amount Override	Updated on	User ID	
NYS	2020	402(g)	B	Age 50 - Extend Limit	<input checked="" type="checkbox"/>	6,500.00		04/23/2020	SYS	-

- *15 Year Rule Maintained by OSC*

Request Stop Payment

Favorites ▾ Main Menu ▾ > Payroll for North America ▾ > Payroll Processing USA ▾ > Produce Payroll ▾ > Request Stop Payment

Form Instructions

Request for Payroll Check Stop Payment

Seq Nbr: 1 Cashed
Subject: Stop Payment Request

*Paycheck Number: 12345678
Preparer's Name: MAYLEEN MEDINA
*Preparer Phone: 555-555-5555
*Preparer Email: mmay@agency.ny.gov

Submission Date: 10/28/2020
Department: 28170 SUC@Cortland
Employee: N01000222 USER,TEST
Emp_Record: 0
Amount of Check: 1442.65
Issuance Date: 03/18/2020

*Reason for Request:
Exchange
Replacement
Reversal

Preparer Comments:

SUBMIT for APPROVAL SAVE

Form | Instructions

Additional Pay Mid PP Proration

- The proration only affects Derived Biweekly earnings codes like LOC, GEO, or LPN, and earnings codes PS1, PS3 and AMP. Overpayment codes (i.e. Q20) and one-time payment codes (i.e. LLS) will be unaffected.

Additional Pay Mid PP Proration

- The employee must be in a paid status (either Active or Paid Leave) immediately before and on the transaction effective date in order to trigger the proration.

Additional Pay Mid PP Proration

- Only affects transactions effective in the **current** pay period
 - *Retroactive transactions will still require an Additional Pay Adjustment per “9.1 Rules” in these situations.*

Adjustments No Longer Needed

- Addl Pay Adjustments are no longer need in the **current PP** when:
 - *Going on Paid Leave at a different percentage (i.e. Sick Leave at Half Pay or COVID Leave)*
 - *Returning from Paid Leave at a different percentage (i.e. Sick Leave at Half Pay or COVID Leave)*

Adjustments No Longer Needed

- Addl Pay Adjustments are no longer need in the **current PP** when:
 - *Changing Work Percent on Job*
 - *Starting an Addl Pay*
 - *Ending an Addl Pay*
 - *Changing the amount of the Addl Pay*

Additional Pay Mid PP Proration

- Starting an Additional Pay Mid PP
 - *Example: Employee changed work location, and is now eligible for Mid Hudson Location Pay, Earnings Code LMH, which is \$1,061 annually or \$40.58 biweekly.*
 - *Current Pay Period is 2/27/2020-3/11/2020.*
 - *Effective date of LMH is 3/5/2020.*

Additional Pay Mid PP Proration

- Employee is due 5 days of LMH from 3/5/2020-3/11/2020.
 - $\$1,061 \times .038251 = \$40.58/pp \times 5 \text{ days} = \20.29
- PayServ will pay LMH for the entire pay period, \$40.58.
- Employee would need an adjustment of \$-20.29 in order to be paid correctly.

9.2 Additional Pay Mid PP Proration

Addl Pay – Addl Seq Nbr 1

Additional Pay 12 of 16 | View All

*Earnings Code Location Mid-Hudson

Effective Date 03/05/2020 | View All

Payment Details 1-2 of 2 | View 1

*Addl Seq Nbr End Date

Rate Code Reason Not Specified

Earnings Annual Addl Earnings: Employee Work % 1.0000

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr Disable Direct Deposit

OK to Pay Action Date 09/08/2020 Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

▶ Job Information

Addl Pay – Addl Seq Nbr 2

Additional Pay 12 of 16 | View All

*Earnings Code Location Mid-Hudson

Effective Date 03/05/2020 | View All

*Addl Seq Nbr End Date Reason Mid Pay Period Adjustment

Rate Code Annual Addl Earnings:

Earnings Hourly Rate

Hours Goal Amount Goal Balance

Sep Check Nbr Disable Direct Deposit

OK to Pay Action Date 09/08/2020 Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Additional Pay Mid PP Proration

	EmCd	Eff Dt	Earnings	Biw Pmt	OT Eff Dt	End Dt	Goal Amt	Goal Bal	Action Dt	OkPay
	Additional Pay Summary 🔍 ⏪ ⏩ 1-100 of 127 ▼ View 1 									
Seq. 1	LMH	03/05/2020	\$1,061.00	\$40.58					09/08/2020	<input checked="" type="checkbox"/>
Seq. 2	LMH	03/05/2020		\$-20.29		03/11/2020	\$-20.29	\$-20.29	09/08/2020	<input checked="" type="checkbox"/>
	LMH	04/01/2004	\$1,061.00	\$40.70		09/01/2004			09/14/2006	<input checked="" type="checkbox"/>

9.2 Additional Pay Mid PP Proration

▼ Earnings
4 of 6
View All

Begin Date 02/27/2020
Empl Record 0

End Date 03/11/2020
Benefit Record 0

Add Line Nbr 3

Reason Not Specified
[Additional Data](#)

Salaried

Hours 0.00
Rate 38.782212
Earnings 0.00

Hourly

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Rate Used Hourly Rate
State NY

Shift Not Applicable
Locality

Shift Rate

Other Earnings

1-2 of 2
View All

Other Earnings Details 1

Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
LMH	Location Mid-Hudson	Hourly Rate			40.58	
PS1	Pre Shift Briefing	Hourly Rate			80.00	

Additional Pay Mid PP Proration

▼ Earnings
5 of 6
View All

Begin Date 02/27/2020
Empl Record 0

End Date 03/11/2020
Benefit Record 0

Add Line Nbr 4

Reason Mid Pay Period Adjustment
[Additional Data](#)

Salaried

Hours 0.00
Rate 38.782212
Earnings 0.00

Hourly

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Rate Used Hourly Rate
State NY

Shift Not Applicable
Locality

Shift Rate

Other Earnings

1-1 of 1
View All

Other Earnings Details 1

Other Earnings Details 2

||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
LMH	Location Mid-Hudson	Hourly Rate			-20.29	

Additional Pay Mid PP Proration

Earnings						
Description	Pay Begin Date	Pay End Date	Hours	Rate	Amount	YTD Amount
Reg Salary			80.00	38.782212	3,085.59	21,599.13
NYSHBuyOut					115.39	807.73
ExpDutyPay					99.45	696.15
PSB Nu					80.00	560.00
BU01Hazard					28.69	200.83
Loc M-Hud					20.29	20.29
WC Fed Adj						-9,823.38
WCFICA Adj						-9,823.38
WC NY Adj						-9,823.38
Hol Pay						-318.50
Adj PSB	09/26/2019	01/01/2020			-113.97	-199.45
Total:			80.00		3,315.44	23,366.18

OnBoarding

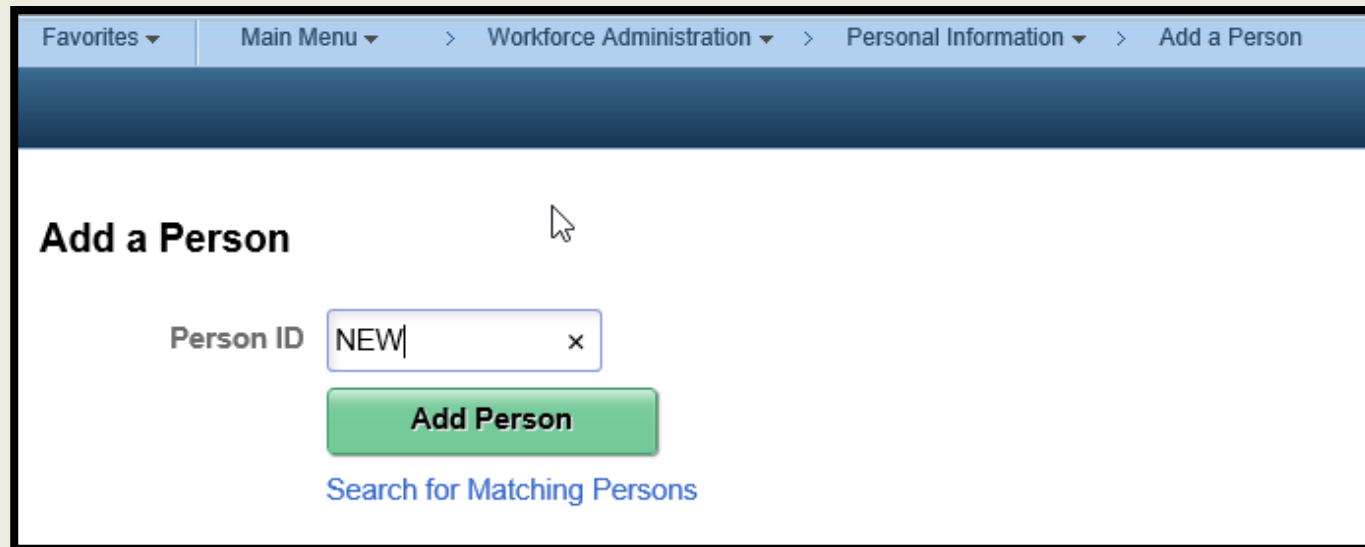
- Add a Person will replace Hire (Agency)
 - *Navigation changes*
- Add Employment Instance replaces Add Concurrent Job (Agency)
 - *Navigation changes*

OnBoarding (cont)

- Changes to the reserve EMPLID process
 - *More personal data required*
 - *New pages to enter data online*
 - *Still have 60 days to hire a reserved Emplid*
 - *New pages to hire employee*
 - *Changes to the Automated Interface*

Reserving an Emplid

- Navigation Path: Main Menu > Workforce Administration > Personal Information > Add a Person



The screenshot shows a web application interface for adding a person. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Workforce Administration > Personal Information > Add a Person. Below this, the page title is "Add a Person". There is a text input field labeled "Person ID" containing the text "NEW". To the right of the input field is a small "x" icon. Below the input field is a green button labeled "Add Person". At the bottom of the form, there is a blue link labeled "Search for Matching Persons".

Reserving an Emplid

Person ID NEW

Name

*Effective Date

*Format Type English

Display Name Add Name

Biographic Information

Date of Birth Years 0 Months 0

Birth Country USA United States

Birth State

Birth Location

Prior SSN

Biographical History

*Effective Date

*Gender Unknown

*Highest Education Level Not Indicated

*Marital Status Unknown As of

Language Code

Alternate ID

Full-Time Student

National ID

Country	*National ID Type	National ID	Primary ID
USA	Social Security Number		<input checked="" type="checkbox"/>

Save Notify Previous tab Next tab Refresh Add Update/Display Include

Required Information:

- National ID
- Birthdate
- Biographical History Effective Date
- First and Last Name
- Address (inc. Address 1 line, City, Postal and State)

Reserving an Emplid

The screenshot shows a web application interface for managing personnel. At the top, a breadcrumb trail reads: Favorites > Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person. Below this is a navigation bar with four tabs: Biographical Details, Contact Information, Regional, and Organizational Relationships. The 'Organizational Relationships' tab is highlighted in green. The main content area displays 'A ADAMS' on the left and 'Person ID NEW' on the right. A section titled 'Choose Org Relationship to Add' contains two radio button options: 'Employee' and 'Reserve Emplid'. The 'Reserve Emplid' option is selected and highlighted with a red border. Below these options is a grey 'Add Relationship' button. At the bottom of the interface is a row of action buttons: Save (highlighted in green), Notify, Previous tab, Next tab, Refresh, Add, Update/Display, Include History, and Correct History. A footer at the very bottom shows a breadcrumb trail: Biographical Details | Contact Information | Regional | Organizational Relationships.

Reserving an Emplid

Favorites ▾ Main Menu ▾ > Workforce Administration ▾ > Personal Information ▾ > Add a Person > Modify a Person

Add a POI Relationship

ADAMS,A Person ID N02233952

Person of Interest Type Reserve EMPLID

Security Data 1 of 1 ▾ View All

Effective Date 10/28/2020 Get Enabled Security Types

Security Data

Security Access Type	Enabled	Value 1	*Value 2
DEPARTMENT	<input checked="" type="checkbox"/>	Set ID	Department <input style="width: 80px;" type="text"/>

1-1 of 1 ▾

OK Cancel Apply

Hiring an Employee

- Navigation: Main Menu > Workforce Administration > Personal Information > Add a Person
- Click green “Add Person” button

Hiring an Employee

- Enter the employee's personal information including:
 - *Effective Date*
 - *Birthdate*
 - *Biographical History Effective Date*
 - *Address (inc. Address 1 line, City, State and Postal Code).*

Hiring an Employee

Favorites ▾ Main Menu ▾ > Workforce Administration ▾ > Personal Information ▾ > Add a Person > Modify a Person

Biographical Details Contact Information Regional **Organizational Relationships**

B BROWN Person ID NEW

Choose Org Relationship to Add

Employee
 Reserve EmplId
Empl Record 0

Add Relationship

Are you sure you want to hire this person as an employee? (24000,320)
If you are sure, please click Yes and complete the required Job Data information, else please click No to return to page and Cancel.

Yes No

Save Notify Previous tab Next tab Refresh Add Update/Display Include History Correct History

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | Organizational Relationships

Hiring an Employee

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

BROWN,B Empl ID N02233953
Employee Empl Record 0

Work Location Details ? 1 of 1

*Effective Date	<input type="text"/>	Date Created	10/28/2020	Go To Row	<input type="button" value="+"/>	<input type="button" value="-"/>
Effective Sequence	<input type="text" value="0"/>	Action	Hire			
HR Status	Active	*Reason	<input type="text"/>			
Payroll Status	Active	*Job Indicator	Primary Job			

*Position Number Line Number History

NYS Position

Position Entry Date

Position Management Record [Comments](#)

*Regulatory Region United States

*Company

Concurrent Hire and Hire a Reserved Emplid

- Concurrent Hire = Add Employment Instance.
- Same screen is used to fully hire an employee with a reserved Emplid.
- Navigation: Main Menu > Workforce Administration > Job Information > Add Employment Instance

Concurrent Hire and Hire a Reserved Emplid

Favorites ▾ Main Menu ▾ > Workforce Administration ▾ > Job Information ▾ > Add Employment Instance

Add Employment Instance

Empl ID

Empl Record

National ID

Concurrent Hire and Hire a Reserved Emplid

Favorites ▾ Main Menu ▾ > Workforce Administration ▾ > Job Information ▾ > Add Employment Instance

Home New Window

Work Location Job Information Job Labor Payroll Salary Plan Compensation

C.C Employee Empl ID N02233962 Empl Record 0

Work Location Details ?

1 of 1

*Effective Date	<input type="text"/>	Date Created	11/06/2020	Go To Row	+ -
Effective Sequence	0	Action	Hire		
HR Status	Active	*Reason	<input type="text"/>		
Payroll Status	Active	*Job Indicator	Primary Job		

*Position Number	<input type="text"/>	Line Number	<input type="text"/>	History
NYS Position	<input type="text"/>			
Position Entry Date	<input type="text"/>			
<input type="checkbox"/> Position Management Record		Comments		
*Regulatory Region	USA	United States		
*Company	<input type="text"/>			

What's Next

- Agency Testing and Training
 - *All agencies test 12/7 – 12/18/2020, specific days depend on payroll cycle(s) tested*
- Query Renaming
 - *Only queries that have been renamed with 9.2 prefix will be migrated to 9.2*

What's Next, cont.

- Direct Deposit elections
 - Impacts employees who have more than one job and at least one direct deposit election, unless all jobs' DD elections are identical
 - OSC will notify impacted employees that they must select which job's direct deposit election they want carried forward
 - Agencies will be notified in advance of each mailing
 - Agencies will have locked queries to identify impacted employees and any actions taken
 - Agencies are required to process elections and changes requested by employees in accordance with the transaction cutoff schedule

QUESTIONS?

PayrollImprovementProject@osc.ny.gov