

# PAYROLL USERS GROUP NEWS

June 2021

Issue No. 11

## WELCOME

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

Welcome to the June 2021 edition of the PUG Newsletter!

I hope your summer is off to a good start. We have remained very busy in Payroll Services as we continue to schedule, program, and process the deferred 2020 salary increases. The processing dates for the remaining bargaining units have all been scheduled. Please refer to the PayServ Bulletin Board for dates and keep an eye out for the associated Payroll Bulletins.

Although summer is just beginning, we have begun preparing materials and presentations for this year's Fall Conference. It will be held virtually again this year and we are looking forward to presenting some new topics. More news on that will be coming as we get closer. For now, I wish you a very happy Independence Day and a safe and healthy summer!

Thank you for all that you do!

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 on 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

**6/25/2021 - Upcoming PayServ Hours Change:** On Thursday 7/8 and 7/15, PayServ will be unavailable after 3pm due to scheduled system processing for upcoming payments. PS Query will remain available during this time. Please contact [payrollsystemquestions@osc.ny.gov](mailto:payrollsystemquestions@osc.ny.gov) with any questions.

**06/18/2021 – Deferred Raises Processing Schedule-** Payroll Services has added the following bargaining units to the raise processing schedule previously released. Payroll Bulletins will be posted as soon as possible.

<u>Bargaining Unit</u>	<u>Check Dates</u>
Lifeguard BU 68 2020 Salary Increase	7/21/2021 (Admin.) and 7/29/2021 (Inst.)
GSEU BU 28 2020 Stipend Increase	9/01/2021 (Admin.)
SUNY M/C 2020 1% Discretionary Salary Increase	9/01/2021 (Admin.)
CUNY PSC 2020 Salary Increase	10/07/2021 (Inst.)
GSEU 2021 Stipend Increase (On time)	10/27/2021 (Admin.)
CUNY PSC 2021 Salary Increase (On time)	11/18/2021 (Inst.)

**06/21/2021 – CORRECTED W-2s** - OSC has issued Workers' Comp Corrected W-2s (Batches 2028 & 2029) - For Batch 2029, agencies must immediately begin to review Control-D report NTAX722 (Agency W2C report), identify employees due a FICA refund and obtain a completed and signed Form AC3206 (Prior Year Social Security and Medicare Tax Refund Certification) from each employee identified. **Agencies are reminded that if they do not see an NTAX722 report for their agency, then, for the identified batches, there were no corrected W-2s that impact dollar amounts issued for their employees.** Agencies must record receipt of the completed and signed AC3206 in PayServ no later than **07/31/2021**. *Do not submit Form AC3206 to OSC.*

Batch 2028 is a **deficiency batch, therefore, no AC3206 is required.** Please refer to Bulletin 1493 New Repayment Rate for Deduction Code 502 NYS (SS/Medicare Deficiency) for Employees with a FICA Tax Deficiency for further information.

### **06/18/2021 - Early Cutoffs/Changes**

The following pay periods will be processed on an accelerated schedule due to the Independence Day Holiday and Raise Processing:

Institution Pay Period 7 Lag/8 Current

**The Automated Interface** cutoff is scheduled for **Monday, June 28, 2021**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, June 29, 2021**.

The **Time Entry** cutoff is scheduled for **Tuesday, June 29, 2021**.

Administration Pay Period 7 Lag/8 Current

The **On-Line Transactions** cutoff is scheduled for **Tuesday, July 6, 2021**.

Institution Pay Period 8 Lag/9 Current

The **Automated Interface** cutoff is scheduled for **Monday, July 12, 2021**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, July 13, 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.

**06/09/2021 – CORRECTED W-2s** - OSC has issued Corrected W-2s (Batches 2026-2027). The W-2Cs are for the year 2020 and relate to Deficiencies and AC230s. 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.**

**06/03/2021 – NYS Payroll Online (NYSPO) Tax Withholding Changes Available** - Access to NYSPO's 'Update Tax Withholdings' page has been restored. Questions regarding NYSPO may be directed to [NYSPOHelp@osc.ny.gov](mailto:NYSPOHelp@osc.ny.gov). Questions regarding tax withholdings may be directed to the Tax and Compliance mailbox.

**05/29/2021 – Control-D Upgrade** - OSC will be performing an upgrade on Control-D on Tuesday, June 8, 2021, after 6pm. Beginning Wednesday June 9, 2021, the general look and feel of the Control-D reports will be different, however, the functionality will all remain the same. Please contact [payrollsystemquestions@osc.ny.gov](mailto:payrollsystemquestions@osc.ny.gov) with any questions or concerns.

## EARNINGS

### ○ **Contacting Your Earnings Auditor**

- While staff are telecommuting, office telephones have been transferred to the auditor's personal phone. As a result, 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.

### ○ **2020 and 2021 General Salary Increases**

- The Division of the Budget has notified the Bureau of State Payroll Services that the 2020 and 2021 general salary increases for settled unions, the 2020 general salary increases for M/C, and the 2020 and 2021 performance advances and longevity lump sum payments for M/C have been approved. A list of currently scheduled payments is available on the

PayServ Bulletin Board. This information will be updated with additional information as it becomes available.

- **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.
- **Management/Confidential Traineeships**
  - The Division of the Budget has authorized payment of Management/Confidential performance advances for fiscal years 2020-2021 and 2021-2022. Agencies must review the records of employees in traineeships at any time on or after April 2020-2021 fiscal year begin to determine if they are eligible to receive a performance advance at any trainee performance rating interval(s). Agencies should refer to the appropriate Payroll Bulletin regarding M/C performance advances for further instructions. These bulletins will be issued shortly.
- **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.
  - 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.

## DEDUCTIONS

- **Direct Deposit / AC230 Team / General Deductions:**
  - Due to SFS Lapsing on July 1st, paycheck reissuance will be processed on Wednesday, June 30th. Direct deposit returns received during Lapsing will be processed as soon as SFS is available.
  - 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.

- For paycheck reversals dated 2020 or earlier, OSC will only be able to recover Social Security and Medicare tax. With an exception for SUNY and CUNY, they will have one more opportunity to recover Social Security, Medicare, and recoverable deductions on 7/22/21 (SUNY) and 7/29/21 (CUNY). These reversals should be sent to us right away. Please note, we will still not be able to recover Federal, State, and Local withholdings on any checks. Contact [PayrollReversalAndExchange@osc.ny.gov](mailto:PayrollReversalAndExchange@osc.ny.gov) with any questions.
- **Garnishment / Customer Service Team:**
  - The Team has recently seen an increase in the volume of garnishment orders received and expect this volume to increase as more businesses continue to open throughout the country. Agencies should be diligent in reviewing their Payroll Garnishment Report, NBEN744, and notifying employees that new Child Support, Bankruptcy, Creditor Garnishment, or Federal Levy has been placed against their wages.
- **Retirement and Savings Plan Team:**
  - A Payroll Bulletin for Tier 6 Pensionable Overtime (OT) Earnings Limit for School Year 2021/22 for employees enrolled in New York State Teachers' Retirement System (Plan Type 86 TRS) will be issued shortly.
  - The Retirement and Savings Plan Team will be presenting at this year's Fall Conference. We encourage Payroll Officers to email pain-point topics or requests for training to the retirement mailbox at [PayrollRetirement@osc.ny.gov](mailto:PayrollRetirement@osc.ny.gov) so we can do our best to include these in our agenda.

## TAX & COMPLIANCE

- **Workers' Compensation Team:**
  - In an effort to reduce the number of employees who are left on Workers' Compensation leave in error after they have returned to work, OSC's WC team will now provide agencies with a quarterly list of all employees currently shown on WC leave in PayServ. These lists will go out via email in March, June, September, and November.
- **Audit and Compliance Team:**

**Lock in letter reminder**

  - OSC has sent emails to agencies regarding employees who have had their Federal Tax Data pages changed while having an active lock in letter. If your agency received an email regarding this issue, please change the tax data page as instructed in the email sent to your agency. Agencies are reminded that they should not adjust Federal tax withholding of employees with lock in letters.

## RECENTLY ISSUED PAYROLL BULLETINS

### State Agencies

[1914](#) - New York State Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA) Dues Increase and Retroactive Adjustment for Employees in Bargaining Units 01 and 21

[1915](#) - April 2021 Retroactive Parity Salary Increase for Non-Arbitration Eligible (BU21) Employees in the Security Services Unit (SSU) Represented by the NYS Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)

[1916](#) - 2021 CSEA Tool Allowance Payment

[1917](#) - Procedures for Processing 2021 Summer Session Payments for Institution Teachers

[1918](#) - April 2019 Retroactive Increase to Agency Police Services Unit (APSU) Expanded Duty Pay

[1919](#) - Retroactive Salary Increases for Agency Police Service Unit (APSU) Represented by the Police Benevolent Association of New York State, Inc. (PBANYS)

[1920](#) - New Overtime Earnings Codes for Overtime Eligible Employees in Agency Police Services (APSU)

[1921](#) - Changes to the Calculation and Retroactive Adjustment of Pre-Shift Briefing for the Agency Police Services Unit (APSU)

[1922](#) - April 2020 Lifeguard Retroactive 2% Salary Increase for State University Professional Services Negotiating Unit (PSNU) Employees in Lifeguard Titles Represented by the United University Professions (UUP)

[1923](#) - Police Benevolent Association of New York State, Inc. (PBANYS) Dues Increase

[1924](#) - April 2020 Management/Confidential (M/C) Retroactive 2% Salary Increase

## CUNY

[CU-714](#) - July 2021 City University of New York (CUNY) Increments

## State Police

[SP-220](#) - New York State Police Investigators Association (NYSPIA) Dues Increase

## SUNY

[SU-306](#) - 2021 SUNY Summer Sessions Payments

## Unified Court System

[UCS-299](#) - June 2021 Uniform and Equipment (Uniform) Allowance and Maintenance (Uniform Blazer) Allowance Payments

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:

## 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

[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.

- 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).