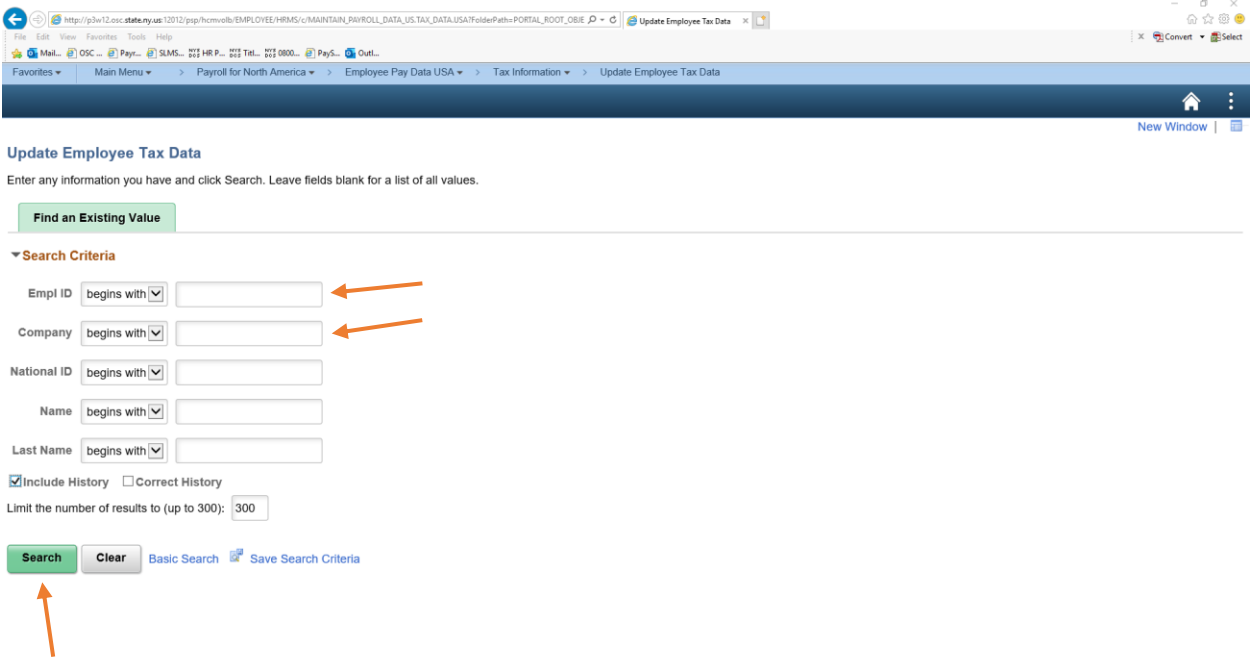


New York State Office of the State Comptroller
Bureau of State Payroll Services
NY Paid Family Leave

Update Employee Tax Data – Paid Family Leave Waiver

The PayServ implementation of the NY Paid Family Leave program has resulted in a new procedure to updating eligible employees who may have applied for a waiver or do not meet the eligibility criteria as defined in New York State Law for NY Paid Family Leave. Agency payroll officers will be required to update the employee’s tax data to and from ‘Exempt’ if necessary.

- To review the **Federal/State Tax Data Page** go to **Payroll for North America> Employee Pay Data USA> Tax Information> Update Employee Tax Data.**
- Enter the **Empl ID** and the **Company.**
- Click **Search.**



- The Employee Federal Tax Data Page is displayed.
- To update the FLI Status for the employee, click the **plus sign** to add a new effective dated row. The **Effective Date** field defaults to the current date. As long as this date is prior to the check date that the change should be impacted in, there is not a need to update the date from the current date.

Federal Tax Data | State Tax Data | Local Tax Data

Person ID [REDACTED]

Tax Data ? [Search] [1 of 4] [View All]

Company NYS STATE OF NEW YORK + -
*Effective Date 12/29/2018
Updated By System Date Last Updated 01/08/2020

Federal Form W-4 Version ?
 2020 or Later 2019 or Earlier

Federal Withholding Elements ?
*Special Withholding Tax Status None
*Tax Status Married Married
 Check here and select Single status if married but withholding at single rate.
Withholding Allowances 2
Additional Amount \$0.00
Additional Percentage 0.000

Exempt from FUT ?
 Exempt from FUT

Table with 4 columns: Income Code (for 1042-S), Eligible Earnings Per Year, Tax Rate After Form Received, Tax Rate Before Form Received. 1 row visible.

W2 Reporting
 Statutory Employee Legal Representative
 Deceased Deferred Compensation
 Retirement Plan Third-party sick pay

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

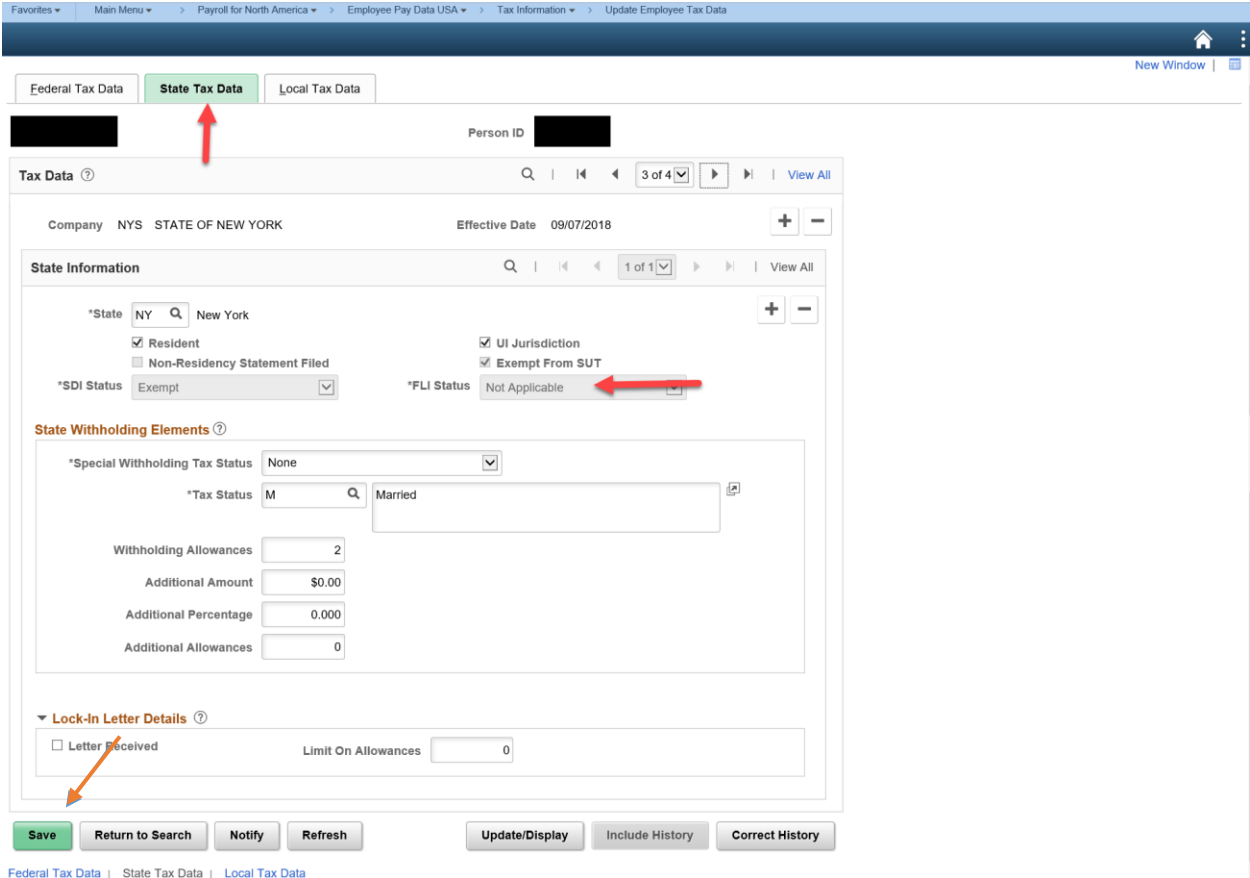
- Click the **State Tax Date** tab.
- If the employee **does have** a waiver and does not meet the Paid Family Leave eligibility criteria, update the ***FLI Status** drop down to 'Exempt' so the employee no longer has the Paid Family Leave deduction taken from future dates paychecks.

***FLI- Family Leave Insurance**

The screenshot displays the 'Update Employee Tax Data' interface. At the top, there are navigation tabs for 'Federal Tax Data', 'State Tax Data', and 'Local Tax Data'. The 'State Tax Data' tab is active. The main content area is divided into several sections: 'Tax Data' (Company: NYS STATE OF NEW YORK, Effective Date: 12/29/2018), 'State Information' (State: NY, Resident: checked, *SDI Status: Exempt, *FLI Status: Exempt), 'State Withholding Elements' (Special Withholding Tax Status: None, Tax Status: Married, Withholding Allowances: 2), and 'Lock-In Letter Details' (Letter Received: unchecked, Limit On Allowances: 0). Two orange arrows point to the 'State Tax Data' tab and the '*FLI Status' dropdown menu. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

- If the employee **does not have (or no longer has)** a waiver and does not meet the PaidFamily Leave eligibility criteria, update the *FLI Status drop down to 'Not Applicable' so the employee is processed by the PayServ system and updated to 'Subject' automatically based on the eligibility criteris for the premium deduction.

***FLI-Family Leave Insurance**



- **Save** the changes. The employee tax data page is now updated.