



Office of the State Comptroller

PAYROLL BULLETIN

Subject Conversion of Withholding Information in PaySr	Bulletin No. P- 998
	Date May 14, 1998

The Office of the State Comptroller is currently reviewing all payroll processes in anticipation of conversion to PaySr.

There are numerous employees of New York State who are paid on more than one payroll. In the current payroll system, an employee may report a different marital status and number of exemptions for Federal, State or local taxes in each agency. In PaySr only one set of withholding information will be stored per employee, per Federal Employee Identification Number (FEIN). A list of FEIN's is attached for your reference. If an employee has payroll records in more than one agency and all report under different FEIN's no agency action is required. However, if an employee has records in multiple agencies, all reporting under the same FEIN, the withholding information in all agencies must be made uniform prior to conversion. Failure to do this will result in the change being made automatically by the Office of the State Comptroller at the time of conversion.

If no action is taken, information contained in records with Activity Code 1 (Active) will take precedence as each agency converts. Ex: If an employee has two records, one Activity Code 1 and one Activity Code 6 (Extra Service), after both agencies are converted the withholding information will be what was originally stored in the record that is Activity Code 1. If both records are Activity Code 1, after all agencies are converted the withholding information will be what was in the record that was converted last.

We have produced listings of all employees with multiple records (attached). Please submit the changes through the AC-1040 process prior to the conversion of your agency to PaySr.

If you have any questions, please contact Mike Zink (518) 473-7428.

ATTACHMENT

The following is a listing of the six FEINs used in PaySr:

- | | | |
|----|--|-------------------|
| 1. | 21470 - Science & Technology Foundation | 14-1491323 |
| 2. | 21750 - Environmental Facilities Corp. | 14-1499804 |
| 3. | 28990 - SUNY Construction Fund | 14-6019701 |
| 4. | 55030 - Industrial Exhibition Authority | 16-1332929 |
| 5. | 7xxxx - CUNY | 13-3893536 |
| 6. | All Others - NYS | 14-6013200 |