

# PAYROLL USERS GROUP NEWS

August 2020

Issue No. 4

## WELCOME

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

Welcome to the fourth edition of the PUG Newsletter! We hope this issue continues to provide an informative summary of what we have been working on in Payroll Services. We have received very positive feedback on these newsletters and will continue to provide them as we continue to work remotely. Please be sure to keep up with Payroll Bulletins and PayServ Bulletin Board messages as well, as they provide important up to the minute details and changes.

As always, I want to thank you all for your continued hard work to ensure that Payroll continues to function so well. It is inspiring to see the payroll community work together to meet so many new challenges and continue to get the job done!

Stay well!

Thank you,

Brian

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## WHAT'S NEW

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

[Payroll Submission Schedule 2020-21](#)

**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

**08/11/2020 - Corrected W-2s** – OSC has issued Corrected W-2s (Batches 1942-1968). These W-2cs are for 2016, 2017, 2018 and 2019 and relate to Workers Comp, Agency Error, Deficiencies, NRA's, NonCash, SS/Med Refunds and State and Local Adjustments. Agencies must immediately begin to review Control-D report NTAX722 (Agency W-2c report), identify employees due a FICA refund and obtain a completed and signed Form AC3206 (Prior Year Social and Medicare Tax Refund Certification) from each employee identified. **Agencies are reminded that if they do not see a 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 November 2, 2020. *Please do not submit Form AC3206 to OSC.***

**7/30/2020 – Employees Receiving Letters from the Department of Taxation and Finance (DTF)** - OSC has become aware that certain employees have received system generated letters from the DTF regarding their 2019 Form W-2s and files received from employers. We are assisting DTF in resolving their system issue and will provide further updates when it is available. Questions regarding this may be directed to the Tax and Compliance mailbox.

**07/07/2020 - Corrected W-2s** – OSC has issued Corrected W-2s (Batches 1944-1952). These W-2cs are for 2017, 2018 and 2019 and relate to Imputed Income, Deficiencies, NRA's, Agency Errors, and SS/Med Refunds. Agencies must immediately begin to review Control-D report NTAX722 (Agency W-2c report), identify employees due a FICA refund and obtain a completed and signed Form AC3206 (Prior Year Social and Medicare Tax Refund Certification) from each employee identified. **Agencies are reminded that if they do not see a 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 October 5, 2020. *Please do not submit Form AC3206 to OSC.***

## PAYROLL IMPROVEMENT PROJECT UPDATES

- **Timeline:** The Payroll Improvement Project's project plan is being re-evaluated and re-baselined. Internal testing continues, and Go Live planning is underway. Once we have established a new Project Timeline, we will distribute it to all stakeholders. We continue to welcome your feedback and participation, and are happy to address any specific concerns you may raise.
- **Advance File Testing:** Test Master files (NHRP501) are available for agencies to test file layout changes in their own systems. We will also be offering informal Automated Interface (AI) testing to agencies that would like to submit test AI files and receive feedback files. Informal AI file testing will be available in late August. Master files with new test data will also be available in late August. If your agency would like to receive reduced volume Master files or submit small AI files for testing,

email [payrollimprovementproject@osc.ny.gov](mailto:payrollimprovementproject@osc.ny.gov) to coordinate receiving and processing test files. This will not replace formal interface testing that will take place during Agency Testing and Training.

- **PS Query Data Dictionary:** Payroll Bulletin PIP-04 Payroll Improvement Project – 9.2 Query Data Dictionary Available was issued recently; a new data dictionary and a crosswalk of updates to PS Query fields and values were included. Both will be effective when the new system goes live. The bulletin is available at <https://www.osc.state.ny.us/state-agencies/payroll-bulletins/payroll-improvement-project/pip-04-payroll-improvement-project-92-query-data-dictionary>.

## EARNINGS

- **Juneteenth (June 19, 2020)**

The Department of Civil Service issued Attendance and Leave Policy Bulletin No. 2020-03 regarding the Executive Order recognizing Juneteenth as a holiday. As stated in this bulletin, this policy applies to all Executive branch classified employees regardless of Attendance Rules coverage. Employees who were required to work on this day are granted Juneteenth Compensatory Time Off (CTO). Holiday Pay transactions should not be submitted in PayServ except for employees working at the City University of New York or the Unified Court System. Agencies have been instructed to reverse previously submitted transactions with the exception of those submitted for employees in a security bargaining unit. Additional information will be shared when it becomes available.
- **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 General Salary Increase Deferral Extended**

The Bureau of State Payroll Services has been notified by the Division of the Budget that the deferral of scheduled April 2020 general salary increases has been extended through September 30, 2020. This includes the July 1, 2020 general salary increase for members of the United University Professions (UUP).
- **Tracking COVID-19 Overtime Codes**

OSC has created query **COVID\_EARNINGS** in query manager to help agencies track overtime related to the COVID-19 health crisis.

## DEDUCTIONS

- **Direct Deposit / AC230 Team / General Deductions:**

- The new Direct Deposit Form for NYS Employees, AC2772, has been released and may be found [here](#). Please refer to Payroll Bulletin 1842 which details agency actions and includes a link to the [Guide to Completing the AC-2772 Direct Deposit Form for NYS Employees](#).
- As a reminder, WageWorks inadvertently ended dated NYS Ride pre-tax and post-tax deductions for the paycheck dates of June 18<sup>th</sup>, June 24<sup>th</sup>, July 2<sup>nd</sup> and July 8<sup>th</sup>. GOER continues to work with WageWorks on a solution and we will notify Agency Payroll Officers as soon as we have more information.
- **Garnishment / Customer Service Team:**
  - The team continues to be flexible with frequent changes as a result of COVID-19, and they have frequent contact with garnishment vendors to ensure accurate processing of garnishment deductions.
  - Outreach has been done to various garnishment vendors to encourage the use of ACH payment methods to ensure faster receipt of funds during the current health crisis.
  - IRS Federal Levy payments continue to not be processed by the IRS – the team continues to monitor the status of these payments and has been informed by the IRS “that the Service is finalizing a strategy and action plan to process the incoming mail as our offices open. These plans will address various taxpayer situations.”
- **Retirement and Savings Plan Team:**
  - Due to the vast amount of changes slated for the team in the PayServ Upgrade, the team has been busy testing, verifying data, and modifying existing records in preparation for the upgrade.
  - Outreach to various retirement systems and vendors for the PayServ Upgrade is also underway.

## TAX & COMPLIANCE

- Workers’ Compensation clean-up for 2019 will occur in September and the transaction deadline is 9/18/2020.
- We will be issuing guidance shortly regarding agency actions to correct mismatches between employees’ home addresses and New York City taxes.

## RECENTLY ISSUED PAYROLL BULLETINS

### State Agencies

[1840](#) - 2020 CSEA Tool Allowance Payment

[1841](#) - Tier 6 Pensionable Overtime (OT) Earnings Limit for School Year 2020/21 For Employees Enrolled in New York State Teachers’ Retirement System (Plan Type 7X -TRS)

[1842](#) - Updated Direct Deposit Form for NYS Employees (AC-2772)

[1843](#) - Updates to Existing and New Locked Queries in PS\_Query

[1844](#) - New Increment Code Representing Job Rate Status for the October 2020 Cycle

[1845](#) - Correction of Employee Addresses and Local Tax Data

[1846](#) - Maximum Salary Contribution Limit for Tier 6 members of the following New York State and Local Retirement Systems:

- New York City Teachers Retirement System (NYCTRS)
- New York City Board of Education Retirement System (NYCBERS)
- New York City Employee Retirement System (NYCERS)
- New York State Teachers Retirement System (NYSTRS)

[1847](#) - • Restoration of Contract Pay and Additional Pay for 21P Institution Teachers

- Payment of CAL and 21P Institution Teachers in the 2020-2021 Semesters
- Termination of Summer Session Jobs for Institution Teachers

[1848](#) - SFS Chartfield Strings in PayServ with 09/15/2020 & 09/30/2020 Lapse Dates

## CUNY

[CU-686](#) - CUNY June 2020 Uniform Allowance Payment and Retroactive Uniform Allowance Adjustments

[CU-687](#) - City of New York Health Insurance Rate Changes

## SUNY

[SU-297](#) - Factor Change for Fiscal Year 2020-2021 for SUNY CAL and CYF Employees

[SU-298](#) - • Restoration of Contract Pay and Additional Pay for SUNY 21P employees

- Payment of CAL and 21P Employees in the 2020-2021 Semesters
- Termination of Summer Session Jobs

## Payroll Improvement Project

[PIP-004](#) - Payroll Improvement Project – g.2 Query Data Dictionary Available

If you would like to be added to the bulletin distribution list, please email: [payroll@osc.ny.gov](mailto:payroll@osc.ny.gov).

## NYSLRS Retirement Online Update

- NYSLRS has published a new [best practices document](#) to help you avoid the most common problems State employers have when using *Retirement Online*. You can find this, and the other resources NYSLRS has available to support State employers who use Retirement Online, on the [special State employer section of the Retirement Online website](#).

## 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:

[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.

## 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](mailto:MJCorbett@osc.ny.gov).