

## WELCOME

From Wil Tomlin  
Director of State Payroll Services

Welcome to the PUG Newsletter. March Madness may be ending soon, but the State Payroll processing and fiscal year end teams have been working diligently and are still very busy preparing for all the fun that April brings. Payroll Bulletins are rolling off the press with guidance on these endeavors. In addition to the annual processing information, please be aware of the newly negotiated Longevity Service Payment for eligible bargaining units described in Payroll Bulletins [2313.1](#) and [2329](#) and in the various PayServ Bulletin Board postings. Enactment of this payment impacts the old Longevity Lump Sum payments.

As you know, the NYS Budget process is underway. To date one extender bill has been passed ensuring payment of the Institution payroll for paychecks dated Thursday, April 3. For more information regarding possible disruption of paycheck issuance in the event that there is not a budget or extender, OSC has provided information in [Payroll Bulletin 2328](#) - Paycheck Distribution and Release of Direct Deposit Funds in Preparation of Enactment of the 2025-26 New York State (NYS) Budget. The bulletin includes details regarding potentially affected employee paychecks, and direct deposits should a delay in the process occur, and a schedule containing the deadlines for passage of the budget or extender for the next several paychecks. Additionally, please be aware that some financial institutions have been releasing direct deposit funds one or two business days prior to the official NYS payday found at Payroll Calendars | Office of the New York State Comptroller (ny.gov). This early

## IN THIS ISSUE:

- What's New
- Section Updates
- Payroll Bulletins
- Contacts



release of funds may be impacted by the timing of OSC's transmission of the electronic direct deposit file to the bank depending on when the budget or extender is approved. Employees should be made aware that a delay in these early deposits does not mean that the checks are late.

Lastly, [Payroll Bulletin 2315 - Schedule for Agency Payroll Submission and Availability of Reports and Files](#) is posted and contains the annual schedule to help ensure timely processing. There is also a link to last year's Fall Conference presentation to walk payroll users through the processing schedule and why the cutoff dates matter.

Thank you for all your efforts,  
Wil

## WHAT'S NEW

### **DIRECT DEPOSIT GUIDANCE, DIRECT DEPOSIT FORM AC 2772, AND AGENCY ACTIONS EXTENDED PAYSERV HOURS**

Please refer to the PayServ Bulletin Board for updates to PayServ access.

### **PAYROLL SERVICES DIRECTORY**

OSC publishes a Payroll Services Directory on the PayServ Bulletin Board that explains the functions of each unit within the Bureau of State Payroll Services and provides contact information for each unit. Agencies should consult this Directory to determine where questions should be directed before reaching out to OSC for assistance. Thank you for your cooperation.

Please note: OSC has made the conversion to Teams calling. As a result, individual staff phone numbers have changed. Please refer to the Agency Auditor Listing for your auditor's new number. Updates will be made to the Payroll Services Directory. The prior VOIP phones are no longer in use.

### **CONTACT MANAGEMENT SYSTEM**

*\*\*\*REMINDER to update the Contact Management System (CMS) as requested in the GFO here:*

<https://www.osc.ny.gov/state-agencies/chapter-xiv15/xiv15-updating-agency-contacts>

It is VERY important that all agencies maintain up to date contacts so that OSC can distribute important information to the appropriate recipients. If your CMS agency administrator has not updated or verified your Payroll contacts, please have this completed as soon as possible. If you do not know who your CMS agency administrator is, please email [OOOContactManagement@osc.ny.gov](mailto:OOOContactManagement@osc.ny.gov) or [Payroll@osc.ny.gov](mailto:Payroll@osc.ny.gov).

### UPCOMING DEADLINES

#### [2025-2026 Agency Submission Schedule](#)

**Note:** OSC State Payroll Services Confirm the Payroll on Wednesdays each week. This means Certification issues that warrant direct deposit disables need to be fixed no later than 10:00 am on Wednesdays. If you are having an issue, please contact a Payroll Earnings supervisor.

### PAYROLL CALENDARS

The April 2025 – April 2026 Payroll Calendars are available on the [OSC website](#).

### GENERAL INFORMATION

In order to protect employees' personal information, Social Security numbers must **NEVER** be included in emails. If a Social Security number is included in a screen shot, agencies must redact/blackout the number before sending.

### BULLETIN BOARD MESSAGES

#### **PayServ Hours - PayServ is available:**

Monday - Friday from 7:00am until 6:00pm

Saturday from 7:00am until 4:00pm

**04/01/2025 - New Longevity Service Payment Post Processing Review and Updates:** OSC has identified the following populations that require additional review and potential updates to information contained in the Job Labor tab fields which may impact payment eligibility and payment amounts:

- Employees with multiple records when time in the records do not overlap
- Employees with multiple payment eligible records

- Hourly and FEE service
- Legacy service prior to PayServ conversion
- Rein-Commission where the effective date of the rein-commission is after the effective date of the rehire

Review of the identified populations will begin after the initial LGS payment processing has been completed for both the Institution and Administration cycles. Information will be shared as it becomes available. In addition, questions submitted through the Payroll Earnings mailbox will be addressed as soon as practicable after initial processing.

**Removal Date: 07/15/2025**

**03/20/2025 - Early Cutoffs/Changes** - The following pay periods will be processed on an accelerated schedule due to the SFS Black Out and April processing:

**Institution Pay Period 25 Lag/26 Current**

The **Automated Interface** cutoff is scheduled for **Monday, March 17, 2025**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, March 18, 2025**.

The **Time Entry** cutoff is scheduled for **Tuesday, March 18, 2025**.

There will be NO Back End Splits

**Administration Pay Period 26 Lag/1 Current**

There will be NO Back End Splits

**Administration Pay Period 1 Lag/2 Current**

The **Automated Interface** cutoff is scheduled for **Monday, April 7, 2025**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, April 8, 2025**.

The **Time Entry** cutoff is scheduled for **Tuesday, April 8, 2025**.

**Institution Pay Period 1 Lag/2 Current**

The **Automated Interface** cutoff is scheduled for **Monday, April 14, 2025**.

The **On-Line Transactions** cutoff is scheduled for **Tuesday, April 15, 2025**.

The **Time Entry** cutoff is scheduled for **Tuesday, April 15, 2025**.

**Removal Date: 04/20/2025**

**03/13/2025 - 2025 - 26 NYSLRS Tier 6 Two Year Look Back for Members of ERS and PFRS** - Effective in April 2025, tier 6 rate changes for State employees will be updated in PayServ by NYSLRS via electronic file.

Information pertaining to what the two year look back is and how the new contribution rates are recalculated can be found here: [Member Contributions | Office of the New York State Comptroller \(ny.gov\)](#).

State Agencies may receive letters from NYSLRS Retirement Online that appear to request they manually update Tier 6 ERS and Police and Fire members' contribution rates for the 2025-26 plan year. These instructions are intended for Local Government Payroll Officers only. State Payroll Officers should not manually update the contribution rates.

Questions regarding rate changes should be directed to NYSLRS: [Contact NYSLRS | Office of the New York State Comptroller](#).

**Removal Date: 05/01/2025**

**03/13/2025 - New Longevity Service Payment Information and Webex - UPDATED** - Payroll Bulletin 2313 regarding the new Longevity Service Payment (Earnings Code LGS) for employees represented by PEF, CSEA and DC-37 was released. [State Agencies Bulletin No. 2313 | Office of the New York State Comptroller](#)

OSC conducted a Webex Information and Question/Answer session to further discuss this new LGS payment, on Wednesday, March 5, 2025. The recording of the Webex can be found in the following link: <https://youtu.be/pYeJTioiFI>

**Removal Date: 04/30/2025**

**03/10/2025 - NPAY756 Control-D Report:** The NPAY756 posted to Control-D on 03/07/2025 identifies employees who appear eligible for the April 2025 Longevity Lump Sum Payment (Earnings code LLS). The eligibility listing report for the April 2025 Longevity Service Payment (Earnings code LGS) is not available at this time and will be posted at a later date. Agencies should continue to review the LLS eligibility listing report to determine any appropriate action that may be necessary. OSC will evaluate employees who appear on both the LLS and upcoming LGS eligibility listing reports and determine the appropriate payment to be processed. Agencies will not need to take action on employees

appearing on both eligibility listing reports.

**Removal Date: TBD**

**03/10/2025 - Corrected W-2s** - OSC has issued Corrected W-2s (Batches 2370-2374). These W-2cs are for the years 2022-2024 and relate to 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.**

**Removal Date: 04/07/2025**

**03/10/2025 - CORRECTED W-2s** - OSC has issued Workers Compensation Corrected W-2s (Batches 2375 & 2376) - For Batch 2376, 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 04/23/2025. Do not submit Form AC3206 to OSC.

Batch 2375 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.

**Removal Date: 04/30/2025**

**03/03/2025 - CORRECTED W-2s** - OSC has issued Workers Compensation Corrected W-2s (Batch 2368) - 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. Due to the pending Statute of Limitations for 2021 corrections, agencies must record receipt of the completed and signed Form AC3206 in PayServ no later than March 31, 2025.** Please do not submit Form AC3206 to OSC. **Removal Date: 04/25/2025**

**03/03/2025 - Corrected W-2s** - OSC has issued Corrected W-2s (batches 2345-2367, 2369). These W-2cs are for 2021-2024 and relate to Credit Letters, FICA Refunds, NRA FICA Refunds, AC230s, and Noncash 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 Security 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. Batches 2347, 2348, 2358, and 2362 are for the 2021 tax year. Due to the pending Statute of Limitations for 2021 corrections, agencies must record receipt of the completed and signed Form AC3206 in PayServ no later than March 31, 2025. All other batches that are eligible for a FICA refund must have receipt of the completed and signed Form AC3206 recorded in PayServ no later than April 17, 2025. Please do not submit Form AC3206 to OSC.**

**Removal Date: 04/25/2025**

**02/21/2025 - Increment Codes Pertaining to New Longevity Service Payment - Updated**

Employees in payment eligible bargaining units of PEF, CSEA or DC37 may receive an annual Performance Advance and a new Longevity Service Payment if they meet the eligibility criteria for both payments. An employee may become ineligible or not qualify for one or both payments if:

- An employee is eligible for both a Performance Advance and a Longevity Service Payment but is rated unsatisfactory, both payments will be withheld.
- An employee has not completed one year in grade and is not eligible for a Performance Advance but meets the criteria for a Longevity Service Payment, only the Longevity Service Payment will be paid.

In an effort to identify those employees in payment eligible bargaining units of PEF, CSEA, or DC37 who fall into the above scenarios, OSC will be implementing the following increment codes prior to processing the April 2025 new Longevity Service Payment.

8888, 0330, 0388, 0188, 1330, 1388 and 1088

The new increment codes are in addition to the existing increment codes. Existing increment codes must continue to be utilized as appropriate. Agencies must review employees who have an unsatisfactory rating and are on the April cycle to ensure their histories are updated prior to processing the April 2025 new Longevity Service Payment using the

existing increment codes and current procedure for unsatisfactory transactions with a Data Change, Reason Code USP (Unsat Perf). OSC will begin the review process to update employees to the new increment codes as needed based on the above criteria beginning in March.

Additional information on payment eligibility and complete descriptions of the new increment codes referenced above can be found in Payroll Bulletin [State Agencies Bulletin No. 2313 | Office of the New York State Comptroller](#)

Any questions regarding the new LGS payments should be sent to [PayrollBulletins@osc.ny.gov](mailto:PayrollBulletins@osc.ny.gov)

**Removal Date: 04/30/2025**

**02/11/2025 - Workers' Compensation Tax Refund Calendars** - The [Tax Refund Calendars for Workers' Compensation link](#) on the OSC Payroll webpage has been updated with schedules for 2025-2026. Questions can be directed to [WorkersComp@osc.ny.gov](mailto:WorkersComp@osc.ny.gov).

**Removal Date:TBD**

**01/30/2025 - New Longevity Service Payment:** OSC is developing plans to implement the recently negotiated Longevity Service Payment (Earnings Code LGS) for employees represented by PEF, CSEA and DC37. This new payment is based on continuous service in Executive Branch bargaining units, and will be paid using the below amounts:

- \$1,500 - completed twelve or more years but less than seventeen years of continuous service; or
- \$3,000 - completed seventeen or more years but less than twenty-two years of continuous service; or
- \$4,500 - completed twenty-two or more years of continuous service.

Additional information regarding the implementation of this payment will be provided to State Agencies in upcoming Payroll Bulletins. Below is a high-level timeline of key dates for the implementation of this payment.

- **Week of 02/10/2025** - information regarding new Increment Codes pertaining to this payment will be provided to agencies via a subsequent Payroll Bulletin Board message and blast email
- **Week of 02/17/2025** - a Payroll Bulletin providing eligibility requirements, system updates (including new PayServ Field information), and processing procedures will be issued
- **02/24/2025 - 02/28/2025** - agencies may submit questions to the Payroll Bulletin mailbox; these will be addressed during the 03/05/2025 Webex Information Session
- **03/05/2025 1:00 p.m. - 3:00 p.m.** - Webex Information and Question/Answer Session (invitation to follow)



- **Week of 03/10/2025** - Payroll Bulletins regarding the April 2025 processing of the LGS and LLS Payments will be issued
- **04/17/2025 (Inst) and 04/23/2025 (Admin)** - Check Dates for Payment of the April 2025 LGS and LLS Payments

**Removal Date: 05/05/2025**

**12/05/2024 - Letters from New York State Department of Labor (DOL)** - Payroll has become aware that DOL recently reestablished the State Employee Offset Program (SEOP) to collect overpaid unemployment insurance benefits from NYS employees. This resulted in a large volume of letters being mailed to agency payroll offices requesting the entry of Deduction Code 433, Total Unemployment Ins Owed. Payroll is working with DOL to review this process. At this time, agency update access will be removed for Deduction Code 433, to prevent additional entries. Please retain these letters and await further instruction on how to proceed. A follow-up bulletin board message will be issued soon with more information.

**Removal Date: TBD**

**09/20/2024 - Outreach and Escheatment of 2023 Uncashed NYS Payroll Checks** - [Payroll Bulletin 2259](#), Outreach and Escheatment of 2023 Uncashed NYS Payroll Checks was posted on August 21, 2024. The purpose of this bulletin is to provide agencies with information and new instructions for processing letters received for the outreach and escheatment of uncashed payroll checks for calendar year 2023. Initial Outreach letters for the 2023 payroll checks have been mailed to employees with a return date of October 20, 2024. Agency Payroll Officers with questions regarding this bulletin should contact [UncashedNYSPayrollchecks@osc.ny.gov](mailto:UncashedNYSPayrollchecks@osc.ny.gov).

**Removal Date: 05/01/2025**

**01/02/2024 - Increased Hiring Rates** - When submitting job requests that include an increased hiring rate, agencies must use the appropriate Reason Code to indicate if the salary is derived from an Impracticable to Recruit (Reason Code 130), Advanced Qualifications above the Minimum (Reason Code 131) or both (Reason Code IHR). Please refer to [Payroll Bulletin No. 880 New Increased Hiring Rates](#) and [Fall Conference 2023 Presentation \(PDF\) Increased Hiring Rates - Basic Procedures](#) for more information. In addition, recent enhancements made to system validations used to process Job Action Requests will facilitate transaction processing when the appropriate Reason Code is entered.

**Removal Date: TBD**

**DIRECT DEPOSIT FRAUD ALERT:** State Payroll Services has been made aware of recent increases of fraudulent direct deposit forms submitted to agency payroll offices by fax or fraudulent e-mail accounts. Upon receipt of a direct deposit request, agencies should verify all required information including the employee's name, work phone number and NYS Employee ID is present on the direct deposit form. Agencies should continue to contact the employee to verify they submitted the request before entering the transaction in PayServ. Agencies should not use the provided email address or phone number from the submitted form to verify this information as it may be fraudulent. These measures will help ensure the employee's earnings are not deposited into a fraudulent account. For steps to avoid Direct Deposit fraud see Payroll Bulletin 1842, questions regarding direct deposit practices may be directed to the [DDReturnsAndReversals@osc.ny.gov](mailto:DDReturnsAndReversals@osc.ny.gov).

**Removal Date: None**

**10/11/2019 - Update Regarding SSN/TIN Entry in PayServ** - When hiring employees in PayServ, it is imperative that Agencies only enter the employee's government issued Social Security Number (SSN) or Tax Identification Number (TIN) in the National ID field. To minimize timing issues, this information should be entered at the time of hire. If the employee is unable to supply this information at the time of hire, agencies are to leave the SSN field in PayServ blank until they have the ability to populate the correct SSN/TIN. **Do NOT enter a placeholder or fake SSN/TIN.** Agencies may incur IRS penalties for failure to enter an employee's correct government issued SSN/TIN into the payroll system.

**Removal Date: None**

## EARNINGS

- **Restarting Additional Payments When Employees return from Leave of Absences**
  - When an employee is placed on a Leave of Absence, PayServ will systematically end date active Additional payments the employee is receiving. When an employee returns from leave, it is the agency's responsibility to restart any applicable Additional payments upon return. Failure to do so will result in underpayments to the employee.
- **Changes to an Employee's Job Data Record that Requires End Dating Additional Payments:**
  - When submitting a Job transaction to an employee's PayServ record which will impact their eligibility for Additional Pay, agencies should end-date the Additional Pay prior to the submission of the Job transaction. This ensures the employee's Additional Pay record is not systematically updated incorrectly, resulting in a COR/HIS being required to update the Additional Pay after the fact. For example, if a 100% employee is

receiving Location Pay (Earnings Code LOC) and their work percentage is reduced to 50% (excluding PLA/SKL), they are no longer eligible to receive LOC. Agencies should end date the LOC row prior to processing the DTA/CPT in Job Requests.

○ **Reallocations:**

- If an employee's salary is being recalculated due to a reallocation, agencies must submit a Pay Change on the Job Action Requests page using the appropriate effective date, Reason Code RAL (Reallocation), the appropriate salary and updated increment code. Agencies must submit Pay Change transactions for all subsequent eligible rows using the Reason Code CSL (Cor Sal). Please refer to the [Fall Conference 2023 Presentation \(PDF\) Reallocations](#) for additional information.

○ **Discrepancies** between PayServ and NYSTEP Records:

- Payroll officers should be working with their Human Resource departments to ensure employee PayServ and NYSTEP histories match, therefore avoiding certification discrepancies which may result in Direct Deposit Disables and/or Check Holds.

○ **Traineeship Memorandum**

- Effective November 22, 2024, the Department of Civil Service issued a revised Traineeship Memorandum with new rules for determining an employee's Ending Compensation salary on advance to full title. Agencies must review the new rules as outlined in the revised memorandum and implement them effective immediately. OSC will identify employees who have advanced to full title on or after November 22, 2024 and notify agencies of any employees who may require correction.

○ **Increased Hiring Rates:**

- When submitting job requests that include an increased hiring rate, agencies must use the appropriate Reason Code to indicate if the salary is derived from an Impracticable to Recruit (Reason Code 130), Advanced Qualifications above the Minimum (Reason Code 131) or both (Reason Code IHR). Please refer to Payroll Bulletin No. [880 New Increased Hiring Rate Reason Codes](#) and [Fall Conference 2023 Presentation \(PDF\) Increased Hiring Rates - Basic Procedures](#) for more information.
- In addition, recent enhancements made to system validations used to process Job Action Requests will facilitate transaction processing ("Auto Approved") when the appropriate Reason Code is entered.

○ **Directing Questions to OSC Teams:**

- Questions related to annualized Executive agency employees' salaries such as Promotions, Demotions, Budget Director Approvals, Rehires, Pay Changes, Traineeships, Transfers, Longevity Payments, Increment

Codes, and Reallocations should be directed to the **Payroll Earnings mailbox**, with *Attention Salary* included in the subject line.

- Questions related to transactions such as Leave of Absences, Return from Leaves, Time Entry Payments (Overtime, Step 3 Grievances, Extra Service, etc.), Additional Payments (Additional Pay Adjustments, Also Receives, Expanded Duty Pay, Overpayments, Non-Pensionable Lump Sum Payments, etc.) should be directed to your **OSC Payroll Auditor**.
- The following link provides additional contact information for various other questions/concerns: [PayServ W1 \(state.ny.us\)](http://PayServW1.state.ny.us)
  - The Auditor Contact list can be found on the PayServ Bulletin Board by clicking on the *Agency Auditor Listing*.
- **Lost Time Recovery: Due Process must be afforded to employees**
  - Employees must be notified within a reasonable time *prior* to the check date in which Lost Time will be deducted from their Earnings.
  - In addition, when all lost time entered in a pay period cannot be recovered in full because the employee does not have enough positive earnings to recover the full sum of the negative lost time, OSC must adjust the amount of lost time taken. When this situation occurs, the adjustment to the Lost Time will appear on the Agency Correction Sheet Control-D Report (NPAY776).
  - Agencies must review Control-D Report (NPAY776) to identify these situations.
  - For employees still in state service, the remaining lost time must be taken in subsequent pay period(s) via Time Entry when the employee has positive earnings to cover some or all the remaining negative lost time.
- **Due Process for Overpayments:**
  - Employees must be given a reasonable time to refute an overpayment determination prior to the agency beginning recovery. While due process is being afforded, agencies should refrain from paying any lump sum payments (i.e., Annual Accrual Payouts, Salary Withholding, Over 40 Comp Time, etc.) in case an offset using these funds is necessary. This delay should also be communicated to the employee.
- **Transactions Entered after Cutoff:**
  - The Bureau of State Payroll Services has noticed a substantial number of Additional Pay, Job Request and Time Entry transactions being entered after the established agency submission deadlines each pay period.

- As a reminder, a bulletin is issued annually containing the Schedule for Agency Payroll Submission which outlines each pay period's submission deadlines. The Fiscal Year 2024-2025 Submission Schedule is located in [State Agencies Bulletin No. 2206 | Office of the New York State Comptroller](#)
  - Any updates to the submission schedule will be posted according to the PayServ Bulletin Board.
- It is imperative that any urgent late transactions to be entered after the established deadlines receive an OSC auditor approval prior to submission.
  - Late transactions entered without approval from an OSC Auditor risk a possible overpayment or underpayment if the auditor is unaware and unable to review the transaction accordingly.
  - Late transactions without prior approval are subject to deletion without notification to the agency.
- **Payments Made Pursuant to Settlement Agreements, Arbitration Awards or Court Orders**
  - If an employee is owed back or front pay due to a settlement agreement, arbitration award or court order, OSC must review and approve the payment prior to the agency entering transactions into PayServ. OSC will question any transaction submitted without approval that appears to provide an employee back pay or front pay relating to one of these documents and may delete the transaction or ask the agency to return the employee to their prior status. OSC will also advise the agency to review Payroll Bulletin 1217 - New Requirements and Procedures for Processing Salary Payments Pursuant to Court Orders, Awards and Settlement Agreements which provides the full procedure for submitting these payments. Once the required documentation is received in the Payroll Salary Awards mailbox, OSC will work with the agency during the review and payment process.
  - If the employee has returned to work after a settlement or award has been signed, the agency may restore the employee to the payroll for the current pay period or the date the employee truly returned to work and began performing services for the agency, whichever is sooner, while the back pay is under review. If the return-to-work date is retroactive, the agency must enter a comment explaining the reason for the retroactive transaction.
    - Note: All return from suspension transactions should have a General Comment explaining the reason for the return even if the situation is not related to a settlement.
- **Control -D Report NPAY776:**
  - Agencies must review the Control-D Correction Sheet Report (NPAY776), each pay period, to review any changes made by OSC to an employee's record, comments, or instructions for transactions that the agency will need to enter in a future pay period.

## Deductions

### ○ AC230 Team / General Deductions:

- Payroll bulletin [2306, 2025 State Employees Federated Appeal \(SEFA\) Campaign](#), has been posted to provide instructions for processing payroll deductions for the SEFA Campaign in the 2025 calendar year and explain SEFA Continuous Giving. Employee questions concerning SEFA deductions, online enrollment processes, and continuous giving for SEFA deductions should be directed to the Statewide SEFA Council at (315)-428-2211. Additional contacts and an online information request form can be found by visiting [Connect with Us | New York State Employees Federated Appeal](#).
- Payroll Bulletin [2318 Payroll Check Reissues, Reversals, Exchanges, and Direct Deposit Returns during the Statewide Financial System \(SFS\) Blackout for Fiscal Year End](#) was issued to provide information on Payroll Check Reissues, Reversals, Exchanges, and Direct Deposit Returns during the Statewide Financial System (SFS) Blackout for Fiscal Year End.
- Process changes for AC230 have been implemented that include a new AC230 Worksheet, Job Aid, and additions to the Payroll Check Notification Report. Links to the Job Aid and additional information can be found in Payroll Bulletins [2272](#) and [2243.2](#).

### ○ Retirement and Savings Plans:

- Updates are in process to modify the SUNY 403(b) automation file to reduce the number of transactions that error for recently retired and terminated employees.
- Prior-year ORP and VDC refund codes will soon become available, allowing for the systematic correction of tax withholding.

### ○ Garnishment and Direct Deposit:

- As a reminder, the Garnishment Customer Service phone number should not be given to employees. This phone number, **(518) 474-4042, is intended for agency payroll officer use only**. Employees calling this line will be redirected to their agency payroll office for guidance. Please refer to Payroll [Bulletin 2194](#) Payroll Deductions Customer Service Helpline and ensure that your agency has view access to the garnishment panels in PayServ.
- Payroll Bulletin 1036 is now obsolete. Agencies should review the forms posted to their internal/external websites and remove Form AC3245.

## TAX & COMPLIANCE

### ○ Audit and Compliance Team:

- 2024 Form W-2s, W-2s for retirees with imputed income, 2024 1099-MISCs for deceased employees, and credit letters for employees who repaid overpayments from a prior year have been issued.
- 1042-S forms (Foreign Person's U. S. Source Income Subject to Withholding) for Calendar Year 2024 have been sent to agencies for issuance to employees.
- OSC has begun issuing corrected W-2s for the years 2021-2024. As always, all due dates for AC3206 batches are reflected on the PayServ bulletin board.
- Agencies should use the most current Prior Year Social Security and Medicare Tax Refund Certification form AC3206 found on the OSC website. Please review State Agencies Bulletin No. 1364 for additional information.
- Agencies should be reviewing the NTAX723 Control-D report each pay period to determine if an employee is paying New York City (NYC) taxes and not living in NYC or they are living in NYC and not paying NYC taxes. Please refer to Payroll [Bulletin No. 1845](#) for more information.
- Agencies should use the most current Prior Year Social Security and Medicare Tax Refund Certification form AC3206 found on the OSC website. Please review Payroll [Bulletin No. 1364](#) for additional information.

### ○ Workers' Compensation Team:

- OSC is in the process of completing a Workers' Compensation Clean Up to correct taxes for employees with late changes to their 2021 and 2024 WC leave. A message will be posted on the PayServ Bulletin Board with further instruction regarding corrected W-2s FICA deficiencies/refunds once the Clean Up has completed.
- The [Tax Refund Calendars for Workers' Compensation link](#) on the OSC Payroll webpage has been updated with schedules for 2025-2026. Questions can be directed to [WorkersComp@osc.ny.gov](mailto:WorkersComp@osc.ny.gov).
- Agencies should be reminded that any Workers' Compensation related Correct History requests should be submitted using Job Action Request > Data Change with reason code WCR. Please refer to Payroll Bulletin #1945 for further information.

## SYSTEMS SUPPORT GROUP

### ○ New York State Payroll Online (NYSPO) Direct Deposit

- OSC Payroll has completed the maintenance on the NYSPO Direct Deposit functionality. Employees enrolled in NYSPO are now able to update their direct deposit information.
- Employees that have issues logging into NYSPO should contact their [Agency NYSPO Coordinator](#).
- **Query Help**
  - An updated PeopleSoft (PS) Query training guide has been released in the PS Query Bulletin Board. Please continue to send questions to the [QueryHelp@osc.ny.gov](mailto:QueryHelp@osc.ny.gov) mailbox for any query questions or assistance with creating or running queries.

## RECENTLY ISSUED PAYROLL BULLETINS

### State Agencies

<a href="#">2304</a>	January 2025 Increase to Minimum Wage
<a href="#">2305</a>	Claiming Exempt from Federal, State, and/or Local Tax Withholding in Tax Year 2025
<a href="#">2306</a>	2025 State Employees Federated Appeal (SEFA) Campaign
<a href="#">2307</a>	Direct Mailed Form W-2 Agency Chargeback
<a href="#">2308</a>	Form W-2 (Wage and Tax Statement) for Tax Year 2024
<a href="#">2309</a>	2025 Extension of Military and Training Leave Benefits and Stipends
<a href="#">2310</a>	Public Employees Federation (PEF) FY 2025-2026 Higher Education Differential
<a href="#">2311</a>	Summary of Tax Related Changes for 2025
<a href="#">2312</a>	New York State Payroll System (PayServ) Fiscal Year End – Rollover of Position Pool Chart of Accounts



<a href="#"><u>2313</u></a>	Longevity Service Payment for Employees in an Eligible Bargaining Unit
<a href="#"><u>2314</u></a>	2025 Special Assignment to Duty Pay for Calendar Year 2024
<a href="#"><u>2315</u></a>	Schedule for Agency Payroll Submission and Availability of Reports and Files
<a href="#"><u>2316</u></a>	Temporary Overtime and Pre-Shift Briefing Rate for Eligible Employees Working in Support of the Department of Corrections and Community Supervision (DOCCS)
<a href="#"><u>2317</u></a>	Form 1042-S (Foreign Person's U. S. Source Income Subject to Withholding) for Calendar Year 2024
<a href="#"><u>2318</u></a>	Payroll Check Reissues, Reversals, Exchanges, and Direct Deposit Returns during the Statewide Financial System (SFS) Blackout for Fiscal Year End
<a href="#"><u>2319</u></a>	Maximum Salary Limit for Tier 5 Members of the New York State Police and Fire Retirement System (PFRS) and the New York State Employee's Retirement System (ERS) for Fiscal Year 2025
<a href="#"><u>2320</u></a>	Police Benevolent Association of New York State, Inc. (PBANYS) Dues Increase
<a href="#"><u>2321</u></a>	New York State Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA) Dues Increase for Employees in Bargaining Units 01 and 21
<a href="#"><u>2322</u></a>	April 2025 Increases to Location Pay and Location Mid-Hudson Pay, Facility Security Pay, Hazardous Duty Pay, Expanded Duty Pay, and Inconvenience Pay for Eligible Employees in the Security Services Unit (SSU) Represented by the NYS Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)
<a href="#"><u>2323</u></a>	April 2025 Increases to Location Pay and Location Mid-Hudson Pay, Command, Inconvenience Pay, and Hazardous Duty Pay for Eligible Employees in the Security Supervisors Unit (SSPU) Represented by NYS Law Enforcement Officers' Union, Council 82 AFSCME, AFL-CIO (C82)
<a href="#"><u>2324</u></a>	April 2025 Increases to Location Pay, Supplemental Location Pay, Inconvenience Pay, Expanded Duty Pay and the 15 Year Seniority Pay in Addition to a New 11 Year Seniority Pay for Eligible Employees in the Agency Police Services Unit (APSU - BU31)

<a href="#"><u>2325</u></a>	April 2025 Increases to Premium Overtime, Administrative Maintenance Pay, and Command Payment for Eligible Employees in the Agency Police Services Unit (APSU - BU31) Represented by the Police Benevolent Association of New York State, Inc. (PBANYS)
<a href="#"><u>2326</u></a>	April 2025 Increase to Location Pay and Mid-Hudson Location Pay for Employees Designated Management/Confidential (M/C)
<a href="#"><u>2327</u></a>	April 2025 Increase to Location Pay and Mid-Hudson Location Pay for Employees Represented by the Public Employees Federation (PEF)
<a href="#"><u>2328</u></a>	Paycheck Distribution and Release of Direct Deposit Funds in Preparation of Enactment of the 2025-26 New York State (NYS) Budget
<a href="#"><u>2329</u></a>	April 2025 Civil Service Employees Association (CSEA), Public Employees Federation (PEF) and District Council 37 (DC 37) Longevity Service (LGS) Payment
<a href="#"><u>2330</u></a>	April 2025 Public Employees Federation (PEF) Longevity Lump Sum (LLS) Payment
<a href="#"><u>2331</u></a>	April 2025 Civil Service Employees Association (CSEA) Longevity Lump Sum (LLS) Payment
<a href="#"><u>2332</u></a>	April 2025 Increase to Location Pay and Mid-Hudson Location Pay for Employees Represented by the Civil Service Employees Association (CSEA)
<a href="#"><u>2333</u></a>	April 2025 Civil Service Employees Association (CSEA) Performance Advances
<a href="#"><u>2334</u></a>	April 2025 Public Employees Federation (PEF) Performance Advances
<a href="#"><u>2335</u></a>	April 2025 Security Performance Advances
<a href="#"><u>2336</u></a>	April 2025 Public Employees Federation (PEF) 3% Salary Increase
<a href="#"><u>2337</u></a>	April 2025 Civil Service Employees Association (CSEA) 3% Salary Increase
<a href="#"><u>2338</u></a>	April 2025 Agency Police Services Unit (APSU) 3% Salary Increase

<a href="#"><u>2339</u></a>	April 2025 3% Salary Increases for Arbitration Eligible (BU01) and Non-Arbitration Eligible (BU21) Employees in the Security Services Unit (SSU) Represented by the NYS Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)
<a href="#"><u>2340</u></a>	Security Supervisors Unit April 2025 3% Salary Increase

## State Agencies -Reissued

<a href="#"><u>422.3</u></a>	New Process to Request a Direct Deposit Delete or Reversal
<a href="#"><u>1217.1</u></a>	New Requirements and Procedures for Processing Salary Payments Pursuant to Court Orders, Awards and Settlement Agreements
<a href="#"><u>2259.1</u></a>	Outreach and Escheatment of 2023 Uncashed NYS Payroll Checks
<a href="#"><u>2313.1</u></a>	Longevity Service Payment for Employees in an Eligible Bargaining Unit
<a href="#"><u>2316.1</u></a>	Temporary Overtime and Pre-Shift Briefing Rate for Eligible Employees Working in Support of the Department of Corrections and Community Supervision (DOCCS)

## CUNY

<a href="#"><u>CU-808</u></a>	CUNY Retroactive Rate Increases for Carpenter and Supervisor Carpenter.
<a href="#"><u>CU-809</u></a>	City University of New York (CUNY) 2021-2024 Retroactive Blue and White Collar General Salary Increases
<a href="#"><u>CU-810</u></a>	CUNY Retroactive Rate Increases for the Locksmith Skilled Trade Title.
<a href="#"><u>CU-811</u></a>	District Council 37 (DC37), Local 2627 Dues Increase
<a href="#"><u>CU-812</u></a>	District Council 37 (DC37), Local 983 Dues Increase
<a href="#"><u>CU-813</u></a>	CUNY 2025 Rate Increases for Oiler, Stationary Engineer, and Senior Stationary Engineer Titles
<a href="#"><u>CU-814</u></a>	CUNY 2025 3.125% General Salary Increases for International Alliance of Theatrical Stage Employees (IATSE) and Service Employees International Union Employees (SEIU)

<a href="#"><u>CU-815</u></a>	District Council 37 (DC37), Local 384 Dues Increase
<a href="#"><u>CU-816</u></a>	District Council 37 (DC37), Local 1087 Dues Increase
<a href="#"><u>CU-817</u></a>	CUNY 2025 Rate Increases for Electrician Titles
<a href="#"><u>CU-818</u></a>	District Council 37 (DC37), Local 1407 Dues Increase
<a href="#"><u>CU-819</u></a>	CUNY Retroactive Rate Increases for Steamfitter and Steamfitter's Helper titles
<a href="#"><u>CU-820</u></a>	International Union of Painters and Allied Trades (IUPAT), Local 1969 Dues Increase
<a href="#"><u>CU-821</u></a>	International Brotherhood of Teamsters (IBT), Local 237-Maintenance Worker and Cement Mason Dues Increase
<a href="#"><u>CU-822</u></a>	CUNY 2025 3% General Salary Increases for New York State Nurse Association (NYSNA) employees

## Housing

<a href="#"><u>DH-138</u></a>	District Council 37 (DC37), Local 1359 FY 2025-2026 Higher Education Differential
<a href="#"><u>DH-139</u></a>	April 2025 Increases to Location Pay for Eligible Employees in the Rent Regulation Services Unit (RRSU) Represented by District Council 37 (DC37)
<a href="#"><u>DH-140</u></a>	April 2025 District Council 37 (DC 37) Rent Regulation Services Unit (RRSU) Longevity Lump Sum (LLS) Payment
<a href="#"><u>DH-141</u></a>	April 2025 District Council 37 (DC 37) Performance Advances
<a href="#"><u>DH-142</u></a>	April 2025 District Council 37 (DC 37) 3% Salary Increases

## Other

<a href="#"><u>Other-80</u></a>	January 2025 Increase to Minimum Wage for State University Construction Fund Employees
<a href="#"><u>Other-81</u></a>	April 2025 State University Construction Fund (SCF) Civil Service Employees Association (CSEA) Longevity Lump Sum (LLS) Payment
<a href="#"><u>Other-82</u></a>	April 2025 State University Construction Fund (SCF) Civil Service Employees Association (CSEA) 3% Salary Increase

## SUNY

<a href="#">SU-368</a>	SUNY Discretionary Lump Sum Payments (DLP and DLS) for Fall 2024 and Spring 2025
<a href="#">SU-369</a>	January 2025 Increase to Minimum Wage for Employees of the State University of New York (SUNY)

## Transportation

<a href="#">DOT-46</a>	2025 Call-Out Response Payment for Fiscal Year 2024-2025
------------------------	--

## Courts

<a href="#">UCS-348</a>	April 2025 State of New York Unified Court System (UCS) Salary Increase
<a href="#">UCS-349</a>	April 2025 State of New York Unified Court System (UCS) Increments and Longevity Increments
<a href="#">UCS-350</a>	April 2025 State of New York Unified Court System (UCS) Increases to Location Pay (LOC), Location Pay Mid-Hudson (LMH) and the Senior Officer Series Differential (SOS)
<a href="#">UCS-351</a>	April 2025 Unified Court System (UCS) Longevity Bonus (JLO)
<a href="#">UCS-352</a>	April 2025 Unified Court System (UCS) Judicial Longevity Payment (JLP)
<a href="#">UCS-353</a>	April 2025 Unified Court System (UCS) Security and Law Enforcement Differential Payment
<a href="#">UCS-354</a>	District Council 37 (DC37), Local 1070 Dues Increase

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

General Inquiries:  
[Payroll@osc.ny.gov](mailto:Payroll@osc.ny.gov)

Deduction/Garnishments:

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).

[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)

Query Help:

[queryhelp@osc.ny.gov](mailto:queryhelp@osc.ny.gov)

**For additional assistance, please consult the Payroll Services Directory on the PayServ Bulletin Board for contact information by section.**