

PAYROLL USERS GROUP NEWS

November/December 2022

Issue No. 23

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WELCOME

From Wil Tomlin
Director of State Payroll Services

Welcome to the November/December issue of the Payroll User's Group Newsletter. As we close in on the end of another year it's time to give kudos to the hard-working staff involved with all that we do here at in State Payroll Service and at the agency payroll offices. Much of our efforts this year were focused not only on making regular on time and retroactive payments, but also creating the processing requirements for payments to help support, stabilize, and grow the State workforce. Once again, by working together, we were able to make this happen.

Payroll bulletins and PayServ bulletin board messages for these and more can be found below. Please keep an eye out for details on the Nurse title structure changes/reallocations (those effective and payment dates have been announced on the PayServ bulletin board). Also, take some time to review the information regarding the changes to direct deposit for State employees and the recommendations on how to avoid fraudulent activities. Finally, PayServ will undergo some changes, scheduled in January, to comply with National Automated Clearing House Association (NACHA) Data Security Requirements.

Another large body of our work that needs to be celebrated is Deductions and Tax administration. While the teams performing this work are sometimes unsung heroes because their work reduces paycheck amounts, it is equally important to ensure that our State employees are paid correctly. The payments mentioned above as well as other changes in the State, legislation and Federal government has a significant impact on this work culminating in year-end processing for W2s. Currently, we are well underway in the process and as always please pay close attention to the Payroll Bulletins and bulletin board messages for deadlines, year-end processing information, submission schedule changes due to the holidays, and extended PayServ hours.

Have a happy holiday season, looking forward to a great 2023.

Merry Everything and Happy Always!

Wil

IN THIS ISSUE:

- What's New
- Section Updates
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WHAT'S NEW

NEW DIRECT DEPOSIT GUIDANCE, DIRECT DEPOSIT FORM AC 2772, AND AGENCY ACTIONS

As a result of Chapter 442 of the Laws of 2022, State Payroll Services is releasing a new Direct Deposit form, AC 2772, along with additional guidance to comply with the law. Please refer to Payroll Bulletin 2086 for specific instructions.

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 via NYSPO.

If agencies have any questions regarding paper pay checks, these should be directed to the Division of Treasury.

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 is in the process of converting using Teams calling and as a result, individual staff phone numbers have changed. Please refer to the Agency Auditor Listing for your auditor's new number.

UPCOMING DEADLINES

2022-2023 Agency Submission Schedule

Note: OSC State Payroll Services has accelerated the Confirm schedule on Wednesdays each week. This means 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.

Payroll Calendars

The [April 2022 – April 2023 Payroll Calendars](#) are available on the OSC website.

GENERAL INFORMATION

In order to protect employee's 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

12/23/2022 - Appointments to New Registered Nurse Titles - The title structure changes for registered nurse titles are effective 12/22/2022 (Administration) or 12/29/2022 (Institution). The Bureau of State Payroll Services (Bureau) will be updating affected Position Data and Job Data records with these new title codes, job codes, titles, and grades (if applicable) on 01/13/2023 (Administration) or 01/20/2023 (Institution). Therefore, any hire, rehire, concurrent hire, or transfer transaction submitted in PayServ before these dates, will utilize the prior title codes, job codes, titles and

grades. Transactions submitted by agencies via NYSTEP, however, should use the new title codes. The Bureau will not disable direct deposit or hold checks resulting solely from discrepancies between NYSTEP and PayServ related to this title structure change. Employees due a pay change as a result of these changes will be processed on 01/20/2023 (Administration check date of 02/01/2023) or 01/27/2023 (Institution check date of 02/09/2023).

Removal Date: 02/10/2023

12/16/2022 - Registered Nurse Title Structure Changes and Salary Differentials - State Payroll Services has scheduled the processing of the position updates, salary recalculations, and salary differentials updates, resulting from the registered nurse title structure changes. Payroll Bulletins containing payment and processing details will be released as soon as possible.

For employees on the Administration cycle, changes are effective 12/22/2022 and will be paid in the 02/01/2023 paychecks

For employees on the Institution cycle, changes are effective 12/29/2022 and will be paid in the 02/09/2023 paychecks

Removal Date: 02/18/2023

12/14/2022 - Corrected Form W-2s - Due to 2022 year end processing, the routine issuance of corrected W-2s will be temporarily discontinued until March 2023.

Removal Date: 01/30/2023

12/14/2022 - EMPLID COMBINES - EmplID Combines will not be processed after Friday, December 16, 2022. Agencies may continue to request EmplID Combines. However, the requests will not be processed until after the 2022 Forms W-2 and 1099-MISC processing is completed. Questions may be directed to PayrollSSGPayCalc@osc.ny.gov with a cc to the Payroll Earnings mailbox.

Removal Date: 02/03/2023

12/14/2022 - Current Year Workers Compensation Clean Up - OSC has completed the final Workers' Comp Clean Up to correct taxes for employees with late changes to their 2022 Workers Comp leave. Agencies should review Control-D report NBEN543B to identify employees who will be set up with a 502 FICA Deficiency Deduction beginning with the 12/21/2022 paycheck. 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: 01/03/2023

12/14/2022 - Agency Action Required, New Direct Deposit Form for NYS Employees, AC 2772 - As a result of Chapter 442 of the Laws of 2022, State Payroll Services is releasing a new Direct Deposit form, AC 2772, along with additional guidance to comply with the law. This act shall take effect January 1, 2023 and shall only apply to State employees hired on and after such date. Please refer to Payroll Bulletin [2086](#) for specific instructions.

Removal Date: 02/13/2023

12/12/2022 - RETIREMENT PLAN CHECKBOX - REMINDER: Bulletin #2084 - Agencies are reminded that they must review Payroll Bulletin #2084 (Retirement Plan Checkbox on Form W-2 Wage and Tax Statement for Tax Year 2022) and identify any employees who should not have the Retirement Checkbox checked. Once identified, agencies must enter each employee's Company, DeptID, and EmplID into the [Excel Template](#) and email it to [Tax and Compliance](#) no later than December 13, 2022.

Removal Date: 01/05/2023

12/09/2022 - CLOSE OF 2022 PAPER W-2 OPT-OUT PERIOD FOR NYSPO ENROLLEES - At the close of business on January 10, 2023, OSC will lock all employees out of NYS Payroll Online in order to identify a final count of employees who have elected to receive their 2022 W-2 electronically. This lockout will continue through the day on Thursday, January 12 until our office has issued approval for the final print of the paper 2022 W-2s. Agencies can run locked query LQ_TAX_NYSPO_W_2_Consent to identify their employees who have made this election. Changes made after January 12, 2023 will affect 2023 W-2s.

Removal Date: 01/20/2023

11/18/2022 - Educational Assistance Benefits - Control-D Report NPAY758 (Educational Assistance Benefits Reported to OSC). The NPAY758 report is available in Control-D. Agencies must review the Control-D report and identify employees whose educational assistance benefits, as identified on the report, either exceed \$5,250 or exceed \$5,250 when combined with any additional educational assistance benefits paid to the employee by the agency through the NYS Statewide Financial System (SFS) Accounts Payable voucher process. The amount exceeding \$5,250 is considered the "taxable amount" and must be reported in PayServ through either Time Entry or the agency Miscellaneous File. **As of today, there are two pay periods remaining for Administrative employees and three for Institutional employees.** Please refer to [Payroll Bulletin 2064](#) for specific processing instructions. Questions should be directed to the Tax and Compliance [mailbox](#).

Removal Date: 12/27/2022

11/15/2022 - Early Cutoffs/Changes - The following pay periods will be processed on an accelerated schedule due to Year-End Processing, Christmas Holiday, New Year's Holiday, W-2 Processing and Martin Luther King Jr. Holiday:

Institution Pay Period 18 Lag/19 Current

The **Automated Interface** cutoff is scheduled for **Monday, December 12, 2022.**

The **On-Line Transactions** cutoff is scheduled for **Tuesday, December 13, 2022.**

The **Time Entry** cutoff is scheduled for **Tuesday, December 13, 2022.**

Administration Pay Period 19 Lag/20 Current

The **Automated Interface** cutoff is scheduled for **Monday, December 19, 2022.**

The **On-Line Transactions** cutoff is scheduled for **Tuesday, December 20, 2022.**

The **Time Entry** cutoff is scheduled for **Tuesday, December 20, 2022.**

Institution Pay Period 19 Lag/20 Current

The **Automated Interface** cutoff is scheduled for **Friday, December 23, 2022.**

The **On-Line Transactions** cutoff is scheduled for **Tuesday, December 27, 2022.**

The **Time Entry** cutoff is scheduled for **Tuesday, December 27, 2022.**

Administration Pay Period 20 Lag/21 Current

The **Automated Interface** cutoff is scheduled for **Friday, December 30, 2022.**

The **On-Line Transactions** cutoff is scheduled for **Tuesday, January 3, 2023.**

The **Time Entry** cutoff is scheduled for **Tuesday, January 3, 2023.**

Institution Pay Period 20 Lag/21 Current

The **Automated Interface** cutoff is scheduled for **Monday, January 9, 2023.**

The **On-Line Transactions** cutoff is scheduled for **Tuesday, January 10, 2023.**

The **Time Entry** cutoff is scheduled for **Tuesday, January 10, 2023.**

Please refer to Payroll Bulletin #2000 *Schedule for Agency Payroll Submission and Availability of Reports and Files*, updated October 19, 2022, for more information on this and future accelerated schedules.

Removal Date: 01/17/2023

11/16/2022 - Health Care and Mental Hygiene Worker Bonuses for State Employees - The Division of the Budget is currently considering updates to certain aspects of the Health Care and Mental Hygiene Worker Bonuses for State Employees, including but not limited to additional vesting periods and additional eligible titles. As a result of these pending updates, agencies should suspend creating new overpayment records on the Additional Pay page using Earnings Code Qxx and should cease collecting monies on overpayment records already created for the purpose of collecting Health Care Bonus overpayments. Additional information will be provided as soon as available.

Removal Date: 01/06/2022

EARNINGS

○ **Geographic Pay and Pre-shift Briefing:**

- Pre-shift Briefing (Earnings Codes PS1 and PSA) has been updated to include Geographic Pay (Earnings Code GEO) in the calculation.
 - Employees owed retroactive monies for PS1 and PSA will receive these payments in the paycheck dated 12/21/2022 if currently on the Admin Cycle or the paycheck dated 12/29/2022 if currently on the Institution cycle.

○ **Lost Time Recovery:**

- When all lost time entered in a pay period cannot be recovered in full because the employee does not have enough positive earns 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 the 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 of the remaining negative lost time.

○ **Contacting Your Earnings Auditor:**

- While staff are telecommuting, office telephones have been transferred to the auditor's personal phone. Consequently, 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.
- Please note: There have been changes to OSC's agency auditor assignments. Please reference the *Agency Auditor Listing* on the Payserv homepage for your Auditor contact information.

○ **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.

○ **Manually Ending Additional Pay Earnings:**

- When an employee is no longer eligible to receive an Additional Pay earnings, the agency must insert a row on the Additional Pay page at the Effective Date level for the affected Additional Pay earnings code. The

Effective Date and End Date on the inserted row must be the last day the employee is eligible to receive the Additional Pay earnings.

- For example, if an employee currently receiving Earnings Code LOC becomes 60%/part-time on 3/29/2021 and as a result is no longer eligible to receive these earnings, a row must be inserted on the Additional Pay page at the Effective Date level of Earnings Code LOC with an Effective Date and End Date of 3/28/2021 in order to correctly end the Additional Pay earnings.

Note: When end dating an Additional Pay record as the result of a change to the employee's job record, the row inserted on the Additional Pay page must be entered in the same pay period as the transaction on the Job Data page but prior to entering the Job Data transaction.

○ **Assigning Pay Groups:**

- In Payserv 9.2 there was a change to the process that assigns pay groups to employee records.

Note: Pay groups are used by OSC to calculate paychecks and are not updated by the agency. Whenever possible, OSC attempts to keep an employee in the same pay group. In order to accomplish this, sometimes it is necessary for OSC to insert a DTA/CPG row on Employees' Job Data records to override pay groups automatically assigned by Payserv. A program has been developed to insert these DTA/CPG rows. When submitting Job Transactions, agencies must take into account any DTA/CPG rows appearing in the employees' Job Data record and update applicable information, such as salaries or percent changes on these rows if necessary.

○ **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 2022-2023 Submission Schedule is located in [State Agencies Bulletin No. 2000 | Office of the New York State Comptroller](#).
 - Any updates to the submission schedule will be posted accordingly to the PayServ Bulletin Board.
- It is imperative any urgent late transactions to be entered after the established deadlines receive 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.

○ **Implementation Plan Required Before Processing New Payments:**

- When a new payment is approved, including, but not limited to, a 130.4 Impracticable to Recruit, Title Structure Reallocation, new or changing salary differential amount, or new overtime rate, OSC and the agency must discuss and agree upon an implementation plan before an agency can process any updates to the PayServ records of affected employees.
- Processing schedules, available resources, applicable programming development, updates to position information, and outstanding questions regarding the payment are some things to consider when developing an implementation plan. Once the implementation plan is in place, OSC will communicate next steps to the agencies including payment dates.

○ **Public Service Loan Forgiveness (PSLF) and Temporary Expanded PSLF (TEPSLF):**

Employees interested in participating in either the PSLF or TEPSLF must complete and submit to the U.S. Department of Education an application form per the program instructions. This form includes a section for Employer Information and requires an Employer Certification. The Employer Information Section can be

completed by either the employee or the employer and includes a field for the Federal Employer Identification Number (FEIN). Following are the FEIN's used by the Office of the State Comptroller.

13-3893536 City University of New York

14-6013200 All remaining agencies paid through the NYS Payroll System

The Employer Certification must be completed by the employee's actual agency of record and not the Office of the State Comptroller, Bureau of State Payroll Services. Therefore, in an effort to assist employees with expediting this certification, agencies should consider posting the following information for their employees.

Public Service Loan Forgiveness (PSLF) and Temporary Expanded PSLF (TEPSLF)

Employees interested in participating in either the PSLF or TEPSLF must complete and submit to the U.S. Department of Education an application form per the program instructions. Section 3 includes a field for your agency's Federal Employer Identification Number (FEIN). This can be found in Box 13 b – Employer identification number (EIN) on your W-2 Wage and Tax Statement. Section 4 must be completed by the requestor's actual agency of record. If employed by [*your agency name*], please send your application to:

Your Agency Name and Address

- **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.
- **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.
- **Action /Reason Codes:**
 - Agencies should verify they are using the correct Action/Reason codes when entering transactions, especially when submitting a request for an increased Hiring Rate.

DEDUCTIONS

Please join us in welcoming Nathan McCarthy, a Payroll Specialist 1 in the Retirement and Savings Plan team.

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

- New Direct Deposit Form for NYS Employees, AC 2772 - As a result of Chapter 442 of the Laws of 2022, State Payroll Services is releasing a new Direct Deposit form, AC 2772, along with additional guidance to comply with the law. This act shall take effect January 1, 2023 and shall only apply to State employees hired on and after such date. Please refer to Payroll Bulletin 20XX for specific instructions.
- As a reminder, agencies must be diligent in their efforts to submit AC230s timely to maintain the efficiency of AC230 processing and ensure accuracy of W-2 reporting. Please submit any pending AC230s to the payrollreversalandexchange@osc.ny.gov mailbox immediately. Please keep in mind if a Direct Deposit Reversal has not been completed a stop payment or certified check should be provided at the same time as the AC230. Please reference payroll bulletin 2069 and 2070 for more information regarding AC230 processing.
- The process for the outreach and escheatment of 2021 uncashed payroll checks is beginning to wind down. Please see Payroll Bulletin 2048 for more information.

○ **Retirement and Savings Plans:**

- The team is busy working on year end table updates. Please keep an eye out for bulletins outlining calendar year limits for things such as deferred compensation and 403b contributions.
- New deduction for members of the New York State Retirement System (NYSTRS), code 516, has been created in PayServ. Prior school year arrears deductions withheld from employee paychecks will be reported to NYSTRS on a bi-weekly basis through the use of this new deduction code. See Payroll bulletin 2043 for more information and agency action steps.

○ **Customer Service & Garnishments:**

- Agencies should be mindful when entering or updating employee names and addresses in PayServ. Special characters and extra spaces are problematic for W-2 and check processing.
- On August 24, 2022, the U.S. Department of Education (Department) announced a final extension of the pause on student loan repayment, interest, and collections through December 31, 2022. The team continues to monitor the situation for any future announcements should they be made.

TAX & COMPLIANCE

○ **Audit and Compliance Team:**

- 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 1845 for more information.
- The following bulletins have been posted in preparation for calendar year end. Please take appropriate agency action.
 - Bulletin No. 2057 Verification of Agency Return Address on Employee Form W-2 (Wage and Tax Statement) for Tax Year 2022.
 - Bulletin No. 2059 Procedures for Reporting the Taxable Value of Personal Use of Employer-Provided Vehicles and Chauffeur Services for Tax Year 2022.
 - Bulletin No. 2060 Verification of Employees' Social Security Number (SSN) and Name to Be Reported on the Employee Form W-2 Wage and Tax Statement for Tax Year 2022.
 - Bulletin No. CU-747 Prepaid Legal Service Benefit for CUNY Employees.
 - Bulletin No. UCS-310 Prepaid Legal Service Benefit for Unified Court System (UCS) Employees.
 - Bulletin No. 2063 Certification, Licensure, and Exam Fee Reimbursement (CLEFR) for 2022 Administered by the Governor's Office of Employee Relations (OER), Public Employees Federation (PEF), and Civil Service Employees Association (CSEA).
 - Bulletin No. 2064 Educational Assistance Benefits for 2022.
 - Bulletin No. 2079 Year-End Procedure for Taxable Employee Expense Reimbursements.

- Bulletin No. 2083 New York State Payroll Online (NYSPO) Electronic Delivery of 2022 Form W-2 Statement.
- Bulletin No. 2084 Retirement Plan Checkbox on Form W-2 (Wage and Tax Statement) for Tax Year 2022.

○ **Workers Compensation Team:**

- OSC has completed the final Workers Comp Clean Up to correct taxes for employees with late changes to their 2022 Workers Comp leave. Agencies should review Control-D report NBEN543B to identify employees who will be set up with a 502 FICA Deficiency Deduction beginning with the 12/21/2022 paycheck. 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.

SYSTEMS SUPPORT GROUP

- Please join us in congratulating Nicole Oliver on her promotion to Business Systems Analyst 2 on the SSG Deductions/Accounting/Garnishment team.
- OSC Payroll will be implementing changes to the PayServ system in order to comply with National Automated Clearing House Association (**NACHA**) Data Security Requirements. Users with existing access to update the Request Direct Deposit panel will retain access to update the account information; however, once the update has been completed the Account Number will be masked, displaying only the last 4 digits of the Account Number. New roles have been created to allow agency users the ability to update account numbers and audit the transactions after they have been entered. OSC will be issuing a payroll bulletin containing more information regarding the implementation scheduled for late January.
- **Query Help**
 - We will be sending out communications soon to agencies for feedback on PS Query and the support needed. A survey will be sent out in the upcoming month, and we would appreciate responses from all agencies utilizing Locked or Public queries.

RECENTLY ISSUED PAYROLL BULLETINS

State Agencies

<u>2061</u>	Security Supervisors Unit April 2016, 2017, 2018, 2019, 2020, 2021, and 2022 Retroactive 2% Salary Increases and October 2021 Increase to the 25 Year Longevity Step
<u>2062</u>	Changes to the Calculation of Overtime and Pre-Shift Briefing for Eligible Employees Represented by Council 82 AFSCME AFL-CIO (C82)
<u>2063</u>	Certification, Licensure and Exam Fee Reimbursement (CLEFR) for 2022 Administered by the Office of Employee Relations (OER), Public Employees Federation (PEF), and Civil Service Employees Association (CSEA).
<u>2064</u>	Educational Assistance Benefits for 2022
<u>2065</u>	New York State Law Enforcement Officers Union, Council 82 AFSCME AFL-CIO (Council 82) Dues Increase and Retroactive Recoupment of Dues
<u>2066</u>	April 2019, 2020, 2021, and 2022 Retroactive Changes to Command Pay for Eligible Employees Represented by Council 82 AFSCME AFL-CIO (C82).
<u>2067</u>	April 2020, 2021, and 2022 Retroactive Increases to Location Pay and Location Mid-Hudson Pay for Eligible Employees Represented by Council 82 AFSCME AFL-CIO (C82).

2068	New Security Supervisors Hazardous Duty Pay for Eligible Employees Represented by Council 82 AFSCME AFL-CIO (C82).
2069	Schedule for Submitting 2022 Year End Returned Checks
2070	Process Change for AC 230 Check Reversals and AC 1476 Check Exchanges
2071	2022 CSEA and PEF Over40 Comp Time II Cash Out
2072	2022 Uniform Cleaning and Maintenance Allowance for Employees Designated Management or Confidential (M/C)
2073	2022 CSEA Work Related Clothing Allowance and 2021 Uniform Maintenance Allowance for ISU Employees Represented by the Civil Service Employees Association (CSEA)
2074	2022 CSEA Work Related Clothing Allowance for ASU Employees Represented by the Civil Service Employees Association (CSEA)
2075	2022 Work-Related Clothing Allowance for OSU Employees Represented by the Civil Service Employees Association (CSEA)
2076	2022 Uniform Cleaning and Maintenance Allowance for Certain SSU Interest Arbitration Ineligible Employees Represented by the NYS Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)
2077	2022 Uniform Maintenance Allowance for Employees in the Division of Military and Naval Affairs (DMNA) Represented by the Civil Service Employees Association (CSEA)
2078	2022 Clothing Allowance for Certain Agency Police Service Unit (APSU) Employees Represented by the Police Benevolent Association of New York State, Inc. (PBANYS)
2079	Year-End Procedure for Taxable Employee Expense Reimbursements
2080	2023 State Employees Federated Appeal (SEFA) Campaign
2081	2022 Year End Adjustment for Members of the NYS Legislature
2082	2021-2022 Public Employees Federation (PEF) Firearms Training and Safety Incentive Program Payment
2083	New York State Payroll Online (NYSPO) Electronic Delivery of 2022 Form W-2 Statement
2084	Retirement Plan Checkbox on Form W-2 (Wage and Tax Statement) for Tax Year 2022
2085	December 2022 Increase to Minimum Wage
2086	Updated Direct Deposit Guidance
2087	Maximum Salary Limit for Members of the Optional Retirement Plan (ORP) and Voluntary Defined Contribution (VDC) Retirement for Calendar Year 2023
2088	Deferred Compensation Maximum Contributions Limits for Calendar Year 2023

2089	Tier 5 Pensionable Overtime (OT) Earnings Limit for Calendar Year 2023 for Employees Enrolled in the New York State Employees' Retirement System (ERS) and New York State Teachers' Retirement System (TRS)
2090	Tier 6 Pensionable Overtime (OT) Earnings Limit for Calendar Year 2023 for Employees Enrolled in the New York State Employees' Retirement System Plan (ERS)
2091	Supplemental Retirement Annuity (SRA) and Tax Deferred Annuity (TDA) Maximum Contribution Limits for Calendar Year 2023
2092	2023 Tier 6 Overtime Limit for New York City Retirement Systems

State Agencies (Reissued/Updated)

2052.1	Health Care and Mental Hygiene Worker Bonuses for State Employees
422.1	Direct Deposit Stop Payments and Reversals

CUNY

CU-749	CUNY December 2022 Uniform Allowance Payment
CU-750	CUNY Retroactive Salary Rate Increases for Plumbers, Supervisor Plumbers, Plumber's Helper, Thermostat Repairers and Supervisor Thermostat Repairers
CU-751	International Brotherhood of Electrical Workers (IBEW), Local 3 Dues Increase
CU-752	January 2023 City University of New York (CUNY) Increments

SUNY

SU-334	SUNY Recruitment and Retention Payments for GSNU Employees Represented by the Communications Workers of America/Graduate Student Employees Union (CWA/GSEU)
SU-335	SUNY Downstate Location Stipend for GSNU Employees Represented by the Communications Workers of America/Graduate Student Employees Union (CWA/GSEU)
SU-336	2022 UUP Discretionary Increases
SU-336	2022 UUP Discretionary Increases
SU-337	Change in Overtime Processing Procedures for SUNY Employees Receiving Intermittent Inconvenience, Intermittent Inconvenience with Shift and/or Intermittent Weekend Shift Payments
SU-338	SUNY Discretionary Lump Sum Payments (DLP and DLS) for Fall 2022 and Spring 2023

State Police

SP-232	2022 State Police Expertise Pay
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SP-233	2022 State Police Hazardous Duty Pay
SP-234	2022 State Police Holiday Bonus Payment
SP-235	Police Benevolent Association of New York State, Inc. (PBANYS) Dues Increase

Housing

DH-123	2022 RRSU Over 40 Comp Time II Cash Out
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Courts

UCS-311	December 2022 Uniform and Equipment (Uniform) Allowance and Maintenance (Uniform Blazer) Allowance Payments
UCS-312	2022 Year-End Adjustment for Judges and Justices of the Unified Court System

DOT

DOT-41	2022 Shift Lump Sum Payment for the Winter Maintenance Season
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If you would like to be added to the bulletin distribution list, please email: 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

General Inquiries:

Payroll@osc.ny.gov

Deduction/Garnishments:

PayrollDeduction@osc.ny.gov

Earnings:

PayrollEarnings@osc.ny.gov

Tax and Compliance:

TaxandCompliance@osc.ny.gov

System Questions:

PayrollSystemQuestions@osc.ny.gov

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](#)

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.

Position Management:

PositionManagement@osc.ny.gov

Query Help:

queryhelp@osc.ny.gov

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