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

# Update Employee Tax Data – Employees Living and Working outside New York State, eligible for the Paid Family Leave Premium Deduction.

The PayServ implementation of the NY Paid Family Leave program has resulted in a new procedure to updating eligible employees who currently live and work in a state other than New York State and are currently being withheld taxes for the non-New York State. Agency payroll officers will be required to update the employee's tax data to include NY as one of their withholding states in order to have the premium deduction withheld for Paid Family Leave.

- To review the **Federal/State Tax Data Page** go to **Payroll for North America> Employee Pay Data USA> Tax Information> Update Employee Tax Data.**
- Enter the **Empl ID (1)** and the **Company (2)**.
- Click **Search (3).**

- The Employee Federal Tax Data Page is displayed.
- To update the State data for the employee, click the **plus sign (4)** to add a new effective dated row.  The **Effective Date (5)** field defaults to the current date. As long as this date is prior to the check date that the change should be impacted in, there is not a need to update the date from the current date.
- Click on the **State Tax Data (6)** tab.

- The current **State (7)** that the employee is being withheld State taxes from will be displayed.
- To update the State data for NY for the employee, click the **plus sign (8)** to add a new row for a new state.

- The **State (9)** field should default to blank. The user should enter 'NY' in this field.

- The *FLI Status Field (10)* should then display.
- Users should then <u>uncheck</u> the **Resident checkbox (11)**.
- Users should <u>check</u> the **UI Jurisdiction checkbox (12).**
- The user will then need to enter in the **Tax Marital Status (13)** in order to save the record.
- The user should then click on the **Arrow (14)** to view the previous row for the Non-NY row.

   **\*FLI – Family Leave Insurance**

- Users should then <u>uncheck</u> the **UI Jurisdiction checkbox – for the non-NY State row (15).**
- **Save (16)** the changes. The employee tax data is now updated.

- There is no change to the **Tax Distribution (17)** for this employee. It should remain as the non-NY state and only the Federal and State Taxes will be withheld using the non-NY state tax tables. The only deduction that will occur for this change will be a deduction for the Paid Family Leave premium.