

# PAYROLL USERS GROUP NEWS

October 2020

Issue No. 5

## WELCOME

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

Welcome to the October issue of the Payroll Users Group Newsletter. I hope you are all staying well and enjoying the change of seasons. One of our staff members commented the other day that we have entered our third season of telecommuting! It's hard to believe it has been that long and again I am very thankful for all the work you have been doing to keep payroll running so smoothly!

I hope you continue to find the information in this newsletter helpful. There are a couple of things I'd like to highlight;

- Although we do not yet have a firm target date for the Upgrade implementation, we can say that we are now expecting to Go-Live in early 2021. More info on the upgrade is below.
- The Division of Budget has notified Payroll Services that the deferral of the 2020 salary increases has been extended through January 1, 2021. Please continue to watch for bulletins for all other payments.

Thank you and please stay safe. We are looking forward to speaking with you soon!

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## WHAT'S NEW

### NOVEMBER PAYROLL USERS GROUP MEETING

We will be presenting a LIVE PUG meeting on November 5, 2020 via Webex. Invitations will be emailed to members of the Payroll Users Group within the next few weeks. The call will include updates from each of our sections as well as an update on the payroll system upgrade.

### 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 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

**Juneteenth for Security Employees** - The Governor's Office of Employee Relations has provided additional guidance regarding the establishment of Juneteenth as a holiday. Employees in the Security Services Unit (BU 01 and 21), the Security Supervisor Unit (BU 61 and 91) and the Agency Police Services Unit (BU 31) may receive compensation for time worked on 06/19/2020. Therefore, agencies should submit any outstanding holiday payments for these employees.

**09/09/2020 - Corrected W-2s** – OSC has issued Corrected W-2s (Batches 1969-1971). These W-2cs are for 2019 and relate to AC230's, NRA's and NonCash. 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 December 8, 2020. *Please do not submit Form AC3206 to OSC.***

## PAYROLL IMPROVEMENT PROJECT UPDATES

- **Go-Live**

The expected Go-Live date has been pushed back to early 2021 due to unexpected delays in testing. Once parallel testing has been completed, we will be better able to pinpoint exact dates for cutover to the new system.

- **Agency Testing**

The Agency Testing period will include abbreviated Admin and Institution pay cycles. Master File, Automated Interface (AI), and Time Entry files will also be processed and tested during Agency Testing. Agencies will be expected to run similar transactions to those they would normally run in production. Participants will be provided in advance with Job Aids for changed processes as well as information on specific transactions OSC will be monitoring. The testing effort required will depend on the cycle day, number of testers, and the volume of transactions needed.

All agency users will have the opportunity to access the test environment through eGov, in the same way they log in to PayServ or PS Query. The test environment will remain available for several weeks after the conclusion of Agency Testing, to allow users time to build comfort with new navigation and screens, and to test query changes they may need to make in 9.2.

The project team continues to work through Parallel testing; once Parallel is completed, a timeline can be finalized. While dates are still tentative, Agency Testing is currently expected to occur over two weeks in November/December. Once firm dates have been established, a detailed timeline will be released to all stakeholders.

- **Query Renaming**

If you have not renamed the queries you need for 9.1, there is still time! As we adjust the timeline, additional time for renaming queries is available. Refer to the [Renaming PS Queries](#) presentation for information on how to rename queries.

- **Informal Master File and Automated Interface Testing**

Informal file testing continues for agencies that request Master File and Automated Interface (AI) tests. Master Files are available now for the Admin cycle. Institution Master Files and AI testing will be available later this month. If you would like to participate in informal testing, contact the Payroll Improvement Project mailbox to coordinate testing. Formal file testing will take place during Agency Testing.

- **Contact Information**

As always, if you have questions on anything Payroll Improvement Project-related, feel free to reach out to us at [payrollimprovementproject@osc.ny.gov](mailto:payrollimprovementproject@osc.ny.gov) for help!

## EARNINGS

- **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 January 1, 2021. 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.
- **October Lump Sum Payments** - Payroll Bulletins #1851 - October 2020 Civil Service Employees Association (CSEA) Longevity Lump Sum (LLS) Payment and DH-110 - October 2020 District Council 37 (DC 37) Rent Regulation Services Unit Longevity Lump Sum (LLS) Payment were issued 09/14/2020 following clarification of questions related to COVID 19 leaves. As indicated in the bulletins, the projected LLS payment amount on the NPAY756 - Longevity Lump Sum (LLS)

Eligibility Listing for employees on a COVID leave may be incorrect but should not be submitted to OSC on the Correction Sheet. The LLS payment amount for employees on a Paid Leave of Absence/FEPSLA PD LV PARTIAL (19P) or Paid Leave of Absence/EFMLA PD LV COVID 19 (FMC) on the eligibility date (09/30/2020) is calculated by multiplying the full LLS payment amount based on the employee's increment code by the employee's Empl Work Percent on the Job Data/Job Information page immediately prior to the leave. The LLS payment amount for employees on Paid Leave of Absence/FEPSLA PD LV 100% (19F) on the eligibility date (09/30/2020) is calculated by multiplying the full LLS payment amount based on the employee's increment code by the employee's Empl Work Percent on the Job Data/Job Information page on the eligibility date.

- **October Performance Advances** - Payroll Bulletins #1853 - October 2020 Civil Service Employees Association (CSEA) Performance Advances, #1854 - October 2020 Public Employees Federation (PEF) Performance Advances and DH-111 - October 2020 District Council 37 (DC 37) Performance Advances were issued 09/25/2020 following clarification of questions related to COVID-19 leaves. These payments will be processed in the Institution check date 10/22/2020 and the Administration check date 10/28/2020.
- **Management/Confidential Traineeships** - The Division of the Budget has not authorized payment of Management/Confidential performance advances for fiscal year 2020-2021. Therefore, agencies cannot include a performance advance when processing transactions for M/C employees in traineeships. Agencies must still enter a General Comment indicating an employee's performance advance rating for each rating period during their traineeship. If performance advances are approved, OSC will issue a payroll bulletin including information related to traineeships at that time.
- **COVID-19 Leave Processing** - Based on the updated information provided by Civil Service in Policy Bulletin 2020-04, Payroll Bulletin 1837.1 is currently being revised. As of August 3, 2020, employees may intermittently use FEPSLA or EFMLA to care for their son or daughter whose school or place of care is closed or the child care provider is unavailable because of reasons related to COVID-19. This information in addition to new earnings codes and procedures will be included in the soon to be released revised bulletin.

## DEDUCTIONS

- **Direct Deposit / AC230 Team / General Deductions:**
  - Keep an eye out for upcoming year end payroll bulletins outlining AC230 submission deadlines.
  - We'll be welcoming Stephanie Simmons back to the Direct Deposit team at the end of this month.
  - The process for the outreach and escheatment of 2019 uncashed payroll checks will begin soon. A bulletin will be issued upon letters going out to employees.
- **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 and refunds for employees.
- 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:**
  - Keep an eye out for various year end bulletins relating to retirement plan limits, Deferred Compensation limits, and two year look back updates.

## TAX & COMPLIANCE

- **Payroll Tax Withholding of SS/Med**
  - OSC is awaiting guidance from the Executive regarding the President’s Memorandum allowing employers to elect to defer SS/Med withholding for certain employees for the remainder of the calendar year. OSC will continue its current manner of processing payroll until guidance is received.
- **Employee Home Address and Tax Data**
  - Bulletin 1845 was issued on 8/11/2020 regarding employee addresses and tax data. The Tax Team will be reaching out to agencies regarding the issuance of New York City tax refunds.
- **Workers’ Compensation**
  - The Workers’ Comp team is in the process of issuing corrected 2019 W-2s for the Workers’ Comp cleanup that run earlier this month.  
The last Workers’ Comp cleanup for 2020 will run in early December.

## RECENTLY ISSUED PAYROLL BULLETINS

### State Agencies

- [1849](#) - 2020 Work-Related Clothing Allowance for ASU Employees, in the Title of Racing Inspector, Represented by the Civil Service Employees Association (CSEA)
- [1850](#) - September 2020 Public Employees Federation (PEF) Performance Advances and Increment Code Updates for Pay Basis 21P and CAL
- [1851](#) - October 2020 Civil Service Employees Association (CSEA) Longevity Lump Sum (LLS) Payment
- [1852](#) - Procedures for Reporting the Taxable Value of Personal Use of Employer-Provided Vehicles and Chauffeur Services for Tax Year 2020
- [1853](#) - October 2020 Civil Service Employees Association (CSEA) Performance Advances
- [1854](#) - October 2020 Public Employees Federation (PEF) Performance Advances

[1855](#) - Verification of Agency Return Address on Employee Form W-2 (Wage and Tax Statement for Tax Year 2020)

## CUNY

[CU-688](#) - Service Employees International Union (SEIU), Local 246 Dues Increase

[CU-689](#) - CUNY Retroactive Pay Rate Increases for Oiler, Stationary Engineer, and Senior Stationary Engineer

## Housing and Community Renewal

[DH-110](#) - October 2020 District Council 37 (DC 37) Rent Regulation Services Unit Longevity Lump Sum (LLS) Payment

[DH-111](#) - October 2020 District Council 37 (DC 37) Performance Advances

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

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).