

# PAYROLL USERS GROUP NEWS

February/March 2022

Issue No. 19

## WELCOME

From Wil Tomlin  
Director of State Payroll Services

Welcome to the February/March edition of the PUG Newsletter. March Madness is upon us (nope, not Basketball)! In preparation for April processing and fiscal year end our teams have been busy releasing numerous Payroll Bulletins (and more are on the way). Please take a moment to review these to familiarize yourself with upcoming effective and action dates.

Additionally, as you know, there is a lot of work being done across the State regarding the NYS budget. We are hopeful that these efforts will result in the budget being on time. However, as is customary, OSC has provided information to the agencies in the event that there is a delay. **Payroll Bulletin 2017 - Paycheck Distribution for the April 7, 2022 Institution Cycle Paychecks** includes information and details about affected employee paychecks and direct deposits should a delay in the process occur. As mentioned in the bulletin, the PayServ and NYSPO bulletin boards will be updated with information as it unfolds.

Thank you for all your efforts.  
Enjoy the weather - in like a lion and out like a lamb, I hope!

Wil

## IN THIS ISSUE:

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



## WHAT'S NEW

### 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.

### EXTENDED PAYSERV HOURS

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

### UPCOMING DEADLINES

[2021-2022 Agency Submission Schedule](#)

**Note:** OSC Payroll will be accelerating 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 now available on the OSC website.

## BULLETIN BOARD MESSAGES

**03/07/2022 - Issuance of 2021 Form 1042-S (Foreign Person's U. S. Source Income Subject to Withholding)** - The 2021 Forms 1042-S have been mailed to agencies. Agencies must distribute the forms to the NonResident Alien individuals on their payroll by March 15, 2022. Control-D report TAX950AU (1042 Audit Report) dated February 23, 2022 identifies the Form 1042-S recipients. Questions related to the Form 1042-S should be directed to the Tax and Compliance mailbox.

**Removal Date: 03/31/2022**

**03/07/2022 - Corrected W-2s** - OSC has issued Corrected W-2s (Batches 2071-2076, 2079-2084). These W-2cs are for 2018-2021 and relate to AC230s, Credit Letters, Workers' Compensation, and SS/Med Refunds. **Only batches 2080, 2081, 2083, and 2084 are subject to Form AC3206.** 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 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. For batches 2080 and 2081 (2018 tax year), agencies must record receipt of the completed and signed Form AC3206 in PayServ no later than 03/30/2022 due to the pending Statute of Limitations.** For batches 2083 and 2084 (2021 tax year), agencies must record receipt of the completed and signed Form AC3206 in PayServ no later than 04/21/2022. **Please do not submit Form AC3206 to OSC.**

**Removal Date: 04/29/2022**

## EARNINGS

- **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.
- **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 Additional Pay earnings must be ended, agencies should end the applicable Additional Pays by inserting a new Additional Pay row for each Additional Pay requiring an end date. The Effective and End Date on these newly inserted Additional Pay rows must be the last day the employee is eligible to receive the Additional Pay.

- For example, if an employee currently receiving LOC becomes 60%/part-time on 3/29/2021, a LOC row must be entered with an Effective and End Date of 3/28/2021.

**Note:** When ending Additional Pays because of job changes, the rows to end Additional Pay should be entered within the same pay period as the Job change but prior to the Job transactions being entered.

- **Submitting New Hire Transactions:**

- OSC has been receiving reports of agencies unable to hire an employee if the first attempt to hire the employee is rejected, especially for agencies using AI. OSC has identified why this is happening and is working on a fix for this issue. OSC has noted that some of the initial rejections occur because a required field was missing on the AI file. Agencies should review their transactions to ensure all required information is provided for the hire to help prevent their transactions from rejecting.
- OSC created Job Aids to help agencies with changing processes in PayServ 9.2, including Hiring a New Employee. The direct link to the Hire a Person Job Aid is <https://www.osc.state.ny.us/files/state-agencies/payroll/2021/pdf/Hire-a-Person.pdf>. This document may be useful in identifying the required fields.

- **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 in the Office of the State Comptroller (OSC) 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 2021-2022 Submission Schedule is located in State Agencies Bulletin No. 1895 | 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.

- **Entering Overpayments:**

- As we approach a new calendar year, please ensure the correct overpayment Earnings Code is used when entering employee overpayments. Overpayments that occur in paychecks with 2022 check dates should be entered using Q22 or the appropriate non-resident alien Earnings Code (22X, 22Y, 22Z).
  - The paycheck date(s) in which the overpaid earnings were originally paid is the determining factor for what overpayment code must be used.
  - Please refer to [Payroll Bulletin No. 1038](#) for more information.

○ **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*

○ **Retirement Congratulations are in Order:**

Kelly Leggiero is retiring after 33+ years of state service. She made her mark on OSC Payroll and our partners through her excellent work ethic including: many training presentations both large scale and one-on-one with staff and agencies alike, payment processing for Executive bargaining units and facilitating the weekly salary determination audit. She has demonstrated compassion for and genuine desire to help anyone (co-worker, agency personnel or employee) in need. She is the real deal and will be greatly missed. Please join us in congratulating Kelly as she begins a new chapter in her life. Best wishes, Kelly!!!

## DEDUCTIONS

- **Direct Deposit / AC230 Team / General Deductions:**
  - A payroll bulletin will be posted soon to inform agencies of potential delays in processing SFS payments at the end of March due to Fiscal Year End blackout.
  - Per Payroll Bulletin 1970.1, any 2020 pay checks that remain uncashed as of April 25, 2022 will have stop payments processed and the funds escheated and sent to the Office of Unclaimed Funds (OUF) on April 27, 2022.
- **Retirement and Savings Plans:**
  - OSC Auditors continue to identify 403(b) deductions that are set up incorrectly. Please refer to bulletins [SU-320](#) and [CU-729](#) issued on 1/7/2022 providing agencies information on updates to processing changes for SUNY and CUNY 403 (b) After-Tax Deductions.
  - The New York State and Local Retirement System (NYSLRS) is expected to update the Tier 6 two-year lookback rate changes in April 2022. Questions regarding changes in retirement contributions may be directed to NYSLRS.

## TAX & COMPLIANCE

- **Audit and Compliance Team:**
  - **Form 1042-S:** 1042-S – Foreign Person’s U.S. Source Income Subject to Withholding 2021 Forms were issued March 4, 2022. These were to be distributed to employees by March 15, 2022 per [Bulletin 2009](#).
  - **Form W-2c:** Corrected W-2 batches 2080 and 2081 for the 2018 tax year were issued on March 7, 2022. Due to the pending Statute of Limitations, agency response within PayServ related to Form AC3206 is due by March 30, 2022.
  - **W-2 Copies:** If an employee requests a copy of their Form W-2, agencies should print the Form W-2 (Main Menu > Payroll for North America > U.S. Annual Processing > Create W-2 Data > View Form W-2’s) for the employee or direct them to NYSPO to print it themselves. OSC will not accept requests from employees to print copies of W-2’s. If the agency needs assistance, they should email the tax and compliance mailbox.
- **Workers Compensation Team:**
  - **Retroactive Raise Questions:** Agencies have asked if review or revision of NYSIF’s Form C256.2, New York State Agency’s Request for Reimbursement, is needed due to recent retro raises. This is not necessary as the NYSIF Average Weekly Wage (AWW) is calculated on the 52 weeks prior to the injury “at the time of the injury.” The AWW is NOT recalculated for existing injuries due to retro changes, but the retro payment will be included in the calculation of AWW for future injuries.
  - **Clean Up:** The Workers’ Compensation team recently completed a WC Clean Up for 2021. Batch 2023 is a refund batch, and the AC3206 consent forms for this batch are due by **4/21/2022**. Batch 2082 is a Deficiency batch. Collection of these deficiencies will begin with the Admin check of **4/13/2022**. 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.

## RECENTLY ISSUED PAYROLL BULLETINS

### State Agencies

- |                      |   |
|----------------------|---|
| <a href="#">1993</a> | 2019-2020 and 2020-2021 Uniform Maintenance Allowance for Employees in the Fire Protection Specialist Title Series Represented by the Public Employees Federation (PEF) |
|----------------------|---|

<a href="#">1994</a>	2022 Extension of Military and Training Leave Benefits and Stipends
<a href="#">1995</a>	New Overtime Codes for CSEA and PEF Employees at DOH
<a href="#">1996</a>	New Overtime Codes for NYSCOBAs Employees at DOH
<a href="#">1997</a>	New Overtime Codes for C82 Employees at DOH
<a href="#">1998</a>	Fiscal Year End Rollover
<a href="#">1999</a>	New Overtime Codes for CSEA and PEF Employees at DOCCS
<a href="#">2000</a>	Schedule for Agency Payroll Submission and Availability of Reports and Files
<a href="#">2001</a>	Summary of Tax Changes for 2022
<a href="#">2002</a>	DHSES PS&T Canine Handler Stipend
<a href="#">2003</a>	Update to Garnishment Notification Reports
<a href="#">2004</a>	New Overtime Codes for CSEA & PEF Employees at DOCCS
<a href="#">2005</a>	New Overtime Codes for C82 Employees at DOCCS
<a href="#">2006</a>	New Overtime Codes for NYSCOPBA Employees at DOCCS
<a href="#">2007</a>	April 2022 CSEA Longevity Lump Sum
<a href="#">2008</a>	April 2022 PEF Longevity Lump Sum
<a href="#">2009</a>	Form 1042-S Content for Tax Year 2021
<a href="#">2010</a>	2022 Special Assignment to Duty Pay for Calendar Year 2021
<a href="#">2011</a>	April 2022 Increase to Location Pay Downstate Adjustment and Location Pay Mid-Hudson Adjustment for NYSCOPBA BU01 and BU21
<a href="#">2012</a>	Payroll Check Reissues, Reversals, Exchanges and Direct Deposit Returns during the SFS Blackout for Fiscal Year End
<a href="#">2013</a>	Reporting Line Number and Budget Year Changes for Fiscal Year 2022-2023
<a href="#">2014</a>	April 2022 Security Performance Advance
<a href="#">2015</a>	April 2022 CSEA Performance Advance

[2016](#) April 2022 PEF Performance Advance

[2017](#) Paycheck Distribution for the April 7, 2022 Institution Cycle Paychecks

## CUNY

[CU-734](#) April 2022 PSC \$1,500 Sal Increase for Lecturers

[CU-735](#) NYS Paid Family Leave Additional Bargaining Units for CUNY

[CU-736](#) CUNY Painter and Supervisor Painter Rate Increases

[CU-737](#) 2022 CUNY Mass Term Bulletin

## SUNY

[SU-325](#) SUNY Recruitment and Retention Payments for GSNU Employees

[SU-326](#) SUNY Downstate Location Stipend for GSNU Employees

## Housing

[DH-118](#) April 2022 DC 37 RRSU Longevity Lump Sum

[DH-119](#) April 2022 DC 37 RRSU Performance Advance

## Other

[Other-62](#) April 2022 SCF CSEA Longevity Lump Sum

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)

## 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](#)

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.

## 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).