

PAYROLL USERS GROUP NEWS

December 2020

Issue No. 6

WELCOME

From Brian Moulton
Director of State Payroll Services

Welcome to the December issue of the Payroll User's Group Newsletter. As you know, December is a very busy month for payroll as we prepare for year-end and enter the final phases of testing for the payroll system upgrade which is scheduled to Go Live on February 15, 2021. As I write this, agencies are in their fourth day of User Acceptance Testing and I want to thank you for your time and effort in this endeavor. It is vital to the success of this project!

As this is such a busy time, please pay close attention to the upgrade and regular Payroll Bulletins for deadlines as well as submission schedule changes coming up due to the holidays. A summary of recently issued bulletins is below. Please don't hesitate to reach out to us if you have questions or concerns.

Thank you for all that you do to make sure that our employees continue to be paid accurately and on time.

I want to wish each of you a very happy Holiday season and as we FINALLY turn the page on 2020, I want to wish all of you a very happy and healthy 2021!

HAPPY HOLIDAYS!

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WHAT'S NEW

NOVEMBER PAYROLL USERS GROUP MEETING- UPDATE

Thank you to all of you who joined us for the PUG meeting on November 5, 2020 via Webex. The copy of the meeting can be found on our website, including the questions and answers can be found at:

<https://www.osc.state.ny.us/state-agencies/payroll/meeting-archives>

<https://www.osc.state.ny.us/files/state-agencies/payroll/2020/pdf/QANovember2020PUG>

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

12/09/2020 - Early Cutoffs/Changes - The following pay period will be processed on an accelerated schedule due to the Christmas Holiday: Institution Pay Period 19 Lag/20 Current The **Automated Interface** cutoff is scheduled for **Monday, December 14, 2020**. The **On-Line Transactions** cutoff is scheduled for **Tuesday, December 15, 2020**. The **Time Entry** cutoff is scheduled for **Tuesday, December 15, 2020**.

The following pay period will be processed on an accelerated schedule due to the New Years Holiday: Administrative Pay Period 19 Lag/20 Current The **Automated Interface** cutoff is scheduled for **Monday, December 21, 2020**. The **On-Line Transactions** cutoff is scheduled for **Monday, December 21, 2020**. The **Time Entry** cutoff is scheduled for **Monday, December 21, 2020**.

The following pay period will be processed on an accelerated schedule due to W2 processing: Institution Pay Period 20 Lag/21 Current The **Automated Interface** cutoff is scheduled for **Monday, December 28, 2020**. The **On-Line Transactions** cutoff is scheduled for **Monday, December 28, 2020**. The **Time Entry** cutoff is scheduled for **Monday, December 28, 2020**. Please refer to Payroll Bulletin #1816 *Schedule for Agency Payroll Submission and Availability of Reports and Files*, issued February 13, 2020, for more information on this and future accelerated schedules.

12/07/2020 - Reminder - Payroll Improvement Project Agency Testing and Training - Agency Testing and Training for PayServ version 9.2 is in progress and runs until 12/18/2020. All PayServ users may access the test environment by clicking the PS Query 92 Upgrade link when the log in to eGov. Users will be able to explore navigation, participate in testing, and run and update any PS Queries they have renamed for migration. Please refer to Bulletin PIP-009 Agency Testing and Training for more information.

12/03/2020 - CLOSE OF 2020 PAPER W-2 OPT-OUT PERIOD FOR NYSPO ENROLLEES - At the close of business on 01/05/2021, 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 2020 W-2 electronically. This lockout will continue through the day

on Thursday, January 7th until our office has issued approval for the final print of the paper 2020 W-2s. **Agencies can run locked query LQ_TAX_NYSPO_W_2_Consent to identify their employees who have made this election.** Changes made to W-2 Opt Out after 01/07/2021 will affect 2021 W-2s.

11/23/2020 - RETIREMENT PLAN CHECKBOX - REMINDER - Bulletin #1862 Agencies are reminded that they must review Payroll Bulletin #1862 (Retirement Plan Checkbox on Form W-2 Wage and Tax Statement for Tax Year 2020) and identify any employees who should not have the Retirement Checkbox checked. Agencies should send an email, with an Excel spreadsheet, to the Tax and Compliance mailbox containing the DeptID, Employee name, and the complete NYS EMPLID number for all such employees. Agencies must submit their responses by close of business on December 7, 2020.

11/23/2020 – NYSLRS Prior Year Refunds - Please be advised, due to New York State and Local Retirement System (NYSLRS) over collection of 2019 arrears contributions, certain employees may see a refund identified as NYSLRS Prior Year, deduction code 655, in Administration paychecks dated November 25, 2020 and Institution paychecks dated December 3, 2020. Affected employees have been notified by NYSLRS via mail. Any questions may be directed to the NYSLRS Call Center at 1-866-805-0990.

11/17/2020 - Educational Assistance Benefits - REMINDER: 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 three pay periods remaining for Administrative employees and Institutional employees.** Please refer to Payroll Bulletin 1860 for specific processing instructions. Questions should be directed to the Tax and Compliance mailbox.

PAYROLL IMPROVEMENT PROJECT UPDATES

- **Agency Testing and Training**
 - Agency testing began December 7 and will continue through December 18, 2020. Automated files, online transactions, and renamed queries are available for all agencies for testing. Any PayServ user may access the test system by selecting "PS Query 92 Upgrade" when they log in to eGov. A detailed testing schedule and information related to testing were released in [Bulletin PIP-009, Agency Testing and Training](#). Refer to the bulletin for additional information.
- **Changes in PayServ Version 9.2**
 - Since our last PUG meeting, several have been released detailing changes that will be adopted in PayServ v 9.2. These include:
 - [PIP-008 What is Changing in PayServ Version 9.2](#)
 - [PIP-010 Changes to Pension Plans in PayServ 9.2](#)
 - [PIP-011 Changes to Savings Plans in PayServ 9.2](#)

- Visit the [Payroll Improvement Project Bulletins](#) page to review all bulletins related to the project.
- **Direct Deposit Changes**
 - In PayServ v 9.2, the Employee Record (Empl Rcd) can no longer be attached to an employee's Direct Deposit record. Every employee will have only one Direct Deposit record upon conversion to v 9.2. For employees with multiple jobs, all payroll deposits will be made according to the single Direct Deposit record for all jobs.
This change will only impact employees with multiple jobs, who are paid via direct deposit in any job, and whose direct deposit distributions differ between jobs. These employees must select one job's Direct Deposit record prior to conversion to be brought forward in v 9.2, or update their direct deposit distributions in each job to match exactly. Details around the update process and agencies' responsibilities are detailed in [Bulletin PIP-007, Direct Deposit Record Changes Requiring Modifications to Employee Elections](#).
- **Query Renaming**
 - If you have not renamed the queries you need for 9.2, there is still time! While queries that were not renamed by December 4, 2020 are not available to test before Go Live, you may still rename your queries for migration to 9.2. You will have to test and update those queries after Go Live. Refer to the [Renaming PS Queries](#) presentation for information on how to rename queries.
- **Go Live**
 - The expected Go Live date for the project is February 15, 2021. PayServ will be unavailable from February 11 – 15, 2021. Refer to [Bulletin PIP-006, Payroll Improvement Project – Agency Timeline](#) for additional information on the Go Live schedule and activities.
- **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 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.
- **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**
 - The benefits outlined in the Federal Emergency Paid Sick Leave Act (FEPsLA) and the Emergency Family Medical Leave Expansion Act (EFMLA) are available through 12/31/2020. In the absence of an extension, any employee who is on a Paid Leave of Absence using Reason Code 19F, 19P or FMC must return from the specified leave on 01/01/2021 using the Action/Reason code Return from Leave/RCV. If the employee is not returning to work and does not have accruals to cover the leave, the employee must be placed on an alternate leave. Transactions must be submitted in Administration Pay Period 20 or Institution Pay Period 21.

DEDUCTIONS

- **Direct Deposit / AC230 Team / General Deductions:**
 - Per payroll bulletin 1859, Schedule for Submitting 2020 Year End Check Returns, please ensure AC-230's are submitted as soon as possible.
 - As mentioned in payroll bulletin 1016, Maintaining Up-to-Date Employee Addresses in the PayServ System, agencies must continue to review Control-D report NPAY590 – Address Move Update Report, and follow instructions provided in the bulletin. This is especially important for employees receiving a printed W-2, as well as for agencies to avoid USPS forwarding fees for direct deposit advices and W-2 wage and tax statements.
 - The process for the outreach and escheatment of 2019 uncashed payroll checks began in October. Please refer to payroll bulletin 1858 if you have any questions.
- **Garnishment / Customer Service Team:**
 - The Garnishment and Customer Service 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 to employees.
 - Many 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 “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.”

- On Friday, 12/4/2020, Student loan garnishments deferred until 12/31/2020 as part of the CARES act is extended to 1/31/2021.
- **Retirement and Savings Plan Team:**
 - Various year-end bulletins have been released relating to retirement plan limits, Deferred Compensation limits, overtime limits, and two-year look back updates.
 - Payroll bulletins PIP-011 and PIP-010 were released on December 4, 2020 and relate to the upcoming changes to Savings Plans and Pension Plans as a result of the PayServ Upgrade. Please familiarize yourself with the changes if you enter Retirement and Savings Plan data into PayServ. (This bullet can be removed if the upgrade team is including the same information.)

TAX & COMPLIANCE

- **Year End Agency Actions**
 - Educational Assistance: Please enter Time Entry EDA for amounts exceeding \$5,250 no later than Pay Period 18 (Lag)/Pay Period 19 (Current).
 - Personal Use of Employer Provided Vehicles and Chauffeurs: Please enter Time Entry PEV no later than Pay Period 18 (Lag)/Pay Period 19 (Current).
- **2020 Form W-2 Schedule**
 - Employees can opt out of receiving a paper 2020 Form W-2 through 1/5/2021.
 - Form W-2s are scheduled to begin printing on 1/7/2021.
 - USPS pick up of Form W-2s is scheduled for 1/21/2021.
- **Workers' Compensation**
 - The final Workers' Comp clean-up for 2020 ran on 12/9/2020.
 - We will keep you posted on clean-ups scheduled for 2021.

RECENTLY ISSUED PAYROLL BULLETINS

State Agencies

[1856](#) - Schedule for Submitting 2020 Year End Returned Checks

[1857](#) - 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 2020

[1858](#) - Outreach & Escheatment of 2019 Uncashed Payroll Checks

[1859](#) - Schedule for Submitting 2020 Year End Returned Checks

[1860](#) - Educational Assistance Benefits

[1837.3](#) - Payroll Processing Instructions for Employees Utilizing a COVID-19 Leave

[1861](#) - New York State Payroll Online (NYSPO) Electronic Delivery of 2020 Form W-2 Statement

- [1862](#) - Retirement Plan Checkbox on Form W-2 (Wage and Tax Statement) for Tax Year 2020
- [1863](#) - Year End Procedure for Taxable Employee Expense Reimbursements
- [1864](#) - Certification, Licensure and Exam Fee Reimbursement (CLEFR) for 2020 Administered by the Governor's Office of Employee Relations (GOER), Public Employees Federation (PEF), and Civil Service Employees Association (CSEA)
- [1865](#) - 2020 Clothing Allowance for Certain Agency Police Service Unit (APSU) Employees Represented by the Police Benevolent Association of New York State, Inc. (PBANYS)
- [1866](#) - General Tax Tips
- [1867](#) - 2020 CSEA and PEF Over40 Comp Time II Cash Out
- [1868](#) - 2021 State Employees Federated Appeal (SEFA) Campaign
- [1869](#) - New Control D report for Employees' New York City Residency Tax Data
- [1870](#) - 2020 CSEA Work Related Clothing Allowance for ASU
- [1871](#) - 2020 Uniform Maintenance Allowance and 2020 Work-Related Clothing Allowance for ISU Employees Represented by the Civil Service Employees Association (CSEA)
- [1872](#) - 2020 Work-Related Clothing Allowance for OSU Employees Represented by the Civil Service Employees Association (CSEA)
- [1873](#) - 2020 Uniform Cleaning and Maintenance Allowance for Employees Designated Management or Confidential (M/C)
- [1874](#) - 2020 Uniform Cleaning and Maintenance Allowance for Certain Security Services Unit (SSU) Interest Arbitration Ineligible Employees Represented by the NYS Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)
- [1875](#) - 2020 Uniform Maintenance Allowance for Employees in the Division of Military and Naval Affairs (DMNA) Represented by the Civil Service Employees Association (CSEA)
- [1876](#) - Maximum Salary Limit for Tier 6 members of the following Retirement Systems:
- New York City Teachers Retirement System (NYCTRS)
 - New York City Board of Education Retirement System (NYCBERS)
 - New York City Employee Retirement System (NYCERS)
 - New York State Police and Fire Retirement System (PFRS)
 - New York State Teachers Retirement System (NYSTRS)
 - New York State Employees Retirement System (ERS)
- [1877](#) - Deferred Compensation Maximum Contribution Limits for Calendar Year 2021
- [1878](#) - 2020 Year-End Adjustment for Members of the NYS Legislature
- [1879](#) - Council 82 Dues Increase
- [1880](#) - Supplemental Retirement Annuity (SRA) and Tax Deferred Annuity (TDA) Contribution Limits for 2021
- [1881](#) - 2021 Tier 6 OT Limit and Plan Year Changes for NYC Retirement Systems (NYCERS, NYCTRS, NYCBERS)
- [1882](#) - Maximum Salary Limit for Optional Retirement Plan (ORP) and Voluntary Defined Contribution (VDC) Retirement Tier 6 for the 2021 Calendar Year
- [1883](#) - Maximum Salary Limit for Optional Retirement Plan (ORP) Tiers 1 through 5 for Calendar Year 2021

CUNY

- [CU-690](#) - Prepaid Legal Service Benefit for CUNY Employees
- [CU-691](#) - Two-Year Look Back for Tier 6 CUNY Optional Retirement Plan (ORP)
- [CU-692](#) - CUNY Salary Retroactive Rate Increases for Carpenters and Supervisor Carpenters
- [CU-693](#) - CUNY Retroactive Rate Increases for Maintenance Workers

[CU-694](#) - CUNY December 2020 Uniform Allowance Payment
[CU-695](#) - January 2021 City University of New York (CUNY) Increments

Housing and Community Renewal

[DH-112](#) - 2020 RRSU Over40 Comp Time II Cash Out

Payroll Improvement Project

[PIP-005](#) - Navigation Changes in PayServ 9.2
[PIP-006](#) - Payroll Improvement Project – Agency Timeline
[PIP-007](#) - Direct Deposit Record Changes Requiring Modifications to Employee Elections
[PIP-008](#) - What is Changing in PayServ Version 9.2
[PIP-009](#) - Agency Testing and Training
[PIP-010](#) - Changes to Pension Plans in PayServ 9.2
[PIP-011](#) - Changes to Savings Plans in PayServ 9.2
[PIP-012](#) - Changes to Mid-Pay Period Additional Pay

State Police

[SP-212](#) - 2020 State Police Expertise Pay
[SP-213](#) - 2020 State Police Hazardous Duty Pay
[SP-214](#) - 2020 State Police Holiday Bonus Payment

SUNY

[SU-299](#) - Two Year Look-Back for Tier 6 SUNY Optional Retirement Plan (ORP)

Unified Court System

[UCS-293](#) - December 2020 Uniform and Equipment (Uniform) Allowance and Maintenance (Uniform Blazer) Allowance Payments
[UCS-294](#) - 2020 Year-End Adjustment for Judges and Justices of the Unified Court System

If you would like to be added to the bulletin distribution list, please email: payroll@osc.ny.gov.

NYSLRS Retirement Online Update

- [State Payroll Do's and Don'ts](#)
 - Document linked above focuses on recent issues NYSLRS has seen in *Retirement Online* and PAYSERV, and attempts to illustrate the impact(s) of doing something incorrectly
- **Retirement Online Year-End Outage**
 - Please be aware that a planned system outage is scheduled to begin on Tuesday, December 29 at 3:00 pm. *Retirement Online* is expected to be back up and available for Employers on Friday January 1st at 7:00 am

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

Position Management:

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.