

# PAYROLL USERS GROUP NEWS

September/October 2022

Issue No. 22

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## WELCOME

From Wil Tomlin  
Director of State Payroll Services

Welcome to the fall issue of the Payroll Users Group Newsletter. State Payroll Services has been working on programming and processing retroactive and on time payments for CSEA, Council 82 and PSC as well as the October processing cycle for performance advances and longevity payments. The Healthcare Bonus payment was successfully set-up and thanks to all of your diligent efforts submitting the transactions and/or files, many of these payments have been made. Year-End planning and testing are underway, so please pay close attention to the Year-End bulletins and associated deadlines. Down the road is the Nurse reallocation package encompassing 8,500 employees.

Additionally, State Payroll Services presentations for this year's Fall Conference are scheduled to start next week. As mentioned previously, it is virtual again this year and we hope that you have time to join in; a listing of the courses can be found below.

Thank you for all your efforts, enjoy this beautiful autumn weather!

Wil

## IN THIS ISSUE:

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



## WHAT'S NEW

### Office of Operations -Virtual Fall Conference

October 24 - November 4, 2022

This year's Fall Conference offered by the New York State Comptroller's Office of Operations will be held virtually from October 24 - November 4.

OSC Payroll will be presenting the following:

Monday, October 24, 1:00-2:30: **Beginner PayServ Training**

Thursday, October 27, 11:00 – 12:00: **PayServ Batch Schedule Overview and Processing Schedule**

Monday, October 31, 11:00 – 12:00: **New York State Payroll Online (NYSPO)**

2:30 – 3:30: **Manually Calculating Federal Taxes Using the 2020 Form W-4 and Later**

Tuesday, November 1, 11:00 – 12:00: **Garnishments: Income Execution**

Wednesday, November 2, 11:00 – 12:00: **Workers' Compensation in PayServ**

A complete listing of the virtual Fall Conference courses and presentations is available by using the following link:

[Office of Operations: 2022 Virtual Fall Conference | Office of the New York State Comptroller](#)

## 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.

## 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

**10/18/2022 - Retirement and Retirement Related Deductions Resources** - The State Payroll Services Retirement Team has been introduced to many new agency payroll and benefits staff over the last several months. Below are some helpful tools and job aides available on the [Comptroller's website](#) to assist when entering in PayServ. Payroll

bulletins such as [PIP-010](#), [PIP-011](#) and [PIP-014](#) can help navigate new panels, Benefits Plans and Deduction Codes for PayServ version 9.2. Retirement auditors are here for additional PayServ questions and are available at [PayrollRetirement@osc.ny.gov](mailto:PayrollRetirement@osc.ny.gov).

**Removal Date: TBD**

**10/17/2022 - Mass Salary Increase Exception Report for Council 82** - In preparation for the 2016-2022 Council 82 Retroactive Salary Increases and the October 2021 Increase to the 25 Year Longevity Step, the Mass Salary Increase Exception Report (Control-D Report NHRP709) was made available on 10/14/2022 for agencies on the Administration cycle and will be made available on 10/20/2022 for agencies on the Institution cycle. These increases will be processed in Administration check date 11/09/2022 and Institution check date 11/17/2022. A payroll bulletin providing additional information regarding these increases will be issued soon.

**Removal Date: 11/02/2022**

**09/30/2022 - Changes to Incident and Injury Details Requirement for Workers' Compensation Leave** - OSC has removed the Incident and Injury Details requirement from the Workers' Compensation leave transaction process. Agencies are no longer required to enter corresponding Incident and Injury Details for every WC leave entered on Job or WC Correct History Request (WCR) sent to OSC for processing. Agencies may continue to use the Incident and Injury Details pages to record this information if desired. Questions can be directed to [WorkerComp@osc.ny.gov](mailto:WorkerComp@osc.ny.gov).

**Removal Date: 12/01/2022**

**09/06/2022 - Corrected W-2s** - OSC has issued Corrected W-2s (Batches 2152-2159). These W-2C's are for 2019-2021 and relate to AC230's, SS/Med Refunds, IRS Notices, and Non-Cash. 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.** Agencies must record receipt of the completed and signed AC3206 in PayServ no later than October 17, 2022. *Please do not submit Form AC3206 to OSC.*

**Removal Date: 10/24/2022**

**08/30/2022 - Retroactive Raise Processing** - The Bureau of State Payroll Services has scheduled processing of the retroactive salary increases listed below. Payroll Bulletins will be released as soon as possible with additional processing information. As a result of the large amount of programming due to the complexity and/or volume, testing, and manual work effort, these bargaining units cannot be processed simultaneously.

<u>Bargaining Unit</u>	<u>Salary Increase</u>	<u>Check Dates</u>
CSEA - 02, 03, 04, 47	2021 and 2022	10/06/2022 (Inst), 10/12/2022 (Admin)
SCF CSEA- 97	2021 and 2022	10/12/2022 (Admin)
Council 82 - 61, 91	2016 - 2022	11/09/2022 (Admin), 11/17/2022 (Inst)

**Removal Date: 11/18/2022**

**DIRECT DEPOSIT FRAUD ALERT:** State Payroll Services has been made aware of recent increases of fraudulent direct deposit forms submitted to agency payroll offices by fax or fraudulent e-mail accounts. Upon receipt of a direct deposit request, agencies should verify all required information including the employee's name, work phone number

and NYS Employee ID is present on the direct deposit form. Agencies should continue to contact the employee to verify they submitted the request before entering the transaction in PayServ. Agencies should not use the provided email address or phone number from the submitted form to verify this information as it may be fraudulent. These measures will help ensure the employee's earnings are not deposited into a fraudulent account. For steps to avoid Direct Deposit fraud see Payroll Bulletin 1842, questions regarding direct deposit practices may be directed to the [DDReturnsAndReversals@osc.ny.gov](mailto:DDReturnsAndReversals@osc.ny.gov).

**Removal Date: None**

**07/14/2022 - Agency Action Required:** The Division of the Budget has provided the Office of the State Comptroller, Bureau of State Payroll Services with approval for several new or increased Geographic Pay Differentials. While these transactions have been approved by Civil Service and appear on the Special Salary Treatment Search Engine, agencies must enter the corresponding transactions for eligible employees in the NYS Payroll System in order to effectuate the payment.

In addition, the Division of the Budget has also approved a \$35,000 pay increase in base annual salary for certain titles allocated to salary grade M-8 or 38 effective 05/26/2022 (Administration) or 06/02/2022 (Institution). For eligibility criteria and questions regarding DOB provided information, please contact your DOB examiner. Agencies must enter transactions for these eligible employees on the Job Action Request page using Action/Reason of PAY/Sal Incr in the NYS Payroll System in order to implement the increase. **Removal Date: TBD**

**07/06/2022 - Geographic Pay Differentials** - The Division of the Budget has provided the Office of the State Comptroller, Bureau of State Payroll Services with approval for several new or increased Geographic Pay Differentials. While these transactions have been approved by Civil Service and appear on the Special Salary Treatment Search Engine, agencies must enter the corresponding transactions for eligible employees in the NYS Payroll System to effectuate the payment.

**Removal Date: TBD**

## EARNINGS

- Please join us in welcoming back Tomi Cichon, a Payroll Specialist 2 who rejoined the Earnings Audit team in September and congratulating Kelly Howe on her promotion to a Payroll Specialist 2.
- **Geographic Pay and Pre-shift Briefing:**
  - Currently Geographic Pay (Earnings Code GEO) is not included in the calculation of Pre-shift Briefing (Earnings Codes PS1 and PSA). OSC is currently working to rectify this situation and will provide an update when available.
- **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 congratulating Tamie Whitney on her promotions to Payroll Analyst 1 Trainee in the Retirement and Savings Plan team. Welcome Shay Allen, a Payroll Specialist 2 in the Direct Deposit team, and Morahima Nunez and MyQuale Gibson, Payroll Specialist 1's in the Garnishment team.
- Please join us for the 2022 Office of Operations Virtual Fall Conference. Our teams will be presenting on AC230's, Garnishments, and the Payroll Batch Schedule.
- **Direct Deposit / AC230 Team / General Deductions:**
  - The process for the outreach and escheatment of 2021 uncashed payroll checks is underway. Please see Payroll Bulletin 2048 for more information.
  - 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](mailto:payrollreversalandexchange@osc.ny.gov) mailbox as soon as possible.
- **Retirement and Savings Plans:**
  - The team has been introduced to many new agency payroll and benefits staff over the last several months. Accordingly, we would like to share some helpful tools such as payroll bulletins, recordings of past training and job aides available on the [Comptroller's website](#). These job aids can assist when entering retirement selections in PayServ (ORP/VDC, NYSTRS, NYCTRS, NYCERS) in addition to and retirement related deductions (ORP employee/employer arrears and NYSTRS prior year arrears). In addition, Payroll Bulletins such as [PIP-010](#), [PIP-011](#) and [PIP-014](#) can help navigate new panels, Benefits Plans and Deduction Codes for PayServ version 9.2. Finally, your Retirement auditor is always here to help with PayServ entries and questions. They can be reached at [PayrollRetirement@osc.ny.gov](mailto:PayrollRetirement@osc.ny.gov).
  - 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.
- **Garnishments:**
  - 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 # 2057 Verification of Agency Return Address on Employee Form W-2 (Wage and Tax Statement) for Tax Year 2022
  - Bulletin # 2059 Procedures for Reporting the Taxable Value of Personal Use of Employer-Provided Vehicles and Chauffeur Services for Tax Year 2022
  - Bulletin # 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 # CU-747 Prepaid Legal Service Benefit for CUNY Employees
  - Bulletin # UCS-310 Prepaid Legal Service Benefit for Unified Court System (UCS) Employees
- The following bulletins will be posted shortly. Please look out for them and take appropriate agency action when posted.
  - 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)
  - Educational Assistance Benefits for 2022
  - New York State Payroll Online (NYSPO) Electronic Delivery of 2022 Form W-2 Statement
  - Retirement Plan Checkbox on Form W-2 (Wage and Tax Statement) for Tax Year 2022
  - Year-End Procedure for Taxable Employee Expense Reimbursements
- **Workers Compensation Team:**
  - **Changes to Incident and Injury Details Requirement for Workers' Compensation Leave** - OSC has removed the Incident and Injury Details requirement from the Workers' Compensation leave transaction process. Agencies are no longer required to enter corresponding Incident and Injury Details for every WC leave entered on Job or WC Correct History Request (WCR) sent to OSC for processing. Agencies may continue to use the Incident and Injury Details pages to record this information if desired. Questions can be directed to [WorkerComp@osc.ny.gov](mailto:WorkerComp@osc.ny.gov)

## SYSTEMS SUPPORT GROUP

- **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.

## NYSPO

- An overview of NYSPO will be presented as part of the 2022 OOO Fall Conference on Monday, October 31. We will go over basic functionality, review agency responsibilities, and answer questions from attendees. Please join us!
- Multifactor Authentication (MFA) was implemented in NYSPO on October 6. Users are now required to authenticate using a second factor each time they access NYSPO. Options include SMS, voice call, and verification applications. For detailed instructions on accessing NYSPO, including MFA, the Enrollment and Access Job Aid is available at <https://www.osc.state.ny.us/files/state-agencies/payroll/pdf/enrollment-access.pdf>. As always, users may contact [nyspohelp1@osc.ny.gov](mailto:nyspohelp1@osc.ny.gov) for assistance accessing NYSPO, or



reach out to their Agency NYSPO Coordinator (<https://web.osc.state.ny.us/payroll/nyspo/nyspo-agency-coordinators.pdf>).

MFA is the first step toward expanded functionality in NYSPO that users have requested. Stay tuned for information on upcoming changes to NYSPO early next year.

## RECENTLY ISSUED PAYROLL BULLETINS

### State Agencies

<a href="#">2047</a>	October 2022 Civil Service Employees Association (CSEA) Longevity Lump Sum (LLS) Payment
<a href="#">2048</a>	Outreach and Escheatment of 2021 Uncashed Payroll Checks
<a href="#">2049</a>	Restoration of Contract Pay and Additional Pay for 21P Institution Teachers, • Payment of CAL and 21P Institution Teachers in the 2022-2023 Semesters, • Termination of Summer Session Jobs for Institution Teachers
<a href="#">2050</a>	Multifactor Authentication for New York State Payroll Online
<a href="#">2051</a>	2022 CSEA Tool Allowance Payment
<a href="#">2052</a>	Health Care and Mental Hygiene Worker Bonuses for State Employees
<a href="#">2053</a>	April 2021 and 2022 Civil Service Employees Association (CSEA) Retroactive 2% Salary Increases
<a href="#">2054</a>	2019-2020 and 2020-2021 Public Employees Federation (PEF) Firearms Training and Safety Incentive Program Payments
<a href="#">2055</a>	October 2022 Civil Service Employees Association (CSEA) Performance Advances
<a href="#">2056</a>	October 2022 Public Employees Federation (PEF) Performance Advances
<a href="#">2057</a>	Verification of Agency Return Address on Employee Form W-2 (Wage and Tax Statement) for Tax Year 2022
<a href="#">2058</a>	District Council 37 (DC37), Local 1070 Dues Increase
<a href="#">2059</a>	Procedures for Reporting the Taxable Value of Personal Use of Employer-Provided Vehicles and Chauffeur Services for Tax Year 2022
<a href="#">2060</a>	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

### State Agencies (Reissued/Updated)

<a href="#">1842.1</a>	Updated Direct Deposit Form for NYS Employees (AC-2772)
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<a href="#"><u>1949.3</u></a>	Pilot Program Establishing a Temporary Overtime Rate for Employees in Certain Titles Represented by the Public Employees Federation (PEF) or the Civil Service Employees Association (CSEA) Working at the Office of Children and Family Services (OCFS)
<a href="#"><u>1986.2</u></a>	Pilot Program Establishing a Temporary Overtime Rate for Employees in Certain Titles Represented by the Public Employees Federation (PEF) or the Civil Service Employees Association (CSEA) Working at the Office of Mental Health (OMH)
<a href="#"><u>1987.2</u></a>	Pilot Program Establishing a Temporary Overtime Rate for Employees in Certain Titles Represented by the New York State Correctional Officers and Police Benevolent Association (NYSCOPBA) Working at the Office of Mental Health (OMH)
<a href="#"><u>1988.2</u></a>	Pilot Program Establishing Temporary Overtime Rates for Employees in Certain Titles Represented by Council 82 AFSCME AFL-CIO (C82) Working at the Office of Mental Health (OMH)
<a href="#"><u>1990.2</u></a>	Pilot Program Establishing a Temporary Overtime Rate for Employees in Certain Titles Represented by the New York State Correctional Officers and Police Benevolent Association (NYSCOPBA) Working at the Office for People with Developmental Disabilities (OPWDD)
<a href="#"><u>1991.2</u></a>	Pilot Program Establishing a Temporary Overtime Rate for Employees in Certain Titles Represented by Council 82 AFSCME AFL-CIO (C82) Working at the Office for People with Developmental Disabilities (OPWDD)
<a href="#"><u>1995.2</u></a>	Pilot Program Establishing a Temporary Overtime Rate for Employees in Certain Titles Represented by the Public Employees Federation (PEF) or the Civil Service Employees Association (CSEA) Working at a Department of Health (DOH) Facility
<a href="#"><u>1996.2</u></a>	Pilot Program Establishing a Temporary Overtime Rate for Employees in Certain Titles Represented by the New York State Correctional Officers and Police Benevolent Association (NYSCOPBA) Working at a Department of Health (DOH) Facility
<a href="#"><u>1997.2</u></a>	Pilot Program Establishing a Temporary Overtime Rate for Employees in Certain Titles Represented by Council 82 AFSCME AFL-CIO (C82) Working at a Department of Health (DOH) Facility
<a href="#"><u>1999.2</u></a>	Pilot Program Establishing a Temporary Overtime Rate for Employees in Certain Titles Represented by the Public Employees Federation (PEF) or the Civil Service Employees Association (CSEA) Working at the Department of Corrections and Community Supervision
<a href="#"><u>2000</u></a>	Schedule for Agency Payroll Submission and Availability of Reports and Files
<a href="#"><u>2021.2</u></a>	Pilot Program Establishing a Temporary Overtime Rate for Employees in Certain Titles Represented by the Public Employees Federation (PEF) or the Civil Service Employees Association (CSEA) Working at Addiction Treatment Centers (Department ID 53500)

[CU-746](#) 2022 Professional Staff Congress (PSC) 2% General Salary Increase

[CU-747](#) Prepaid Legal Service Benefit for CUNY Employees

## SUNY

[SU-330](#) 2022 Part-Time Academic Faculty Minimum Increases for PSNU Employees Represented by the United University Professions (UUP)

[SU-331](#) 2022 Restoration of Contract Pay and Additional Pay for SUNY 21P Employees, • Payment of CAL and 21P Employees in the 2022-2023 Semesters, • Termination of Summer Session Jobs

## SUNY (Reissued/Updated)

[SU-314.2](#) Pilot Program Establishing Temporary Overtime Rates for Employees in Certain Titles Represented by the Public Employees Federation (PEF) or the Civil Service Employees Association (CSEA) Working at a State University of New York (SUNY) University Hospital

[SU-321.2](#) Pilot Program Establishing Temporary Overtime Rates for Employees in Certain Titles Represented by the United University Professions (UUP) Working at a State University of New York (SUNY) University Hospital

[SU-322.2](#) Pilot Program Establishing Temporary Overtime Rates for Employees in Certain Titles Represented by the NYS Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA) Working at a State University of New York (SUNY) University Hospital

[SU-323.2](#) Pilot Program Establishing Temporary Overtime Rates for Employees in Certain Titles Represented by the Police Benevolent Association of NYS, Inc. (PBANYS) Working at a State University of New York (SUNY) University Hospital

## Housing

[DH-121](#) October 2022 District Council 37 (DC 37) Rent Regulation Services Unit (RRSU) Longevity Lump Sum (LLS) Payment

[DH-122](#) October 2022 District Council 37 (DC 37) Performance Advances

## Courts

[UCS-310](#) Prepaid Legal Service Benefit for Unified Court System (UCS) Employees

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)

Query Help:

[queryhelp@osc.ny.gov](mailto:queryhelp@osc.ny.gov)

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

## 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:

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