

Workers' Compensation in PayServ

Fall Conference 2021

October 19, 2021



NYS COMPTROLLER

THOMAS P. DiNAPOLI

What We'll Cover

- WC Tax Exclusions
- WC Job Transactions and Correct History Requests
- WC Supplemental Payments
- Your Questions



WC Tax Exclusions



IRS Publication 525

- “Amounts you receive as workers' compensation for an occupational sickness or injury are fully exempt from tax if they're paid under a workers' compensation act or a statute in the nature of a workers' compensation act.”
- **“Return to work.** If you return to work after qualifying for workers' compensation, salary payments you receive for performing light duties are taxable as wages.”



WC taxes for NYS Employees

1. Agency places employee on WC leave in PayServ
2. WC Exclusion programs review the WC Leaves panel for employees on WC leave
 - Programs run on a six-week lag to allow for late entry of WC leave transactions
3. Programs reduce taxable gross earnings for three categories:
 - WFA – Federal Taxes
 - WSA – State Taxes
 - WSM – FICA taxes (Social Security & Medicare)
4. Refunds are calculated based on the taxability of the exclusion
5. Checks are issued for each tax category



The Six-Week Lag

2021 WC Tax Refund Dates			
INST CYCLE			
Pay Period Begin Date	Pay Period End Date	Original Paycheck Date	Refund Date
10/22/20	11/4/20	11/19/20	12/31/20
11/5/20	11/18/20	12/3/20	To be caught in 1st prior year WC clean up in 2021.
11/19/20	12/2/20	12/17/20	To be caught in 1st prior year WC clean up in 2021.
12/3/20	12/16/20	12/31/20	To be caught in 1st prior year WC clean up in 2021.
12/17/20	12/30/20	1/14/21	2/25/21
12/31/20	1/13/21	1/28/21	3/11/21
1/14/21	1/27/21	2/11/21	3/25/21
1/28/21	2/10/21	2/25/21	4/8/21
2/11/21	2/24/21	3/11/21	4/22/21



WC Leaves Page

Payroll for North America > Employee Data USA > Employee Workers Comp Leaves

Emp WC Leaves

Empl ID: [REDACTED] [REDACTED]
Empl Record: 0

Leave Periods 1 of 11

Processing Status: Closed View Msgs + -

***Effective Date:** 11/06/2020 1

End Date: 02/27/2021

WC Cancelled?:

Action: Paid Leave of Absence

Reason: Workers Comp Leave Full

***Schedule at Leave:** NYYYYYN Schedule Changed?

Incident Nbr: 00151869

Incident Date: 09/10/2019

Dept ID: 10470 DOCCS Collins

BU at Injury: 01



Full Exclusion – WC Earnings Exclusion

Payroll for North America > Employee Data USA > Worker Comp Earning Exclusions

WC Earns Exclusion WC Pre-Tax Deds DC Claim Refunds

Empl ID: [REDACTED] Empl Record: 0 Name: [REDACTED]

Pay Check Information

Issue Date: 03/11/2021 Pay Begin Date: 02/11/2021 Off Cycle Page: 516 Line: 2 Sep Check: 0
Company: NYS Pay Group: IL1 Pay End Date: 02/24/2021
Paycheck Status: Confirmed Paycheck Status: Admin Emp ID: [REDACTED] Sheet No: 20666411
Total Earnings: 2951.26 WC Exclusion: 2951.26 OK To Process

Pay Check Earnings Information

1-4 of 4

Exclusions	Status	Last Update							
Addl #	ErnCd	Seq#	Earns Begin	Earns End	Earnings	Excl Begin Dt	Excl End Dt	Excluded Amt	
0	RGS	1	02/11/2021	02/24/2021	2,735.09	02/11/2021	02/24/2021	2,735.09	+
1	01H	1	02/11/2021	02/24/2021	36.44	02/11/2021	02/24/2021	36.44	+
2	CED	1	02/11/2021	02/24/2021	99.73	02/11/2021	02/24/2021	99.73	+
3	PS1	1	02/11/2021	02/24/2021	80.00	02/11/2021	02/24/2021	80.00	+



Full Exclusion – WC Pre-Tax Deds Tab

WC Earns Exclusion **WC Pre-Tax Deds** DC Claim Refunds

Empl ID: [REDACTED] Empl Record: 0 Name: [REDACTED]

Pay Check Information

Issue Date: 03/11/2021 Pay Begin Date: 02/11/2021 Off Cycle Page: 516 Line: 2 Sep Check: 0
 Company: NYS Pay Group: IL1 Pay End Date: 02/24/2021
 Paycheck Status: Confirmed Paycheck Option: Advice Form ID: DVICE Check No: 20666411
 Total Earnings: 2951.26 WC Exclusion: 2951.26 OK To Process

Pay Check Pre-Tax Deduction Information

1-1 of 1

Plan Type	Ded Cd	Description	FICA Effct	Tx Gr Comp	Curr Dedn
1 General	HIBTRG	Regular Before Tax Health	Subtracts		61.73

Pay Check Tax

1-6 of 6

Tax Entity	State	Locality Name	Tax Class	Txbl Gross	Curr Tax
1 US Federal			OASDI/EE	2889.53	179.15
2 US Federal			OASDI/ER	2889.53	179.15
3 US Federal			MED/EE	2889.53	41.90

Taxable Wage Adjs

1-3 of 3

Earn Code	Date Applied	Ref Method	Adj Amount
1 WFA	04/22/2021	Payline	-2,889.53
2 WSA	04/22/2021	Payline	-2,889.53
3 WSM	04/22/2021	Payline	-2,889.53



Full Exclusion, WFA Check

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

Empl ID [REDACTED] Name [REDACTED]
Company NYS Pay Group IL1 Pay Period End 04/07/2021
Page 628 Line 3
Separate Check 1

Paycheck Information

Paycheck Status **Confirmed** Paycheck Option **Check**

Issue Date **04/22/2021** Paycheck Number **41826353**

Off Cycle
 Reprint
 Adjustment
 Corrected
 Cashed

Paycheck Totals

Earnings	0.00
Taxes	-402.37
Deductions	0.00
Net Pay	402.37

Earnings 1 of 1 | View All

Begin Date 04/07/2021 End Date 04/07/2021 Addl Line Nbr 6 Reason Not Specified

Empl Record 0 Benefit Record 0 [Additional Data](#)

Salaried

Hours 0.00

Rate 34.188621

Earnings 0.00

Hourly

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

Overtime

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

State NY Locality

Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings 1-1 of 1 | View All

Other Earnings Details 1
Other Earnings Details 2
||>

WFA	Workers Comp Federal Wages Adj	Hourly Rate			-2,889.53



Partial Exclusion – WC Earnings Exclusion

Empl ID: [REDACTED] Empl Record: 0 Name: [REDACTED]

Pay Check Information

Issue Date: 03/25/2021 Pay Begin Date: 02/25/2021 Off Cycle
 Company: NYS Pay Group: IL1 Pay End Date: 03/10/2021 Page: 624 Line: 1 Sep Check: 0
 Paycheck Status: Confirmed Paycheck Option: Advice Form ID: ADVICE Check Nbr: 20891851

Total Earnings: 2995.05 WC Exclusion: 599.02 OK To Process

Pay Check Earnings Information

Exclusions	Status	Last Update								
Addl #	ErnCd	Seq#	Earns Begin	Earns End	Earnings	Excl Begin Dt	Excl End Dt	Excluded Amt		
1	0 RGS	1	02/25/2021	03/10/2021	2,735.09	02/25/2021	02/27/2021	547.02	+	
2	1 01H	1	02/25/2021	03/10/2021	36.44	02/25/2021	02/27/2021	7.29	+	
3	2 AP1	1	02/25/2021	03/10/2021	-10.95	02/25/2021	02/27/2021	-2.19	+	
4	2 PS1	1	02/25/2021	03/10/2021	134.74	02/25/2021	02/27/2021	26.95	+	
5	3 CED	1	02/25/2021	03/10/2021	99.73	02/25/2021	02/27/2021	19.95	+	



Partial Exclusion – WC Pre-Tax Deds Tab

WC Earns Exclusion **WC Pre-Tax Deds** DC Claim Refunds

Empl ID: [REDACTED] Empl Record: 0 Name: [REDACTED]

Pay Check Information

Issue Date: 03/25/2021 Pay Begin Date: 02/25/2021 Off Cycle Page: 624 Line: 1 Sep Check: 0
 Company: NYS Pay Group: IL1 Pay End Date: 03/10/2021
 Paycheck Status: Confirmed Paycheck Option: Advice Form ID: 151055 Check Num: 20891851
Total Earnings: 2995.05 WC Exclusion: 599.02 OK To Process

Pay Check Pre-Tax Deduction Information

Plan Type	Ded Cd	Description	FICA Effect	Tx Gr Comp	Curr Dedn
1 General	HIBTRG	Regular Before Tax Health	Subtracts		61.75

Pay Check Tax

Tax Entity	State	Locality Name	Tax Class	Txbl Gross	Curr Tax
1 US Federal			OASD/EE	2933.32	181.87
2 US Federal			OASD/ER	2933.32	181.87
3 US Federal			MED/EE	2933.32	42.54
4 US Federal			Withholdng	2933.32	412.00

Taxable Wage Adjs

Earn Code	Date Applied	Ref Method	Adj Amount
1 WFA	05/06/2021	Payline	-599.02
2 WSA	05/06/2021	Payline	-599.02
3 WSM	05/06/2021	Payline	-599.02



Partial Exclusion, WSA Check

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions
Empl ID [REDACTED]	Name [REDACTED]	
Company NYS	Pay Group IL1	Pay Period End 04/21/2021
		Page 633 Line 3
		Separate Check 2

Paycheck Information	
Paycheck Status Confirmed	Paycheck Option Check
Issue Date 05/06/2021	Paycheck Number 41853233
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint
<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
<input checked="" type="checkbox"/> Cashed	

Paycheck Totals	
Earnings	0.00
Taxes	-11.04
Deductions	0.00
Net Pay	11.04

Earnings		1 of 1	View All
Begin Date 04/21/2021	End Date 04/21/2021	Add Line Nbr 9	Reason Not Specified
Empl Record 0	Benefit Record 0	Additional Data	

Salaried	Hourly	Overtime
Hours 0.00	Hours 0.00	Hours 0.00
Rate 34.188621	Rate 0.000000	Rate 0.000000
Earnings 0.00	Earnings 0.00	Earnings 0.00
	Rate Code	Rate Code

State NY	Locality
Rate Used Hourly Rate	Shift Rate
Shift Not Applicable	

Other Earnings		1-1 of 1	View All
Other Earnings Details 1	Other Earnings Details 2		

Code	Description	Rate Used	Hours	Rate	Amount	Source
WSA	Workers Comp State Wages Adj	Hourly Rate			-599.02	



WC Exclusions and Retro Pay – WC Earnings Exclusion

WC Earns Exclusion WC Pre-Tax Deds DC Claim Refunds

Empl ID: [REDACTED] Empl Record: 0 Name: [REDACTED]

Pay Check Information

Issue Date: 06/17/2021 Pay Begin Date: 05/20/2021 Off Cycle Page: 650 Line: 2 Sep Check: 0
 Company: NYS Pay Group: IL1 Pay End Date: 06/02/2021

Pay Check Status: Confirmed Paycheck Option: Advice Form ID: ADVICE Check Nbr: 22259511

Total Earnings: 5282.27 WC Exclusion: 572.33 OK To Process

Pay Check Earnings Information

Exclusions	Status	Last Update							
Add #	EmCd	Seq#	Earns Begin	Earns End	Earnings	Excl Begin Dt	Excl End Dt	Excluded Amt	
1	0 RGS	1	05/20/2021	06/02/2021	2,845.67			0.00	+
2	1 01H	1	05/20/2021	06/02/2021	44.11			0.00	+
3	2 CED	1	05/20/2021	06/02/2021	99.73			0.00	+
4	3 PS1	1	05/20/2021	06/02/2021	140.29			0.00	+
5	4 OCS	1	05/28/2021	05/28/2021	56.11			0.00	+
6	5 OCS	1	06/01/2021	06/01/2021	56.11			0.00	+
8	6 RP1	1	03/26/2020	05/19/2021	70.81	11/06/2020	02/27/2021	19.12	+
9	6 RP1	2				11/02/2020	11/05/2020	0.94	+
10	6 RP1	3				10/28/2020	10/28/2020	0.24	+
11	6 RP1	4				09/30/2020	09/30/2020	0.24	+
12	6 RP1	5				07/31/2020	07/31/2020	0.24	+
13	6 RP1	6				06/29/2020	06/29/2020	0.24	+
14	6 RP1	7				04/29/2020	04/29/2020	0.24	+
15	6 RRS	1	03/26/2020	05/19/2021	1,836.96	11/06/2020	02/27/2021	495.98	+



WC Exclusion and Retro Pay – WC Pre-Tax Deds Tab

WC Earns Exclusion

WC Pre-Tax Deds

DC Claim Refunds

Empl ID: [REDACTED] Empl Record: 0 Name: [REDACTED]

Pay Check Information

Issue Date: 06/17/2021 Pay Begin Date: 05/20/2021 Off Cycle Page: 650 Line: 2 Sep Check: 0
 Company: NYS Pay Group: IL1 Pay End Date: 06/02/2021 Form ID: ADVISE Check Nbr: 22259511
 Paycheck Status: Confirmed Paycheck Option: Advice

Total Earnings: 5282.27 WC Exclusion: 572.33

OK To Process

Pay Check Pre-Tax Deduction Information

Plan Type	Ded Cd	Description	FICA Effct	Tx Gr Comp	Curr Dedn
1 General	HIBTRG	Regular Before Tax Health	Subtracts		572.33

Pay Check Tax

Tax Entity	State	Locality Name	Tax Class	Txbl Gross	Curr Tax
1 US Federal			OASDI/EE	5220.54	323.67
2 US Federal			OASDI/ER	5220.54	323.67
3 US Federal			MED/EE	5220.54	75.70
4 US Federal			Withholding	5220.54	946.81

Taxable Wage Adjs

Earn Code	Date Applied	Ref Method	Adj Amount
1 WFA	07/29/2021	Payline	-572.33
2 WSA	07/29/2021	Payline	-572.33
3 WSM	07/29/2021	Payline	-572.33



WC Exclusion and Retro, WSM Check

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions
Empl ID [REDACTED]	Name [REDACTED]	
Company NYS	Pay Group IL1	Pay Period End 07/14/2021
		Page 751 Line 2
		Separate Check 3

Paycheck Information		Paycheck Totals	
Paycheck Status	Confirmed	Earnings	0.00
Issue Date	07/29/2021	Taxes	-43.79
Paycheck Option	Check	Deductions	0.00
Paycheck Number	42037692	Net Pay	43.79
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint		
<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected		
<input type="checkbox"/> Cashed			

Earnings			
Begin Date	07/14/2021	End Date	07/14/2021
Empl Record	0	Benefit Record	0
Add Line Nbr	8	Reason	Not Specified
Additional Data			

Salaried	Hourly	Overtime
Hours 0.00	Hours 0.00	Hours 0.00
Rate 35.570875	Rate 0.000000	Rate 0.000000
Earnings 0.00	Earnings 0.00	Earnings 0.00
	Rate Code	Rate Code

State	NY	Locality	
Rate Used	Hourly Rate	Shift Rate	
Shift	Not Applicable		

Other Earnings							
Other Earnings Details 1		Other Earnings Details 2					
Code	Description	Rate Used	Hours	Rate	Amount	Source	
WSM	Workers Comp SS/Med Wages Adj	Hourly Rate			-572.33		



Prior Year Workers' Comp "Clean Ups"

Programs run to correct prior year taxable gross for employees with WC leaves

- Two reasons for these corrections:
 - Changes to WC leave in prior year
 - Clean up for final three checks
- Issues corrected W-2s
 - New WC leave causes decrease in taxable gross
 - Cancelled WC leave causes increase to taxable gross
 - Adjusts taxable gross for Federal/State/FICA
- Generates FICA refunds or deficiencies as needed
 - Refunds if taxable gross decreased
 - Deficiencies if taxable gross increased
- Statute of Limitations – 3 years, 3 months, 15 days



First Prior Year Clean Up – WC Earnings Exclusion

WC Earns Exclusion WC Pre-Tax Deds DC Claim Refunds

Empl ID: [REDACTED] Empl Record: 0 Name: [REDACTED]

Pay Check Information

Issue Date: 12/03/2020 Pay Begin Date: 11/05/2020 Off Cycle Page: 544 Line: 2 Sep Check: 0
 Company: NYS Pay Group: IL1 Pay End Date: 11/18/2020
 Paycheck Status: **Completed** Payment Option: **Advice** Form: **ADVICE** Check No: 19120398
 Total Earnings: 3006.00 WC Exclusion: 3006.00 OK To Process

Pay Check Earnings Information

Ex	Addl #	ErnCd	Seq#	Earns Begin	Earns End	Earnings	Excl Begin Dt	Excl End Dt	Excluded Amt	
1	0	RGS	1	11/05/2020	11/18/2020	2,735.09	11/06/2020	11/18/2020	2,461.58	+
2	0	RGS	2				11/05/2020	11/05/2020	273.51	+
3	1	01H	1	11/05/2020	11/18/2020	36.44	11/06/2020	11/18/2020	32.80	+
4	1	01H	2				11/05/2020	11/05/2020	3.64	+
5	1	PS1	1	11/05/2020	11/18/2020	134.74	11/06/2020	11/18/2020	121.27	+
6	1	PS1	2				11/05/2020	11/05/2020	13.47	+
7	2	CED	1	11/05/2020	11/18/2020	99.73	11/06/2020	11/18/2020	89.76	+
8	2	CED	2				11/05/2020	11/05/2020	9.97	+



First Prior Year Clean Up – WC Pre-Tax Deds Tab

WC Earns Exclusion **WC Pre-Tax Deds** DC Claim Refunds

Empl ID: [REDACTED] Empl Record: 0 Name: [REDACTED]

Pay Check Information

Issue Date: 12/03/2020 Pay Begin Date: 11/05/2020 Off Cycle Page: 544 Line: 2 Sep Check: 0
 Company: NYS Pay Group: IL1 Pay End Date: 11/18/2020 Empl ID: 12095 Check Num: 19120398
 Paycheck Status: Confirmed Payer's Option: Advice OK To Process

Total Earnings: 3006.00 WC Exclusion: 3006.00

Pay Check Pre-Tax Deduction Information

Plan Type	Ded Cd	Description	FICA Effect	Tx Gr Comp	Curr Dedn
1 General	HIBTRG	Regular Before Tax Health	Subtracts		9.51



Pay Check Tax

Tax Entity	State	Locality Name	Tax Class	Txbl Gross	Curr Tax
1 US Federal			OASDI/EE	2946.49	182.68
2 US Federal			OASDI/ER	2946.49	182.68
3 US Federal			MED/EE	2946.49	42.73

Taxable Wage Adjs

Earn Code	Date Applied	Ref Method	Adj Amount
1 WFA	01/02/2021	Req Posted	-2,946.49
2 WSA	01/02/2021	Req Posted	-2,946.49
3 WSM	01/02/2021	Req Posted	-2,946.49



Prior Year FICA Refunds

- Clean Up programs calculate refunds
- PayServ Bulletin Board message is posted
- NTAX722 report lists employees with calculated refunds
- Agency completes AC3206 form for each employee
- Agency collects signed AC3206 forms
- Agency selects the “Refund Consent Received” box for all employees with signed forms



Refund Consent?

Payroll for North America > U.S. Annual Processing > W-2 Adjustments > Update Emp W2C AC-3206 Status

Emp W2C AC-3206

Empl ID:

[REDACTED]

Name:

[REDACTED]

W2 NYS
Company:

W-2c Batch Number: 2005

Year: 2020

AC-3206 Status

Refund Consent Received? Certificate Received Date:

W2C Batch Stat: IRS Refunds Processed

W2C FICA Information

W2C Deptid: 10470 DOCCS Collins

W2C Status: Closed

T/E Deptid:

Box#	Previous Amount	Current Amount	Change
03 Social Security Wages	75,513.94	66,904.30	-8,609.64
04 Social Security Tax Withheld	4,681.86	4,148.07	-533.79
05 Medicare Wages and Tips	75,513.94	66,904.30	-8,609.64
06 Medicare Tax Withheld	1,094.95	970.11	-124.84
		Total Refund:	658.63

*Reason for Tax Refund:



Prior Year FICA Deficiency Process

- Clean Up programs calculate amount owed
- OSC enters General Comments
 - Providing two full pay periods of notice prior to start of collection
- Agency informs employee of impending deduction
- OSC enters 502 FICA deficiency
 - 10% for active employees
 - 100% for inactive
- PayServ collects until satisfied



Okay, but what about those 0.00 refund checks?

- Regularly Processed WC Tax Refunds
 - Refunds are not equivalent to what was initially withheld.
 - PayServ refunds taxes by determining how much the amount being excluded **would have been taxed**.
 - If the amount being refunded would not have been taxed, the system doesn't calculate a tax refund, and a 0.00 check is generated.
- Modified Leave
 - Checks show positive adjustment to taxable gross.
 - No earnings so taxes withheld.



0.00 Checks – Regularly Processed Refund

WC Earns Exclusion **WC Pre-Tax Deds** DC Claim Refunds

Empl ID: [REDACTED] Empl Record: 0 Name: [REDACTED]

Pay Check Information

Issue Date: 06/17/2021 Pay Begin Date: 05/20/2021 Off Cycle Page: 217 Line: 1 Sep Check: 0
 Company: NYS Pay Group: IL8 Pay End Date: 06/02/2021
 Paycheck: [REDACTED] 22249761
 OK To Process

Total Earnings:	2456.62	WC Exclusion:	363.61
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Pay Check Pre-Tax Deduction Information

Plan Type	Ded Cd	Description	FICA Effct	Tx Gr Comp	Curr Dedn
1 General	HIBTRG	Regular Before Tax Health	Subtracts		237.76

Pay Check Tax

Tax Entity	State	Locality Name	Tax Class	Txbl Gross	Curr Tax
1 US Federal			OASDI/EE	2218.86	137.57
2 US Federal			OASDI/ER	2218.86	137.57
3 US Federal			MED/EE	2218.86	32.17
4 US Federal			Withholdng	2218.86	121.30

Taxable Wage Adjs

Earn Code	Date Applied	Ref Method	Adj Amount
1 WFA	07/29/2021	Payline	-363.61
2 WSA	07/29/2021	Payline	-363.61
3 WSM	07/29/2021	Payline	-363.61



0.00 Checks – Regularly Processed Refund

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

Empl ID [REDACTED] Name [REDACTED]
Company NYS Pay Group IL8 Pay Period End 07/14/2021
Page 1602 Line 11
Separate Check 1

Paycheck Information

Paycheck Status **Confirmed** Paycheck Option **Check**

Issue Date **07/29/2021** Paycheck Number **42029809**

Off Cycle
 Reprint
 Adjustment
 Corrected
 Cashed

Paycheck Totals

Earnings	0.00
Taxes	0.00
Deductions	0.00
Net Pay	0.00

Earnings

Begin Date 07/14/2021 End Date 07/14/2021 Add'l Line Nbr Reason Not Specified

Empl Record 0 Benefit Record 0 [Additional Data](#)

Salaried

Hours 0.00

Rate 34.039512

Earnings 0.00

Hourly

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

Overtime

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

State NY Locality

Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings

Code	Description	Rate Used	Hours	Rate	Amount	Source
WFA	Workers Comp Federal Wages Adj	Hourly Rate			-363.61	



0.00 Checks – Modified Leave

WC Earns Exclusion **WC Pre-Tax Deds** DC Claim Refunds

Empl ID: [REDACTED] Empl Record: 0 Name: [REDACTED]

Pay Check Information

Issue Date: 07/21/2016 Pay Begin Date: 06/23/2016 Off Cycle
 Company: NYS Pay Group: IL8 Pay End Date: 07/06/2016 Page: 730 Line: 2 Sep Check: 0
 Paycheck Status: Committed Paycheck Option: Advice Form ID: ADVICE Check No: 93126301

Total Earnings: 2731.48 WC Exclusion: 0.00 OK To Process

Pay Check Pre-Tax Deduction Information

1-1 of 1

	Plan Type	Ded Cd	Description	FICA Effect	Tx Gr Comp	Curr Dedn
1	General	HIBTRG	Regular Before Tax Health	Subtracts		50.01

Pay Check Tax

1-6 of 6

	Tax Entity	State	Locality Name	Tax Class	Txbl Gross	Curr Tax
1	US Federal			OASDI/EE	2681.47	166.26
2	US Federal			OASDI/ER	2681.47	166.26
3	US Federal			MED/EE	2681.47	38.88
4	US Federal			Withholdng	2681.47	486.09
5	US Federal			Med/ER	2681.47	38.88
6	State	NY		Withholdng	2681.47	139.16

Taxable Wage Adj

1-9 of 9

	Earn Code	Date Applied	Ref Method	Adj Amount
1	WFA	09/01/2016	Payline	-2,681.47
2	WFA	12/22/2016	Payline	2,731.48
3	WFA	10/02/2017	Req Posted	-50.01
4	WSA	09/01/2016	Payline	-2,681.47
5	WSA	12/22/2016	Payline	2,731.48
6	WSA	10/02/2017	Req Posted	-50.01
7	WSM	09/01/2016	Payline	-2,681.47



0.00 Checks – Modified Leave

Paycheck Earnings Paycheck Taxes Paycheck Deductions

Empl ID [REDACTED] Name [REDACTED]
 Company NYS Pay Group IL8 Pay Period End 12/07/2016 Page 728 Line 2 Separate Check 1

Paycheck Information

Paycheck Status Confirmed Paycheck Option Check
 Issue Date 12/22/2016 Paycheck Number 37696615
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	0.00
Taxes	0.00
Deductions	0.00
Net Pay	0.00

Earnings

Begin Date 12/07/2016 End Date 12/07/2016 Addl Line Nbr 4 Reason Not Specified
 Empl Record 0 Benefit Record 0 [Additional Data](#)

Salaried

Hours	0.00
Rate	31.585207
Earnings	0.00

Hourly

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Overtime

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

State NY Locality
 Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
WSM	Workers Comp SS/Med Wages Adj	Hourly Rate			17,208.33	



Workers' Compensation Job Transactions and Correct History Requests



Incident Details

Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details

Incident Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Incident Number begins with

Limit the number of results to (up to 300):

Search

Clear

Basic Search



Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

Step by step instructions: <https://www.osc.state.ny.us/state-agencies/payroll/payserv/processing-workers-compensation-leave>





Incident Details – Incident Tab

Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details


Incident | Notification | Description | Location | Travel | People | Reporting

Incident Number 00000000


Incident Type

*Incident Date 07/01/2021   Date of initial accident

Incident Time Time Zone PST Time Undetermined

*Regulatory Region USA  United States

*Incident Type Incident

 Is This a Recurrence
 Resulted in Injury or Illness
 Investigated

Save | **Notify** | **Add**

Incident | Notification | Description | Location | Travel | People | Reporting







Incident Details – Notification Tab

Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details



Incident	Notification	Description	Location	Travel	People	Reporting
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Incident Number 00000000 Date 07/01/2021 Incident Type Incident

Incident Notification

Date Reported	07/28/2021		 Date you are removing employee from the payroll
Time Reported	<input type="text"/>		
Reported To Empl ID	<input type="text"/>		
Reported By Empl ID	N99999999		 EmplID
Reported By Non-Empl ID	<input type="text"/>		

Incident Tracking

Date Recorded	07/28/2021		 Date you are removing employee from the payroll
Time Recorded	<input type="text"/>		

[Incident](#) | [Notification](#) | [Description](#) | [Location](#) | [Travel](#) | [People](#) | [Reporting](#)



Injury Details – Notification Tab

Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details

Injury | Description

Incident Number 00000000 Date 07/01/2021 Incident Type Incident

Person Involved 1 of 1 | View All

Empl ID	<input type="text" value="N99999999"/>	<input type="button" value="Q"/>		Empl Record	<input type="text" value="0"/>	<input type="button" value="Q"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
Non-Empl ID	<input type="text"/>	<input type="button" value="Q"/>							
Date of Birth			Date of Death				Gender		

Employee Data at Incident Date

Business Unit
Department
Job Code
Location

Notification - This Person

Date Reported	<input type="text" value="07/28/2021"/>	<input type="button" value="Calendar"/>	 Date you are removing employee from the payroll
Time Reported	<input type="text"/>	<input type="button" value="v"/>	

Injury | Description



Entering WC Transactions

Workforce Administration > Administer Job Change Requests > Employee History Inquiry

Effdt	Act / Rea	Pos #	NYS Title	Anniv Dt	Salary	EE% / Ind	Appt Cd
Seq #	Agency	NYS Pos#	Grade	Inc Cd	Comp RtCd	Jur CL	Pay Grp
EE Status	Act Dt	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE

History Information								Q
07/16/2021	RFL / RCF	00063502	CORR OFFIC	08/25/2010	\$70997.00	1.0000/ F	PERM	
0	10240	00063502	114	0035	ANN	0	ILA	
A	07/29/2021	11488	01		\$2723.16	NYYYYYN	1.00	
07/15/2021	PLA / WCF	00063502	CORR OFFIC	08/25/2010	\$70997.00	1.0000/ F	PERM	
0	10240	00063502	114	0035	ANN	0	ILA	
P	07/29/2021	11488	01		\$2723.16	NYYYYYN	1.00	
06/30/2021	RFL / RCF	00063502	CORR OFFIC	08/25/2010	\$70997.00	1.0000/ F	PERM	
0	10240	00063502	114	0035	ANN	0	ILA	
A	07/28/2021	11488	01		\$2723.16	NYYYYYN	1.00	
06/29/2021	PLA / WCF	00063502	CORR OFFIC	08/25/2010	\$70997.00	1.0000/ F	PERM	
0	10240	00063502	114	0035	ANN	0	ILA	
P	07/28/2021	11488	01		\$2723.16	NYYYYYN	1.00	

- Agency personnel cannot enter historical rows.
- Correct History requests are submitted via Job Action Requests.
- WC staff review and enter these transactions.
- Rows should never be deleted. If an incorrect row was entered, submit a Job Action Request with the correct information.



Entering WC Transactions

Workforce Administration > Job Information > Job data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

MOUSE, MICKEY Employee Empl ID N99999999 Empl Record 0

Work Location Details ? 1 of 85

*Effective Date Date Created 07/30/2021

Effective Sequence *Action

HR Status Active *Reason

Payroll Status Active *Job Indicator Primary Job

*Position Number CORR OFFICER SPAN L Line Number Current

NYS Position CORR OFFICER SPAN L

Position Entry Date 09/20/2010 Position Management Record [Comments](#)

Regulatory Region USA United States

Company NYS STATE OF NEW YORK

Business Unit NYSPY New York State Payroll

Department 10240 DOCCS Downstate

Department Entry Date 09/20/2010

Location 10240 Downstate Corr Facility

Position Location 1480 Fishkill

Establishment ID STATE State of New York

Last Start Date 07/05/2010

Expected Job End Date



Entering WC Transactions

Workforce Administration > Job Information > Job data

Work Location **Job Information** Job Labor Payroll Salary Plan Compensation

MOUSE, MICKEY Employee Empl ID N99999999 Empl Record 0

Job Information Details 1 of 85 **Go To Row**

Effective Date	07/30/2021	Action	
Effective Sequence	0	Reason	
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		Current
Job Code	007922	CORR OFFICER SPAN L	
NYS Jobcode	007922	CORR OFFICER SPAN L	
Appointment Code	PERM		
Entry Date	07/05/2010		
Supervisor Level			
Reports To			
Regular/Temporary	Regular	*Full/Part	Full-Time
Empl Class		*Officer Code	None
Regular Shift	Not Applicable	Shift Rate	
Jurisdictional Class	Competitive	Shift Factor	

Standard Hours

Work Schedule	NYYYYYN	Position FTE	1.0000
Standard Hours	40.00	Part-Time Pct	1.0000
Work Period	W Weekly	Empl Work Percent	1.0000
<input type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override	



Reviewing an Employee's WC Leaves

Workforce Administration > Administer Job Change Requests > Employee History Inquiry

Employee History Information			Additional Pay Summary				
MOUSE, MICKEY			ID	N99999999	Empl Record	0	
Effdt	Act / Rea	Pos #	NYS Title	Anniv Dt	Salary	EE% / Ind	Appt Cd
Seq #	Agency	NYS Pos#	Grade	Inc Cd	Comp RtCd	Jur CL	Pay Grp
EE Status	Act Dt	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE
History Information							
06/21/2021	RFL / RPS	00456607	EMPS RET S	03/21/2019	\$52854.00	1.0000/ F	CONT
0	02000	00456607	015	0001	ANN	0	ALD
A	07/21/2021	07718	05		\$2027.27	NYYYYYN	1.00
06/15/2021	LOA / WPS	00456607	EMPS RET S	03/21/2019	\$52854.00	1.0000/ F	CONT
1	02000	00456607	015	0001	ANN	0	ALD
L	07/21/2021	07718	05		\$2027.27	NYYYYYN	1.00
06/15/2021	RFL / RPS	00456607	EMPS RET S	03/21/2019	\$52854.00	1.0000/ F	CONT
0	02000	00456607	015	0001	ANN	0	ALD
A	07/21/2021	07718	05		\$2027.27	NYYYYYN	1.00
06/08/2021	PLA / WCF	00456607	EMPS RET S	03/21/2019	\$52854.00	1.0000/ F	CONT
0	02000	00456607	015	0001	ANN	0	ALD
P	07/21/2021	07718	05		\$2027.27	NYYYYYN	1.00



Reviewing an Employee's WC Leaves

Payroll for North America > Employee Pay Data USA > Employee Workers Comp Leaves

Emp WC Leaves

Empl ID: N99999999 MOUSE, MICKEY
Empl Record: 0

Leave Periods 2 of 2

Processing Status: Reviewed or Non-Critical Msgs Pending **View Msgs** + -

*Effective Date: 06/08/2021 0
End Date: 06/14/2021
WC Cancelled?:

Action: Paid Leave of Absence
Reason: Workers Comp Leave Full
*Schedule at Leave: NYYYYYN Schedule Changed?
Incident Nbr: 00000000
Incident Date: 06/08/2021
Dept ID: 02000 OSC
BU at Injury: 05

Check Processing Status

First Check Date Processed:	<input type="text"/>	First Pay End Date Processed:	<input type="text"/>
Last Check Date Processed:	<input type="text"/>	Last Pay End Date Processed:	<input type="text"/>



Workers' Comp Correct Histories

- WCR – New Data Change (DTA) Reason code for Workers' Comp specific Job Action Requests
 - OSC WC staff run a query 2-3 times each week to review and complete requests
- Additional Pay requests should be requested separately under Data Change/COR



Job Action Requests – Data Change/WCR


Payroll for North America > Employee Pay Data USA > Employee Workers Comp Leaves

Job Action Requests should include:

- Effective date(s) for Workers' Comp leave/return transactions being requested.
- Leave code(s) – Refer to Payroll Bulletin #1366 for a list of WC codes.
- Brief description of change needed. If more detail is necessary, a General Comment can be entered. Please enter “See General Comments” in the Status Reason box in these cases.

Proposed Job 1 of 1

[Comments](#)

*Eff Date/Seq #: 07/19/2021 

*Action/Reason:

Status Reason:
PLA/WCF 7/19/21
RFL/RCF 7/26/21
LOA/WPS 7/26/21

Status Reason:
See general comments



Review of Workers' Comp Transactions

- Employees on WC leave over one year
- General comments for 2 year assault cases
- New quarterly review
 - List of employees on WC leave sent to agencies in March, June, September, and November



Supplemental Payments



Processing Supplemental Payments

- NYSIF sends award information to OSC on NPAY767 file
- Many payments calculate and load automatically to PayServ
- Some payments require review:
 - Clean Payments
 - Unresolved Payments
 - Recaps



Workers' Comp Data - Simple Example

Payroll for North America > Employee Pay Data USA > Workers Compensation Data

WC Comp Data

Employee ID: [REDACTED] Name: [REDACTED]
Empl Record: 0 Department: 28058
Company: NYS Pay Group: AL7

1 of 4 | View All

*Pay End Date: 08/04/2021
Claim Number: 073125031
*SIF Award: \$3867.75
*Supplement Earn Code: WPS
*Earnings Begin Date: 06/17/2021
*Earnings End Date: 07/29/2021
*Supplement Amount: 0.000
*Supplement Days: 31.00

WC Claim Type: Standard
Total Supplement Days: 36.00
*Retirement Salary: 5562.21
*Service Days: 31.00
OK to Pay
Last Updated By: PR297
Date of last update: 08/09/2021

Refresh Claim Totals



Workers' Comp Claims Supplement - Simple Example

Payroll for North America > Employee Pay Data USA > Workers Comp Claims Supplement

WC Claims Days Adj

ID: [REDACTED] Name: [REDACTED]

WC Claims 2 of 2 | [View All](#)

*Claim Number: 073125031

*Accident Date: 05/22/2021 | Projected Supplement End Date: 03/10/2022

Department: 28058 | Stonybrook Hospital Payroll

Claim Type

- Standard
- Apportioned
- Combined

Supp Days in WC Tran Data:	31.00
Supp Days Adjustments:	5.00
Total Supplement Days:	36.00

Supplemental Days Adjustments 1-2 of 2 | [View All](#)

Seq#	Days Adj	Adj Reason	Comments	Last Updated By
1		Worked	052321-060921	PR100 07/21/2021 7:41:41AM
2	5.00	Accrl Chgd	061021-061621	PR100 07/21/2021 7:41:41AM



Workers' Comp Data - < 51% Example

WC Comp Data

Employee ID: [REDACTED] Name: [REDACTED]
Empl Record: 0 Department: 28118
Company: NYS Pay Group: AL4

1-59 of 59 | [View 1](#)

Pay End Date: 08/04/2021 [+ -]

Claim Number: 073051708 [Q] WC Claim Type: Standard

SIF Award: \$3005.08 **Total Supplement Days: 50.00** Refresh Claim Totals

Supplement Earn Code: WPS Retirement Salary: 4597.66

Earnings Begin Date: 06/02/2021 Service Days: 26.00

Earnings End Date: 07/07/2021 OK to Pay

Supplement Amount: 0.000 Last Updated By: NPAY537

Supplement Days: 26.00 Date of last update: 08/10/2021

Pay End Date: 04/08/2015 [+ -]

Claim Number: 067270892 [Q] WC Claim Type: Standard



Workers' Comp Claims Supplement - < 51% Example

WC Claims Days Adj

ID: [REDACTED] Name: [REDACTED]

WC Claims 4 of 4 | View All

*Claim Number: 073051708

*Accident Date: 04/01/2021 | Projected Supplement End Date: 02/23/2022

Department: 28118 | HSC@Syracuse

Claim Type

- Standard
- Apportioned
- Combined

Supp Days in WC Tran Data: 26.00

Supp Days Adjustments: 24.00

Total Supplement Days: 50.00

Supplemental Days Adjustments 1-3 of 3 | View All

Seq#	Days Adj	Adj Reason	Comments	Last Updated By
1		Worked	040221-052521	PR140 07/21/2021 8:14:35AM
2	5.00	<51% Dis	052621-060121	PR297 08/09/2021 2:55:44PM
3	19.00	<51% Dis	7/8/21 - 8/4/21	PR297 08/09/2021 2:55:44PM



Workers' Comp Claims Supplement - Complex Example

*Claim Number: 067798991

*Accident Date: 02/19/2015 Projected Supplement End Date: 10/22/2021

Department: 28118 HSC@SyracuseHospitalPayroll

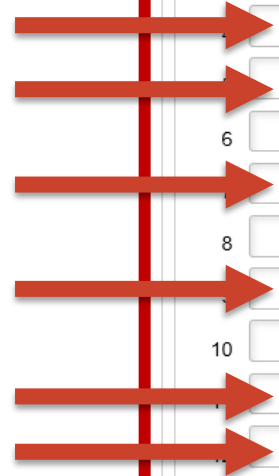
Claim Type

Standard
 Apportioned
 Combined

Supp Days in WC Tran Data: 100.00
Supp Days Adjustments: 29.00
Total Supplement Days: 129.00

Supplemental Days Adjustments 1-12 of 12 View 3

Seq#	Days Adj	Adj Reason	Comments	Last Updated By
1		Worked	02/20/15 - 04/20/15	PR 332 06/17/2015 10:42:36AM
2	5.00	Accrl Chgd	04/21/15 - 04/27/15	PR 332 06/17/2015 10:42:36AM
3		Worked	080415-030221	PR 140 06/21/2021 9:34:02AM
	1.00	No Med	030321	PR 297 07/30/2021 10:36:21AM
	8.00	<51% Dis	3/8/21-3/17/21	PR 297 07/30/2021 10:36:21AM
6		Worked	3/18/21 - 4/28/21	PR 297 07/30/2021 10:36:21AM
	2.00	No Med	4/29/21 -5/2/21	PR 297 07/30/2021 10:42:12AM
8		Worked	5/3/21 - 5/3/23	PR 297 07/30/2021 10:42:12AM
	2.00	No Med	5/4/21 -5/5/21	PR 297 07/30/2021 10:42:12AM
10		Worked	5/6/21- 6/1/21	PR 297 07/30/2021 10:42:12AM
	5.00	Accrl Chgd	6/2/21 - 6/8/21	PR 297 07/30/2021 10:42:12AM
	6.00	<51% Dis	6/9/21 - 6/16/21	PR 297 07/30/2021 10:42:12AM



Retirement Reporting

- Employees on LOA/WPS must be reported to ERS via **Form RS 2050** for:
 - Period between expiration of 195 days of supplemental eligibility and end of 1 year WC benefit
 - Any adjusted days during the supplement eligibility period
 - <51%
 - Abeyant
 - No Med
- All other periods will automatically report to ERS biweekly



Did You Know?

Employees should be left on the following Additional Pay codes while on Workers' Compensation leave

- IPF/IPP
- LOC/LMH
- GEO
- SDF



Your Questions



More Questions?

workerscomp@osc.ny.gov

