

PAYROLL USERS GROUP NEWS

Issue No. 28

Issue Date: 7/16/2024

WELCOME

From Wil Tomlin
Director of State Payroll Services

Welcome to the latest issue of the Payroll Users newsletter. Summer is marching on, and State Payroll continues to process payments for newly settled contract agreements. As always, we'll share information and details about these payments via the PayServ bulletin board and/or OSC Payroll Bulletins as it becomes available.

Hopefully everyone is benefiting from the NY HELPS program in their recruitment efforts. I am happy to welcome all the new staff here at OSC and at our partner agencies and look forward to working with you! Please ensure that your contact information is up to date so that all lines of communication are working. As many of you know, the jurisdictional class has changed for these impacted positions. State Payroll has received a large number of POS/CJC transactions from the Department of Civil Service to enact these changes and we are in the process of implementing a program to roll them directly into PayServ. Agencies do not have to submit a Job or Position Data request to make these updates.

Also in our news is the change to the Salary Withholding Program in accordance with the approved NYS budget (Chapter law 55 of the laws of 2024), which modified State Finance law. The program has been discontinued for certain newly hired employees as of 7/1/2024. Details regarding agency

IN THIS ISSUE:

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



actions and affected employees were released in Payroll Bulletin 2245. That legislation also introduces language to modify the “alternative method” of how certain employees are currently paid, with the changes targeted for 7/1/2025. Discussions with DOB regarding the requirements and an implementation plan are ongoing. As more details become available information will be shared with the agencies.

Finally, we hope to see everyone at the Payroll Users Group live meeting on September 11th, 2024! Until then enjoy your summer!

Thank you for all your efforts

Wil

WHAT'S NEW

****PAYROLL USERS GROUP IN PERSON MEETING**:**

We are excited to announce that we will be having an in-person PUG meeting on September 11th, 2024! Watch your email for more information and an invitation later this summer.

DIRECT DEPOSIT GUIDANCE, DIRECT DEPOSIT FORM AC 2772, AND AGENCY ACTIONS

New Direct Deposit form, AC 2772, can be found online. Please refer to Payroll Bulletin 2086.1 for specific details and instructions.

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.

Please note: OSC has made the conversion to Teams calling. As a result, individual staff phone numbers have changed. Please refer to the Agency Auditor Listing for your auditor's new number. Updates will be made to the Payroll Services Directory. The prior VOIP phones are no longer in use.

UPCOMING DEADLINES

[2024-2025 Agency Submission Schedule](#)

Note: OSC State Payroll Services Confirm the Payroll Wednesdays each week. This means Certification issues that warrant direct deposit disables need to be fixed no later than 10:00 am on Wednesdays. If you are having an issue, please contact a Payroll Earnings supervisor.

Payroll Calendars

The [April 2024 – April 2025 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

PayServ Hours - PayServ is available:

Monday - Friday from 7:00am until 6:00pm

Saturday from 7:00am until 4:00pm

07/12/2024 - Jurisdictional Class Changes due to HELPS Program - Due to the HELPS program OSC has received a large number of Position Data POS CSC transactions from Civil Service changing the Jurisdictional Class. OSC is in the process of implementing a program to have these changes entered into Pay Serv. Agencies do not have to submit a

Job or Position Data Request to have these updated. Please contact PositionManagement@osc.ny.gov with any questions.

Removal Date: 08/31/2024

07/09/2024 - NYSCOPBA, PBANYS, C82 - The following increases that are included in the 2023-2026 Agreement between the State of New York and the applicable union will be processed in Administration checks dated 08/14/2024 and Institution checks dated 08/22/2024:

- New York State Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA) - Security Services Unit (BU01 & BU21): Salary increases, Location Pay increases, Facility Security Pay increases (BU21 Only), Expanded Duty Pay increases (BU01 Only), Hazardous Duty Pay increases
- Police Benevolent Association of New York State, Inc. (PBANYS) - Agency Police Services Unit (BU31): Salary increases, Location Pay increases, Supplemental Location Pay increases, Inconvenience Pay increases, Expanded Duty Pay increases, Administrative Maintenance Pay increases, Premium Overtime increases, Command Pay increases
- Council 82 (C82) - Security Supervisors Unit (BU61 & BU91): Salary increases, Location Pay increases, Command Pay increases, Hazardous Duty Pay increases

Removal Date: 08/31/2024

07/03/2024 - Corrected W-2s - OSC has issued Workers' Compensation Corrected W-2s (Batches 2321-2324) - For Batches 2322 and 2324, agencies must immediately begin to review Control-D report NTAX722 (Agency W2C 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 **8/15/2024**. *Do not submit Form AC3206 to OSC.*

Batches 2321 and 2323 are **deficiency batches, therefore, no AC3206 is required.** 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.

Removal Date: 8/30/2024

07/01/2024 - SS/MED REFUNDS - OSC is processing SS/Med refunds related to batches 2274, 2276, 2279, 2292, 2293, 2295, 2303, 2305, 2309, 2311 and 2312. Refunds will be issued in the 7/11/2024 (Institution) check and 7/17/2024 (Administration) checks. These are separate checks with a TFW (Prior Yr Soc Sec/Med Refund WC) or TF7 (Prior Yr Soc Sec/Med Refund).

Removal Date: 8/5/2024

07/01/2024 - Corrected W-2s - OSC has issued Corrected W-2s (batches 2325-2328). These W-2cs are for 2021 and 2022 and relate to Credit Letters. 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 Form AC3206 in PayServ no later than August 15, 2024. Please use the most recent version of the Form AC3206 form found on the OSC website. ***Please do not submit Form AC3206 to OSC.***

Removal Date: 8/23/2024

06/26/2024 - Discontinuation of the Salary Withholding Program - OSC has issued Payroll Bulletin No. 2245 regarding the Discontinuation of the Salary Withholding Program. Employees whose hire date, rehire date, concurrent hire date or transfer date is on or after 07/01/2024 may not be subject to the Salary Withholding Program. Additional information regarding affected employees and agency actions can be found in the bulletin.

Removal Date: 07/31/2024

06/10/2024 - June UCS Blazer Allowance - The June Blazer Allowance payment for eligible employees of the Unified Court System will be processed as non-pensionable in the 06/18/2024 check date and will be displayed as UCS Blazer Non Pen on the employee's paycheck stub. If legislation becomes chapter law to change the payment from non-pensionable to pensionable, OSC will reverse the original non-pensionable payment and process the pensionable payment as UCS Uniform Blazer Allowance in the earliest subsequent check date possible. Affected employees who are contributing members of a retirement system will see an increase in their retirement contributions in the check

date the update is processed.

Removal Date: 07/31/2024

06/07/2024 - Corrected W-2s - OSC has issued Workers' Compensation Corrected W-2s (Batches **2316** & **2317**) - For Batch **2317**, agencies must immediately begin to review Control-D report NTAX722 (Agency W2C 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 **07/18/2024**. *Do not submit Form AC3206 to OSC.*

Batch **2316** is a **deficiency batch, therefore, no AC3206 is required.** Please refer to Payroll Bulletin 1493- New Repayment Rate for Deduction Code 502 NYS (SS/Medicare Deficiency) for Employees with a FICA Tax Deficiency, for further information.

Removal Date: 07/26/2024

05/22/2024 - Social Work Title Changes, Reallocations and New Geographic and Shift Pay Differentials - The Division of the Budget has approved title changes, reallocations, new Geographic Pay Differentials (Civil Service Law 130.7), and new Shift Pay Differentials (Civil Service Law 130.6) effective 05/23/2024 (Administration) and 05/30/2024 (Institution) for employees in certain Social Work titles at certain agencies.

Agencies should refer to the Department of Civil Service Salary Differentials Search Engine for additional information including titles, agencies, and payment amounts. Agencies must submit transactions in PayServ to effectuate payment for eligible employees **beginning in Administration and Institution Pay Period 6L** (checks dated 07/03/2024 Administration and 07/11/2024 Institution).

- Reallocations – agencies must submit a Pay Change on the Job Action Requests page using the appropriate effective date, Reason Code RAL (Reallocation), the appropriate salary and updated increment code. Agencies must submit Pay Change transactions for all eligible subsequent rows using the Reason Code CSL (Cor Sal).

- Geographic Pay and Shift Pay Differentials – agencies must submit transactions on the Additional Pay page using Earnings Code GEO and/or Earnings Code SDF, the appropriate effective date, and amount and must submit any necessary adjustments.

Removal Date: 07/31/2024

01/02/2024 - Increased Hiring Rates - When submitting job requests that include an increased hiring rate, agencies must use the appropriate Reason Code to indicate if the salary is derived from an Impracticable to Recruit (Reason Code 130), Advanced Qualifications above the Minimum (Reason Code 131) or both (Reason Code IHR). Please refer to [Payroll Bulletin No. 880 New Increased Hiring Rates](#) and [Fall Conference 2023 Presentation \(PDF\) Increased Hiring Rates - Basic Procedures](#) for more information. In addition, recent enhancements made to system validations used to process Job Action Requests will facilitate transaction processing when the appropriate Reason Code is entered.

Removal Date: TBD

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.

Removal Date: None

10/11/2019 - Update Regarding SSN/TIN Entry in PayServ - When hiring employees in PayServ, it is imperative that Agencies only enter the employee's government issued Social Security Number (SSN) or Tax Identification Number (TIN) in the National ID field. To minimize timing issues, this information should be entered at the time of hire. If the employee is unable to supply this information at the time of hire, agencies are to leave the SSN field in PayServ blank until they have the ability to populate the correct SSN/TIN. **Do NOT enter a placeholder or fake SSN/TIN.** Agencies

may incur IRS penalties for failure to enter an employee's correct government issued SSN/TIN into the payroll system.

Removal Date: None

EARNINGS

- **Jurisdictional Class Changes due to HELPS Program**
 - Due to the HELPS program OSC has received a large number of POS CSC transactions from Civil Service changing the Jurisdictional Class. OSC is in the process of implementing a program to have these changes entered into Pay Serv. Agencies do not have to submit a Job or Position Data Request to have these updated.
- **Submitting Check Reversals via the AC230 Process to Recover Overpayments:**
 - When processing AC230s to recover overpayments, agencies must submit a detailed General Comment in PayServ, explaining what paycheck date will be reversed, the total gross amount to be reversed and the corresponding overpayment period being satisfied by the reversal.
- **Overpayment Appeals Mailbox:**
 - Correspondence specifically pertaining to overpayment appeals must be sent to OverpaymentAppeals@osc.ny.gov. **This mailbox is for agency use only and should not be given to employees to submit appeals.**
- **CSEA NS to Grade Promotion Methodology:**
 - The 2016-2021 Civil Service Employees Association (CSEA) Agreement provided for a revised method of calculating salaries for employees who were promoted from a CSEA N/S hourly position to a graded position in any bargaining unit effective on or after 10/01/2019. Payroll Bulletin No. 2230.1 provides information regarding eligibility, the salary calculation, OSC actions, and agency actions.
- **Temporary Compensation IHR**
 - Agencies are reminded that Temporary Compensation IHR (Earnings Code IHP) is included in the promotion salary of an employee receiving the payment at the time of promotion. Please refer to the "Calculating the Promotional Salaries of Employees Receiving the Temporary Compensation IHR Payment (IHP Portability)" section of [Payroll Bulletin No. 2125.1](#) and/or [Payroll Bulletin No. 2196.1](#) for additional information.
- **Increased Hiring Rates:**

- When submitting job requests that include an increased hiring rate, agencies must use the appropriate Reason Code to indicate if the salary is derived from an Impracticable to Recruit (Reason Code 130), Advanced Qualifications above the Minimum (Reason Code 131) or both (Reason Code IHR). Please refer to Payroll Bulletin No. [880 New Increased Hiring Rate Reason Codes](#) and [Fall Conference 2023 Presentation \(PDF\) Increased Hiring Rates - Basic Procedures](#) for more information.
- In addition, recent enhancements made to system validations used to process Job Action Requests will facilitate transaction processing (“Auto Approved”) when the appropriate Reason Code is entered.
- **Standby On-call Payments:**
 - In order for employees to receive Standby On-call payments, they must be on a roster approved by the New York State Division of the Budget (DOB). Agencies must not submit payments in PayServ prior to receiving the approved DOB roster.
- **Directing Questions to OSC Teams:**
 - Questions related to annualized Executive agency employees' salaries such as Promotions, Demotions, Budget Director Approvals, Rehires, Pay Changes, Traineeships, Transfers, Longevity Payments, Increment Codes, and Reallocations should be directed to the **Payroll Earnings mailbox**, with *Attention Salary* included in the subject line.
 - Questions related to transactions such as Leave of Absences, Return from Leaves, Time Entry Payments (Overtime, Step 3 Grievances, Extra Service, etc.), Additional Payments (Additional Pay Adjustments, Also Receives, Expanded Duty Pay, Overpayments, Non-Pensionable Lump Sum Payments, etc.) should be directed to your **OSC Payroll Auditor**.
 - The following link provides additional contact information for various other questions/concerns: [PayServ W1 \(state.ny.us\)](#)
 - The Auditor Contact list can be found on the PayServ Bulletin Board by clicking on the *Agency Auditor Listing*.
- **Lost Time Recovery: Due Process must be afforded to employees**
 - 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 Control-D Report (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 the remaining negative lost time.
- **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.
- **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 2024-2025 Submission Schedule is located in [State Agencies Bulletin No. 2206 | 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.
- **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.
- **Due Process for Overpayments:**
 - Employees must be given a reasonable time to refute an overpayment determination prior to the agency beginning recovery. While due process is being afforded, agencies should refrain from paying any lump sum

payments (i.e., Annual Accrual Payouts, Salary Withholding, Over 40 Comp Time, etc.) in case an offset using these funds is necessary. This delay should also be communicated to the employee.

○ **Direct Deposit / AC230 Team / General Deductions:**

- Direct Deposit Audit Access Roles- OSC has identified multiple agencies who have no agency user(s) with the Direct Deposit Audit Role. Please refer to [Payroll Bulletin 2094](#) and ensure your agency has the required ability to audit all direct deposit entries.
- [Payroll Bulletin 2243](#) has been posted to notify agencies of the new Payroll Check Notification Report, which shows the status of payroll check issues out of the Statewide Financial System (SFS). The new report includes all stopped/reissued checks, salary exchange checks, direct deposit returns and retirement refunds, in addition to the status of the direct deposit returns and direct deposit reversals.

○ **Retirement and Savings Plans:**

- The Retirement and Savings Plans team has prepared a new, comprehensive job aid to assist agencies with their ORP Breaks in Service calculations. Links to the job aid and calculator files can be found in [Payroll Bulletin 2239](#).
- OSC has begun systematically terminating Deferred Compensation and 403(b) deductions for employees on Workers' Compensation Leave. Details regarding changes in required agency actions can be found in [Payroll Bulletin 2240](#).
- OSC continues to plan system updates in anticipation of the Secure 2.0 Act to ensure compliance with changes going into effect in 2025.

○ **Customer Service & Garnishments:**

- As a reminder and follow up from this year's Fall Conference presentation, the Garnishment Customer Service phone number should not be given to employees. This phone number, (518) 474-4042, is intended for agency payroll officer use only. Employees calling this line will be redirected to their agency payroll office for guidance. **Please refer to Payroll Bulletin 2194 Payroll Deductions Customer Service Helpline and ensure that your agency has view access of the garnishment panels in PayServ.**
- Per the U.S. Department of Education, as part of the Fresh Start Program, borrowers with eligible defaulted loans are receiving certain relief measures, including wages not being garnished. This relief will continue through at least September 2024.

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.
- Agencies should use the most current Prior Year Social Security and Medicare Tax Refund Certification form AC3206 found on the OSC website. Please review State Agencies [Bulletin No. 1364](#) for additional information.
- OSC has begun issuing corrected W-2s for the years 2021-2023. As always, all due dates for AC3206 batches are reflected on the PayServ bulletin board.
- SS/Med refunds related to batches 2274, 2276, 2279, 2292, 2293, 2295, 2303, 2305, 2309, 2311 and 2312. Refunds will be issued in the 7/11/2024 (Institution) check and 7/17/2024 (Administration) checks. These are separate checks with a TFW (Prior Yr Soc Sec/Med Refund WC) or TF7 (Prior Yr Soc Sec/Med Refund).

○ Workers' Compensation Team:

- OSC has issued Workers' Compensation Corrected W-2s (Batches 2316 & 2317) - For Batch 2317, agencies must immediately begin to review Control-D report NTAX722 (Agency W2C 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 **07/18/2024**. Do not submit Form AC3206 to OSC. Batch 2316 is a **deficiency batch, therefore, no AC3206 is required**. Please refer to Payroll Bulletin 1493- New Repayment Rate for Deduction Code 502 NYS (SS/Medicare Deficiency) for Employees with a FICA Tax Deficiency, for further information.
- OSC is in the process of completing a Workers' Compensation Clean Up to correct taxes for employees with late changes to their 2023 WC leave. A message will be posted on the PayServ Bulletin Board with further instruction regarding corrected W-2s FICA deficiencies/refunds once the Clean Up has completed.

- Agencies should be reminded that any Workers' Compensation related Correct History requests should be submitted using Job Action Request > Data Change with reason code WCR. Please refer to [Payroll Bulletin 1945.1](#) for further information.

SYSTEMS SUPPORT GROUP

- **New York State Payroll Online (NYSPO)**
 - The SSG Deduction and NYSPO teams are working together on requirements gathering for the implementation of Direct Deposit updates within NYSPO. With a tentative roll-out at the end of this calendar year, employees will soon be able to update their own distributions.
- **Query Help**
 - An updated PeopleSoft (PS) Query training guide has been released in the PS Query Bulletin Board. Please continue to send questions to the QueryHelp@osc.ny.gov mailbox for any query questions or assistance with creating or running queries.

RECENTLY ISSUED PAYROLL BULLETINS

State Agencies

| | |
|----------------------|--|
| 2228 | Fiscal Year 2023-2024 Increase to Seasonal Location Pay and Seasonal Location Pay Mid-Hudson for Employees Represented by CSEA, PEF and M/C Seasonal Positions |
| 2229 | Fiscal Year 2024-2025 Increase to Seasonal Location Pay and Seasonal Location Pay Mid-Hudson for Employees Represented by CSEA, PEF and M/C Seasonal Positions |
| 2230 | New Promotion Method of Calculating Salaries for Employees Upon Movement from a Civil Service Employees Association (CSEA) Non-Statutory (N/S) Hourly Position to a Graded Position in Any Bargaining Unit |
| 2231 | Exadata Release and PS Query Update |
| 2232 | Public Employees Federation (PEF) 2024 Dental Stipend |
| 2233 | April 2024 Management/Confidential (M/C) Longevity Lump Sum (LLS) Payment |

| | |
|----------------------|--|
| 2234 | April 2024 Management/Confidential (M/C) Performance Advances |
| 2235 | April 2024 Management/Confidential (M/C) Retroactive Salary Increase |
| 2236 | Change in Maintenance Rates for Employee Housing and Meals |
| 2237 | Changes to the NHRP501 Agency Master File to Include Additional Fields |
| 2238 | Updating PayServ Chartfield Strings for June Lapsing Events |
| 2239 | Calculating Projected 366 Day Completion Date and/or Projected 7 Year Completion Date for Optional Retirement Program (ORP) and Voluntary Defined Contribution (VDC) Members |
| 2240 | Suspension of 403(b) Tax-Sheltered Annuity Plans for Employees on Workers' Compensation Leave |
| 2241 | Organization of New Your State Management Confidential Employees Incorporated (OMCE) Dues Increase |
| 2242 | Procedures for Processing 2024 Summer Session Payments for Institution Teachers |
| 2243 | New Payroll Check Notification Report |
| 2244 | 2024 CSEA Tool Allowance Payment |
| 2245 | Discontinuation of the Salary Withholding Program for Certain Employees |
| 2247 | Tier 6 Pensionable Overtime (OT) Earnings Limit for Plan Year 2024 for Employees Enrolled in the New York State Teachers' Retirement System (TRS) |

State Agencies (Reissued/Updated)

[2230.1](#) New Promotion Method of Calculating Salaries for Employees Upon Movement from a Civil Service Employees Association (CSEA) Non-Statutory (N/S) Hourly Position to a Graded Position in Any Bargaining Unit

[2235.2](#) April 2024 Management/Confidential (M/C) Retroactive Salary Increase

[2246.1](#) New York State Correctional Officers and Police Benevolent Association (NYSCOPBA) 2024 Non-Pensionable Lump Sum Payment

CUNY

[CU-784](#) Service Employees International Union (SEIU), Local 246 Dues Increase

[CU-785](#) District Council 37 (DC37), Local 2627 Dues Increase

[CU-786](#) District Council 37 (DC37), Local 1087 Dues Increase

[CU-787](#) New York State Payroll System (PayServ) – CUNY Fiscal Year End (FYE) Rollover of Position Pool Chart of Accounts

[CU-788](#) July 2024 City University of New York (CUNY) Increments

[CU-789](#) New York State Nurses Association (NYSNA) Dues Increase

Other

[Other-76](#) April 2024 State University Construction Fund (SCF) Management/Confidential (M/C) Longevity Lump Sum (LLS) Payment

[Other-77](#) April 2024 State University Construction Fund (SCF) Management/Confidential (M/C) Performance Advances

[Other-78](#) April 2024 State University Construction Fund (SCF) Management/Confidential (M/C) Retroactive Salary Increase

State Police

[SP-242](#) 2024 State Police Education Payment

SUNY

| | |
|-------------------------------|--|
| <u>SU-358</u> | New York State Payroll System (PayServ) – SUNY Fiscal Year End (FYE) Rollover of Position Pool Chart of Accounts |
| <u>SU-359</u> | 2024 SUNY Summer Sessions Payments |
| <u>SU-360</u> | Professional Services Negotiating Unit (PSNU) Employees Represented by the United University Professions (UUP) 2024 Non-Pensionable Lump Sum Payment |
| <u>SU-361</u> | 2024 Salary Increases for Professional Services Negotiating Unit (PSNU) Employees Represented by the United University Professions (UUP) |
| <u>SU-362</u> | July 2024 Increase to Location Pay and Location Mid-Hudson Pay for Eligible Professional Services Negotiating Unit (PSNU) Employees Represented by the United University Professions (UUP) |

SUNY

(Reissued/Updated)

| | |
|---------------------------------|---|
| <u>SU-269.1</u> | New York State Paid Family Leave Program for United University Professions (UUP) and Management/Confidential (SUNY M/C) |
|---------------------------------|---|

Transportation

| | |
|-------------------------------|--|
| <u>DOT-44</u> | 2024 Call-Out Response Payment for Fiscal Year 2023-2024 |
|-------------------------------|--|

Courts

| | |
|--------------------------------|---|
| <u>UCS-342</u> | District Council 37 (DC37), Local 1070, Dues Increase |
| <u>UCS-343</u> | Court Officers Benevolent Association of Nassau County (COBANC) Dues Increase |

Courts

(Reissued/Updated)

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

CONTACT US

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

Query Help:

queryhelp@osc.ny.gov

MAINTAIN CONTACT INFORMATION

Accurate contact information is essential. To ensure you receive up to date information, please review and update your agency's contact information in InterTrac/MACROS.

[Modify InterTrac/MACROS](#)

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.

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