

PAYROLL USERS GROUP NEWS

Issue No. 29

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WELCOME

From Wil Tomlin
Director of State Payroll Services

Welcome to the Payroll User's Group Newsletter.

Wow, here we are approaching the end of another year! First, I'd like to thank those of you who were able to attend the Payroll Users Group live event in October; it was great to see so many colleagues in person. We hope the content was worth the trip and look forward to hosting more in-person meetings in the new year. Second, another big thank you to everyone for your continued partnership in serving our NYS employees and ensuring that we continue to pay them on time and accurately.

We are well into our year-end processing work, so please pay close attention to our Payroll Bulletins and PayServ bulletin board messages for detailed information about deadlines, year-end processing, and submission schedule changes due to the holidays.

This issue of the newsletter contains a lot of useful information, so be sure to read the section updates below announcing new items, changes, and reminders, including: there still being time for employees with access to NYSPO to opt out of receiving paper W2's (deadline 1/08/2024), new NYSPO functionality to update Direct Deposit, information on OSC's new Contact

IN THIS ISSUE:

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



Management System (replacing InterTrac), updates on new and increased salary differentials, Workers' Comp tax refunds, AC230 deadlines, updating Tax Treaty information and more.

Wishing you a very happy holiday season.

Merry Everything and Happy Always!

Wil

WHAT'S NEW

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

CONTACT MANAGEMENT SYSTEM

The Office of the New York State Comptroller's, State Payroll Services and CIO have worked to create a new Contact Management System to replace InterTrac. This new system will better able OSC to communicate with State agency staff regarding training opportunities, filing deadlines, payroll processing updates, law changes and more.

To help us reach the right individuals in a timely manner, we require designated staff in State agencies to use our Contact Update online service. The new system allows agencies to provide and maintain up-to-date contact information for their agency officials and employees responsible for State agency payroll. The new system is live, and your agency personnel that have been designated as administrators should have already received access to this via email from CIO requesting that they log into the new application and make sure that the agency contacts/information is correct. Completing this task is vital to the daily business functions of both the agencies and OSC. If you have not received this email, or the password that you were provided no longer works please reach out to OOOContactManagement@osc.ny.gov for assistance.

Below is the link for an overview, policies and the contacts that are necessary to access and use the new Contact Management system.

<https://www.osc.ny.gov/state-agencies/chapter-xiv15/xiv15-updating-agency-contacts>

UPCOMING DEADLINES

[2024-2025 Agency Submission Schedule](#)

Note: OSC State Payroll Services Confirm the Payroll on 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

12/23/2024 - Updating form 8233 Tax Treaty Information: REMINDER - Control-D Report NTAX556 (Expiring Form 8233) - The NTAX556 report is available in Control-D. Agencies must review the Control-D report and obtain a new Form 8233 for all nonresident alien employees who wish to continue taking advantage of an available tax treaty reducing their withholding tax in the upcoming year. Please refer to Payroll Bulletin 2286 for specific processing instructions. Questions should be directed to the tax and compliance mailbox.

Removal Date: 12/31/2024

12/19/2024 - EMPLID COMBINES - EmplID Combines will not be processed after Monday, December 23, 2024. Agencies may continue to request EmplID Combines. However, the requests will not be processed until after the 2024 Forms W-2 and 1099-MISC processing is completed. Questions may be directed to the [Payroll Earnings](#) mailbox.

Removal Date: 02/02/2025

12/13/2024 - Early Cutoffs/Changes - The following pay periods will be processed on an accelerated schedule due to Christmas, New Years, W-2 Printing and MLK Jr Day:

Administration Pay Period 19 Lag/20 Current:

The **Automated Interface** cutoff is scheduled for **Monday, December 16, 2024.**

The **On-Line Transactions** cutoff is scheduled for **Tuesday, December 17, 2024.**

The **Time Entry** cutoff is scheduled for **Tuesday, December 17, 2024.**

The **PAYCHECK DATE** is scheduled for **Tuesday, December 31, 2024.** (Earnings for this check will be included in the employee's 2024 W-2)

Institution Pay Period 19 Lag/20 Current:

The **Automated Interface** cutoff is scheduled for **Monday, December 23, 2024.**

The **On-Line Transactions** cutoff is scheduled for **Tuesday, December 24, 2024.**

The **Time Entry** cutoff is scheduled for **Tuesday, December 24, 2024.**

Administration Pay Period 20 Lag/21 Current:

The **Automated Interface** cutoff is scheduled for **Monday, December 30, 2024.**

The **On-Line Transactions** cutoff is scheduled for **Tuesday, December 31, 2024.**

The **Time Entry** cutoff is scheduled for **Tuesday, December 31, 2024.**

Administration Pay Period 21 Lag/22 Current

The **Automated Interface** cutoff is scheduled for **Monday, January 13, 2025.**

The **On-Line Transactions** cutoff is scheduled for **Tuesday, January 14, 2025.**

The **Time Entry** cutoff is scheduled for **Tuesday, January 14, 2025.**

Removal Date: 01/21/2025

12/13/2024 - Additional Non-Pensionable Lump Sum Payments - The Office of Employee Relations (OER) has approved Non-Pensionable Lump Sum Payments (Earnings Code BNP) for employees who are in the following situations:

- Employees who remained in a bargaining unit eligible to receive a Non-Pensionable Lump Sum Payment between the earliest possible evaluation begin date (08/02/2022, CSEA Evaluation Begin Date) and the latest possible evaluation end date (09/11/2024, PBANYS Evaluation End Date), never had a break in service during any evaluation period, never left an eligible bargaining unit during any evaluation period and never ended any evaluation period in its respective bargaining unit (see Payroll Bulletins regarding Earnings Code BNP for appropriate bargaining units and evaluation periods).
- Employees who cleanly qualified for and received a Non-Pensionable Lump Sum Payment in a CSEA, M/C, PEF, UUP, SUNY M/C, or RRSU bargaining unit and who also cleanly qualified to receive a Non-Pensionable Lump Sum Payment in a NYSCOPBA, Council 82 or PBANYS bargaining unit (see Payroll Bulletins regarding Earnings Code BNP for appropriate bargaining units and evaluation periods).

OSC will process these payments by entering Earnings Code BNP in Additional Pay using the following effective dates and end dates:

- Employees in the first situation above will be paid using the applicable Effective Date and End Date corresponding to the bargaining unit of their position on 09/11/2024, as outlined in the respective Payroll Bulletins.

- Employees in the second situation above will be paid using the applicable Effective Date and End Date of the bargaining unit in which they cleanly qualified for a second Non-Pensionable Lump Sum Payment, as outlined in the respective Payroll Bulletins.

If the Earnings End Date on the submitted BNP transaction is prior to 01/09/2025 (Institution) or 01/16/2025 (Administration), it will not automatically load to the employee's paycheck. Therefore, Earnings Code ABN will also be entered in Additional Pay with an effective date of 01/09/2025 (Institution) or 01/16/2025 (Administration). These will be processed in the paychecks dated 02/06/2025 (Institution 21L) and 02/12/2025 (Administration 22L).

Removal Date: 03/12/2025

12/13/2024 - CLOSE OF 2024 PAPER W-2 OPT-OUT PERIOD FOR NYSPO ENROLLEES - At the close of business on January 8, 2025, OSC will lock all employees out of NYS Payroll Online in order to identify a final count of employees who have elected to receive their 2024 W-2 electronically. This lockout will continue through the day on Thursday, January 9 until our office has issued approval for the final print of the paper 2024 W-2s. Agencies can run locked query LQ_TAX_NYSPO_W_2_Consent to identify their employees who have made this election. Changes made after January 9, 2025 will affect 2025 W-2s.

Removal Date: 01/20/2025

Form W-2c Printing

12/13/2024 - Corrected Form W-2s: Due to 2024 year end processing, the routine issuance of corrected W-2s will be temporarily discontinued until March 2025.

Removal Date: 01/27/2025

12/06/2024 - ADDRESS VERIFICATION FOR DECEASED EMPLOYEES AND THEIR NEXT OF KIN/BENEFICIARIES FOR YEAR END TAX REPORTING - Agencies should review addresses in PayServ for deceased employees who received payments in 2024 after their date of death. The address should be the employee's last known address. Addresses for deceased employees **must not be** the agency's address. If an agency is notified of a change of address for the next of kin/beneficiary, please notify the Tax and Compliance mailbox to ensure the 1099-Misc is sent to the correct address. Agencies must submit their corrections by close of business on Friday, December 27, 2024.

Removal Date: 12/31/2024

12/05/2024 - Letters from New York State Department of Labor (DOL) - Payroll has become aware that DOL recently reestablished the State Employee Offset Program (SEOP) to collect overpaid unemployment insurance benefits from NYS employees. This resulted in a large volume of letters being mailed to agency payroll offices requesting the entry of Deduction Code 433, Total Unemployment Ins Owed. Payroll is working with DOL to review this process. At this time, agency update access will be removed for Deduction Code 433, to prevent additional entries. Please retain these letters and await further instruction on how to proceed. A follow-up bulletin board message will be issued soon with more information.

Removal Date: TBD

12/04/2024 - Increased Hiring Rates and New Geographic Pay Differentials - The Division of the Budget has approved Increased Hiring Rates (Civil Service Law 130.4) and new Geographic Pay Differentials (Civil Service Law 130.7) effective 12/05/2024 (Administration) and 12/12/2024 (Institution) for employees in specific titles at certain locations. The following titles/title groups are impacted by one or more of these changes: Assnt Engineer, Professional Engineer, Transportation Maintenance Engineer, Capital Facilities Regional Manager, Architect, Geologist, Surveyor, and Coord School Facilities Services. Agencies may refer to the Department of Civil Service Salary Differentials Search Engine for additional information including titles and payment amounts. These changes will be implemented as follows:

- Increased Hiring Rates - Agencies must submit transactions in PayServ to effectuate payment for eligible employees **beginning in Institution Pay Period 20L and Administration Pay Period 21L** (checks dated 01/23/2025 Institution and 01/29/2025 Administration). If the salary is based on the approved 130.4 for the title and grade, agencies must submit a Pay Change on the Job Action Requests page using the appropriate effective date, Reason Code 130 (Incr HR 130.4), 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 Differentials - OSC will automatically process the initial payments to eligible employees in **Institution Pay Period 20L and Administration Pay Period 21L** (checks dated 01/23/2025 Institution and 01/29/2025 Administration). Agencies are responsible for submitting subsequent entries and necessary adjustments to the payments.

Removal Date: 02/03/2025

11/26/2024 - Tax Refund Pause for Employees on Workers Compensation (WC) Leave - The WC tax exclusion program shuts down during the final three pay periods of each calendar year. The refund program operates on a three

paycheck lag, which means that no refunds will be issued with the first three paychecks of 2025. Employees on WC leave during this time will be included in the first prior year WC Clean Up in early 2025 which will adjust their taxes accordingly.

Tax refunds will resume as usual beginning with the 02/12/2025 paycheck for Administration employees and the 02/20/2025 paycheck for Institution employees.

[Tax Refund Calendars for Workers Compensation](#) can be found on the OSC Payroll webpage.

Removal Date: 02/21/2025

09/20/2024 - Outreach and Escheatment of 2023 Uncashed NYS Payroll Checks - [Payroll Bulletin 2259](#), Outreach and Escheatment of 2023 Uncashed NYS Payroll Checks was posted on August 21, 2024. The purpose of this bulletin is to provide agencies with information and new instructions for processing letters received for the outreach and escheatment of uncashed payroll checks for calendar year 2023. Initial Outreach letters for the 2023 payroll checks have been mailed to employees with a return date of October 20, 2024. Agency Payroll Officers with questions regarding this bulletin should contact UncashedNYSPayrollchecks@osc.ny.gov.

Removal Date: 05/01/2025

09/06/2024 - Workers' Compensation Tax Refund Calendars - A new link titled "Tax Refund Calendars for Workers' Compensation" has been added to the Job Aids section of the [OSC Payroll webpage](#). This link contains schedules for the Administration and Institution cycles. Updated copies of these schedules will be added to this page at the beginning of each fiscal year.

Questions can be directed to WorkersComp@osc.ny.gov.

Removal Date: TBD

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

- **Restarting Additional Payments When Employees return from Leave of Absences**
 - When an employee is placed on a Leave of Absence, PayServ will systematically end date active Additional payments the employee is receiving. When an employee returns from leave, it is the agency's responsibility to restart any applicable Additional payments upon return. Failure to do so will result in underpayments to the employee.
- **Changes to an Employee's Job Data Record that Requires End Dating Additional Payments:**

- When submitting a Job transaction to an employee's PayServ record which will impact their eligibility for Additional Pay, agencies should end date the Additional Pay prior to the submission of the Job transaction. This ensures the employee's Additional Pay record is not systematically updated incorrectly, resulting in a COR/HIS being required to update the Additional Pay after the fact. For example, if a 100% employee is receiving Location Pay (Earnings Code LOC) and their work percentage is reduced to 50% (excluding PLA/SKL), they are no longer eligible to receive LOC. Agencies should end date the LOC row prior to processing the DTA/CPT in Job Requests.
- **Reallocations:**
 - If an employee's salary is being recalculated due to a reallocation, 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). Please refer to the [Fall Conference 2023 Presentation \(PDF\) Reallocations](#) for additional information.
- **Traineeship Restructure:**
 - Agencies are reminded to review their traineeship population to ensure eligible employees occupying one of the approved titles who were due an increase were processed appropriately. Employees who were due an increase but were not processed should have the necessary transaction(s) submitted following the guidance provided in [Payroll Bulletin 2274](#).
- **Discrepancies between PayServ and NYSTEP Records:**
 - Payroll officers should be working with their Human Resource departments to ensure employee PayServ and NYSTEP histories match, therefore avoiding certification discrepancies which may result in Direct Deposit Disables and/or Check Holds.
- **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.
- **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.
- **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.
- **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.

- **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 according to the PayServ Bulletin Board.
 - It is imperative that any urgent late transactions to be entered after the established deadlines receive an 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.
- **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.
 - Note: All return from suspension transactions should have a General Comment explaining the reason for the return even if the situation is not related to a settlement.
- **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.

Deductions

○ AC230 Team / General Deductions:

- Welcome new Payroll Specialist 1, Julia Roche, who joined the General Deductions Team on December 19th.
- Payroll bulletin 2273, Schedule for Submitting 2024 Year end Returned Checks has been posted. **AC230s and accompanied funds for paychecks issued in 2024 are due immediately.**
- Process changes for AC230 have been implemented that include a new AC230 Worksheet, Job Aid, and additions to the Payroll Check Notification Report. Links to the Job Aid and additional information can be found in Payroll Bulletins 2272 and 2243.2.
- January 2025 dues increase for CSEA, Local 1000 and Council 82 are being processed. Payroll Bulletins for these increases will be posted soon.

○ Retirement and Savings Plans:

- The team is working with NYCTRS to create a new program to automate the addition of over age-50 catch up amounts for the NYCTRS 403b plan. In the future we hope to expand this automation to include starts, stops and contribution changes in 2026.
- In March of this year, the team worked with SUNY and TIAA to automate their 403(b) process for starting, stopping and changing deferrals. A year-end review revealed that this automation resulted in the elimination of over 5,500 manual transactions at the agency level to date. Additionally, the program increases the timeliness and accuracy of the elections being entered.

○ Garnishment and Direct Deposit:

- 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 to the garnishment panels in PayServ. Additionally, per the 10/2/2024 PayServ bulletin board message, agencies should now direct all NYS employee garnishment emails to the payroll garnishment mailbox, Garnishment@osc.ny.gov.

- Payroll bulletin 2259, Outreach and Escheatment of 2023 Uncashed NYS Payroll Checks was posted on August 21, 2024. The bulletin provided agencies with information and new instructions for processing letters received for the outreach and escheatment of uncashed payroll checks for calendar year 2023. To date, OSC has re-issued over 3,000 checks worth more than 1.84 million dollars to NYS employees. A third re-issuance will be completed mid December 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.
- EmplID Combines will not be processed after Monday, December 23, 2024. Agencies may continue to request EmplID Combines. However, the requests will not be processed until after the 2024 Forms W-2 and 1099-MISC processing is completed. Questions may be directed to the Payroll Earnings mailbox.
- At the close of business on January 8, 2025, OSC will lock all employees out of NYS Payroll Online in order to identify a final count of employees who have elected to receive their 2024 W-2 electronically. This lockout will continue through the day on Thursday, January 9 until our office has issued approval for the final print of the paper 2024 W-2s. Agencies can run locked query LQ_TAX_NYSPO_W_2_Consent to identify their employees who have made this election. Changes made after January 9, 2025 will affect 2025 W-2s.
- Due to 2024 year-end processing, the routine issuance of corrected W-2s will be temporarily discontinued until March 2025.
- Agencies should review addresses in PayServ for deceased employees who received payments in 2024 after their date of death. The address should be the employee's last known address. Addresses for deceased employees **must not be** the agency's address. If an agency is notified of a change of address for the next of kin/beneficiary, please notify the Tax and Compliance mailbox to ensure the 1099-Misc is

sent to the correct address. Agencies must submit their corrections by close of business on Friday, December 27, 2024.

○ **Workers' Compensation Team:**

- The WC tax exclusion program shuts down during the final three pay periods of each calendar year. The refund program operates on a three-paycheck lag, which means that no refunds will be issued with the first three paychecks of 2025. Employees on WC leave during this time will be included in the first prior year WC Clean Up in early 2025 which will adjust their taxes accordingly. Tax refunds will resume as usual beginning with the 02/12/2025 paycheck for Administration employees and the 02/20/2025 paycheck for Institution employees.
- A new link titled "Tax Refund Calendars for Workers' Compensation" has been added to the Job Aids section of the [OSC Payroll webpage](#). This link contains schedules for the Administration and Institution cycles. Updated copies of these schedules will be added to this page at the beginning of each fiscal year.
- 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.

○ **W2 REMINDERS:**

- W2s will be mailed out to the employee's Mailing address on file in PayServ (if no Mailing address exists, it will be mailed to the employee's home address in PayServ) by the end of January
 - W2s will be available in NYSPO to current NYS employees in mid January. Staff should be encouraged / reminded to log into NYSPO if possible.
- Employees that have left state service and/or have questions about W2s should contact their agency's payroll office.

SYSTEMS SUPPORT GROUP

○ **New York State Payroll Online (NYSPO) Direct Deposit**

- We are happy to announce that New York State Payroll Online (NYSPO) Direct Deposit Functionality was successfully implemented on 12/20/24! Employees are now able to enroll in direct deposit and update their existing direct deposit account information.
- OSC has developed job aids for employee use, which can be found in the Get Help section of the [NYSPO webpage](#).

- Related Bulletins are: [No. 2287](#) and [No.1971.3](#)
 - Employees that have issues logging into NYSPO should contact their [Agency NYSPO Coordinator](#)..
- **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

2289	2024 CSEA Work Related Clothing Allowance for ASU Employees Represented by the Civil Service Employee Association, Inc., Local 1000, AFSCME, AFL-CIO (CSEA)
2290	2024 CSEA Work Related Clothing Allowance and 2024 Uniform Maintenance Allowance for ISU Employees Represented by the Civil Service Employee Association, Inc., Local 1000, AFSCME, AFL-CIO (CSEA)
2291	2024 Work-Related Clothing Allowance for OSU Employees Represented by the Civil Service Employee Association, Inc., Local 1000, AFSCME, AFL-CIO (CSEA)
2292	2024 Uniform Maintenance Allowance for Employees in the Division of Military and Naval Affairs (DMNA) Represented by the Civil Service Employee Association, Inc., Local 1000, AFSCME, AFL-CIO (CSEA)
2293	2025 New York State Paid Family Leave Rate Increase.
2294	Tier 5 Pensionable Overtime (OT) Earnings Limit for Calendar Year 2025 for Employees Enrolled in the New York State Employees' Retirement System Plan (ERS)
2295	Supplemental Retirement Annuity (SRA) and Tax Deferred Annuity (TDA) Maximum Contribution Limits for Calendar Year 2025
2296	Deferred Compensation Maximum Contributions Limits for Calendar Year 2025
2297	January 1, 2025, Salary Increases for Executive Law Section 169 Commissioners and Other Positions Specified in Executive Law Section 169
2298	Council 82 Dues Increase

2299	Civil Service Employees Association (CSEA) Local 1000 Dues Increase
2300	Maximum Salary Limit for Members of the Optional Retirement Plan (ORP) and Voluntary Defined Contribution (VDC) Retirement for Calendar Year 2025
2301	2025 Tier 6 Overtime Limit for New York City Retirement Systems
2302	Tier 6 Pensionable Overtime (OT) Earnings Limit for Calendar Year 2025 for Employees Enrolled in the New York State Employees' Retirement System Plan (ERS)
2303	2025 Two-Year Look Back for Tier 6 SUNY Optional Retirement Plan (ORP) and Tier 6 Voluntary Defined Contribution Plan (VDC)

CUNY

CU-804	January 2025 City University of New York (CUNY) Increments
CU-805	City University of New York (CUNY) Health Benefits Buy-Out Waiver Program for Payment Cycle of 07/01/2024 – 12/31/2024
CU-806	2024 City University of New York (CUNY) Nurses Health Specialty Differential
CU-807	District Council 37 (DC37), Local 2054 Dues Increase

Courts

UCS-347	December 2024 Uniform and Equipment (Uniform) Allowance and Maintenance (Uniform Blazer) Allowance Payments
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