



# Payroll Bulletin

## Office of the State Comptroller

### Bureau of State Payroll Services

**Date:** May 2, 2019

**Bulletin Number:** 1741

**Subject** New Overtime Earnings Code for Arbitration Eligible (BU01) and Non-Arbitration Eligible (BU21) Overtime Eligible Employees in the Security Services Unit (SSU) Represented by the NYS Correctional Officers and Police Benevolent Association Inc. (NYSCOPBA)

**Purpose** To provide agency instructions for new overtime earning code to be used for Time Entry overtime payments.

**Affected Employees** Arbitration eligible employees in Bargaining Unit 01 and Non-Arbitration eligible employees in Bargaining Unit 21 represented by NYSCOPBA.

**Background** Pursuant to Chapter 24 of the Laws of 2019 which implements the negotiated 2016–2023 agreement between New York State and NYSCOPBA Security Services Units (Bargaining Units 01 and 21) provides for the change in the calculation of overtime for all eligible members.

Prior to the 2016-2023 agreement, overtime was calculated using the factor of .00075 based on a denominator of 2,000 hours. The new agreement changes the overtime factor.

For overtime earned on or after 3/28/2019 (Institution) or 4/04/2019 (Administration) overtime will be paid using the overtime factor of .00072, based on a denominator of 2,080 hours.

**Effective Date(s)** The new overtime earnings codes for Arbitration Eligible (BU01) and Non-Arbitration Eligible (BU21) that are overtime eligible will be paid using the following effective dates and check dates:

Pay Cycle/Pay Period Type	Effective Date	Payment Effective Date	Check Date
Institution Lag	04/01/2019	03/28/2019	05/23/2019
Administration Lag	04/01/2019	04/04/2019	05/29/2019

**Eligibility Criteria** Employees in Arbitration Eligible (BU01) and Non-Arbitration Eligible (BU21) who have overtime earnings on or after 03/28/2019 (Institution) or 04/04/2019 (Administration) date will be paid at the new overtime rate per the 2016-2023 agreement.

**OSC Actions** OSC has created the new Earns Code to be used to report overtime for Employees in Arbitration Eligible (BU01) and Non-Arbitration Eligible (BU21) employees as indicated below:

The following Earns Code has been created in PayServ:

New Earn Code	Description	Replaces	Associated Retro Code	Replaces
OCS	OT for Annual 2080	OTA – Overtime for Annual	R2C – Retro Overtime 2080	ROA – Retro OT - Annuals

**Agency Actions** To report the new Overtime Earnings Code the agency must submit the Earn Code in the Time Entry page using the following procedures:  
**Beginning in Pay Period 3**

Earnings Begin Date:	Effective date started
Earnings End Date:	Effective date ended
Earn Code:	Enter appropriate code
Hours/Units:	Number of Hours/Units, where practicable
Comments:	Agency must enter a comment identifying eligible purpose for overtime that exceeds the maximum on the Earns Table

Agencies must use the new overtime factor in the calculation when submitting any payments using the override codes such as OTT and OTO.

#### **Retroactive Adjustments:**

Since, overtime earnings paid as OTA, OTT or OTO from 03/28/2019 through 4/24/2019 (Institution) or 04/04/2019 through 05/01/2019 (Administration) were calculated using the factor of .00075. Therefore, these payments must be recalculated based on the new factor of .00072. Agencies must submit the following in the Time Entry page:

For payments originally paid using OTA

- Reverse the payment by submitting a **negative** OTA for each payment made using the original hours and earnings effective dates.
- To pay the overtime using the new factor, submit a **positive** OCS using the hours and effective dates corresponding to the OTA.

For payments originally paid using OTT and/or OTO

- Recalculate the payment using the new factor of .00072 to determine the amount of the adjustment.
- Adjust the payment by submitting a **negative** ADJ.

A General Comment must be entered with a detailed explanation of the overtime earnings (hours and effective dates) being adjusted.

**Tax Information** These monies are taxable income, will be included in the employee's taxable gross and are subject to all employment and income taxes. Income taxes will be calculated using the employee's current Tax Marital Status and Withholding Allowances on the Update Employee Tax Data page in PayServ.

**Payroll Register and Employee Paycheck/Advice** The Earnings Code **OCS** and the amount paid will be displayed on the Payroll Register. The Earnings Description *OT for Annual 2080* and the amount paid will appear on the employee's paycheck stub or direct deposit advice.

**Questions** Questions about this bulletin can be directed to the Payroll Earnings mailbox.