Payroll Bulletin
Office of the State Comptroller
Bureau of State Payroll Services

Date: May 2, 2019　　　　　　　　　　**Bulletin Number: 1742**

Subject	Retroactive Salary Increases for Arbitration Eligible (BU01) and Non-Arbitration Eligible (BU21) Employees in the Security Services Unit (SSU) Represented by the NYS Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)
Purpose	To inform agencies of OSC's automatic processing of the April 2016, April 2017, April 2018 and April 2019 SSU Retroactive Salary Increases and provide instructions for payments not processed automatically.
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 NYSCOPBA Security Services Units (Bargaining Units 01 and 21) provides for retroactive increases of two percent (2.00%) for each of the fiscal years 2016-2017, 2017-2018, 2018-2019 and 2019-2020.

Effective Dates and Payment Dates

Pay Cycle/Pay Period Type	2016 Payment Effective Date	2017 Payment Effective Date	2018 Payment Effective Date	2019 Payment Effective Date	Check Date
Institution Lag	03/31/2016	03/30/2017	03/29/2018	03/28/2019	05/23/2019
Administration Extra Lag	03/31/2016	03/30/2017	03/29/2018	03/28/2019	05/29/2019
Administration Lag	04/07/2016	04/06/2017	04/05/2018	04/04/2019	05/29/2019
Institution Extra Lag	04/07/2016	04/06/2017	04/05/2018	04/04/2019	05/23/2019

Contract Provisions and Eligibility

The following employees are eligible to receive the retroactive salary increases:

NYS Bargaining Unit:	01	21	
Pay Basis Code:	ANN	ANN	HRY
Grade:	101-125, 600, 800 600 Equated to Grade 101-125	101-125, 600, 800 600 Equated to Grade 101-125	600, 800

Employee Status:	**2016, 2017 and 2018 SSU Retroactive Salary Increases** **Active (A)** **Leave with Pay (P)** **Leave of Absence (L)** – Only if the Action/Reason Code is LOA and is due to a Workers' Compensation Leave (Reason Code of WCL, WDL, WPS). **Employees must be in one of the statuses listed above or Retired on the Ratification date of 01/23/2019** **See Security Services Unit (BU 01 and BU21) Eligibility Attachment for additional detailed information.** **2019 SSU Retroactive Salary Increase** **Active (A)** **Leave with Pay (P)** **Leave of Absence (L)** – Only if the Action/Reason Code is LOA and is due to a Workers' Compensation Leave (Reason Code of WCL, WDL, WPS).

Employees with a Pay Basis Code of FEE are not eligible for the salary increase unless the employee is budgeted as per diem but is paid using FEE.

April 1, 2016, April 1 2017 and April 1, 2018 Salary Increases
The legislation provides for a 2.0% Retroactive Salary Increases for employees who:

- On or after effective date of the increase have a status of Active, Leave with Pay or Leave of Absence due to Workers' Compensation or Military Leave and
- On the date of ratification (01/23/2019) have a status of Active, Leave with Pay, Retired, or Leave of Absence due to Workers' Compensation or Military Leave.

Bargaining Unit 01

- April 1, 2016 Salary Schedule is attached

- April 1, 2017 Salary Schedule is attached

- April 1, 2018 Salary Schedule is attached

Bargaining Unit 21

- April 1, 2016 Salary Schedule is attached

- April 1, 2017 Salary Schedule is attached

- April 1, 2018 Salary Schedule is attached

April 1, 2019 Salary Increase
The legislation provides for a 2.0% Retroactive Salary Increase for hourly and annual-salaried employees who, on or after the effective date of the increase, have a status of Active, Leave with Pay, or Leave of Absence due to Workers' Compensation or Military Leave.

Bargaining Unit 01

- [April 1, 2019 Salary Schedule](#) is attached

Bargaining Unit 21

- [April 1, 2019 Salary Schedule](#) is attached

Control-D Report Available Prior to Processing

The following Control-D report will be available for agency use on 04/25/2019 (Institution) and 05/02/2019 (Administration). This will give agencies time to correct employees' records, if necessary, prior to the automatic processing of the April 2016, April 2017, April 2018 and April 2019 SSU Retroactive Salary Increases. The report will be sorted by Department ID, then by employee name in alphabetical order.

NHRP709 – Mass Salary Increase Exception Report

This report is a preliminary listing of employees who appear ineligible to receive the April 2016, April 2017, April 2018 and April 2019 SSU Retroactive Salary Increases based on information available as of the date the report is produced. This report will not include those employees who are excluded for a status reason of Terminated (TRM) or Deceased (DEA) as of the date of ratification (01/23/2019). Included on the report is one or more of the following messages which identifies the reason(s) the employee's record will not be updated.

- NYS Position Has Both Equated Grade and NTE – if the employee's Grade on the Position Data page (based on the NYS Position Number) is equal to 600 and a value exists in both the Equated to Grade field and the Approved Salary Rate field
- Position and Job do not match – if the Position Number equals the NYS Position Number on the employee's Job Data page but the Bargaining Unit, Salary Administration Plan or Grade on the Job Data page and the Position Data page are not equal
- Increment Code Missing – if the Grade on the Position Data page (based on the NYS Position Number) is equal to 101-125 or 600 with a value of 101-125 in the Equated to Grade field, and the Pay Basis Code is ANN and the increment code on the employee's Job Data page is blank or '0000'
- Increment Code Invalid – if the Grade on the Position Data page (based on the NYS Position Number) is equal to 101-125 or 600 with a value of 101-125 in the Equated to Grade field, and the Pay Basis Code is ANN and the increment code on the employee's Job Data page is other than 300X, 001X, 004X, 005X, 007X, 9900, 0008, 006X, 003X, 002X, 008X, 0099, 2222 or 6900
- Increment Code Requires Manual Calculation – if the increment code on the employee's Job Data page is 2222 and 6900
- Sal Below Hiring Rate – if the Grade on the Position Data page (based on the NYS Position Number) is equal to 101-125 or 600 with a value of 101-125 in the Equated to Grade field, and the Pay Basis Code is ANN and the employee's salary on any of the Job Data rows being evaluated is less than the Hiring Rate for the employee's grade on the effective date based on the appropriate 04/01/2015 Salary Schedule

If an employee appears on this report but is due a salary increase, the agency must take the following action:

- Submit the appropriate transaction(s) on the Job Action Requests page to correct the information on the Job Data row(s). If the row(s) is corrected prior to Administration or Institution Pay Period 3L, the automatic salary increase will be processed.
- Submit a Position Change Request to the Position Management Unit if the

position information is incorrect on the Position Data page in PayServ but is correct in NYSTEP. The position will be updated to reflect the change and the automatic salary increase will be processed provided the agency's position request contains the same information as the position information in NYSTEP.

Employees who appear on the report but whose record was not corrected prior to automatic processing will not automatically receive the April 2016, April 2017, April 2018 or April 2019 SSU Retroactive Salary Increases. Agencies must submit the appropriate transactions to correct the employee's record and to pay the increase in Institution or Administration Pay Period 4L.

Agency Actions –Institution or Administration Pay Period 3L

The following procedures must be used by the agency when submitting transactions in Institution or Administration Pay Period 3L:

For pay changes, positions changes and transfers requested on the Job Action Requests or Transfer Requests page with an effective date **on or after** 03/31/2016 (Institution) or 04/07/2016 (Administration):

- The agency must **not** include the April 2016, April 2017, April 2018 or April 2019 SSU Retroactive Salary Increases in the salary reported in the Pay Rate field. The 04/01/2015 Salary Schedule must be used to calculate the salary.

Exception: Agencies may submit transactions in Institution or Administration Pay Period 3L to pay the SSU Retroactive Salary Increases to the following employees:

- Employees with a compensation rate equal to or less than the minimum wage in effect as of the date of the increase.
- Employees in a composite position (identified by Increment Code 2222)
- Employees in a position which was previously downward reallocated (identified by Increment Code 6900).

Employees with an Compensation Rate equal to or less than the minimum wage

Hourly employees are eligible for the automatic increases. However, agencies must determine eligibility if their hourly rate is equal to or less than the NYC minimum wage in effect as of the following dates:

12/31/2016-12/30/2017: $11.00.
12/31/2017-12/30/2018: $13.00.
12/31/2018-Time of Payment: $15.00.

Beginning in Institution or Administration Pay Period 3L, agencies must:

- Review the records of employees with an hourly rate in effect that is equal to or less than the minimum wage in effect as noted above at any time on or after the payment effective date of the salary increase to determine if the employee's compensation represents a minimum wage in effect for their location.
- Determine eligibility for the April 2016, April 2017, April 2018 and/or April 2019 SSU Retroactive Salary Increases
- For those employees that are NOT entitled to the April 2016, April 2017, April 2018 and/or April 2019 SSU Retroactive Salary Increases an email must be sent to the Payroll Earnings mailbox with the following information:
  - Subject Line: NYSCOPBA SSU Minimum Wage
  - Body of email must include
    - Employee Name

- Empl ID
- Effective Date of Row(s) that should NOT be processed automatically by OSC

Composite Positions and Previously Downward Reallocated Positions

Beginning in Institution or Administration Pay Period 3L, agencies must review employees in composite positions (identified by Increment Code 2222) or in positions which were previously downward reallocated (identified by Increment Code 6900) and submit a Pay Change on the Job Action Requests page using the appropriate Reason code (see below) to pay the salary increase. Information regarding the composite position must be included on the General Comments page.

To Process Payment Manually

The following Action/Reason code(s) must be used to pay the April 2016, April 2017, April 2018 or April 2019 SSU Retroactive Salary Increases to eligible employees not processed automatically:

- Reason code SAC (Mass Salary Increase – for transactions:

    - 2016 Increase – effective on 03/31/2016 (Institution) or 04/07/2016 (Administration)
    - 2017 Increase – effective on 03/30/2017 (Institution) or 04/06/2017 (Administration)
    - 2018 Increase – effective on 03/29/2018 (Institution) or 04/05/2018 (Administration)
    - 2019 Increase – effective on 03/28/2019 (Institution) or 04/04/2019 (Administration)

- Reason code CSL (Correct Salary) for ANN Pay Basis or CRT (Change Rate) for HRY Pay Basis – for transactions:

    - 2016 Increase – effective after 03/31/2016 (Institution) or 04/07/2016 (Administration).
    - 2017 Increase – effective after 03/30/2017 (Institution) or 04/06/2017 (Administration)
    - 2018 Increase – effective after 03/29/2018 (Institution) or 04/05/2018 (Administration)
    - 2019 Increase – effective after 03/28/2019 (Institution) or 04/04/2019 (Administration)

Administration Agencies Only

New Hire transactions submitted in Administration Pay Period 3L must use the Hiring Rate of the employee's grade on the effective date from the 04/01/15 NYSCOPBA Salary Schedule. Since the 04/01/16, 04/11/2017, 04/1/2018 and 04/01/2019 Salary Schedules are loaded in PayServ as part of processing for the Administration cycle, the agency will receive the automatic validation salary warning message, "Requested salary rate must be at the hiring rate when Action of PAY and Reason of NEW is used". **Please ignore this warning message.**

OSC Actions   OSC will process the April 2016, April 2017, April 2018 or April 2019 SSU Retroactive Salary Increases for the following employees:

After payroll processing for Pay Period 3L (Institution) and 3L (Administration) is complete, OSC will automatically insert rows in the Job Data records to reflect the April 2016, April 2017, April 2018 and April 2019 Retroactive Salary Increases for annual-salaried employees. These increases will be processed in the

following manner:

- If the employee meets the eligibility criteria as stated in the Contract Provisions and Eligibility section above and has a Payroll Status of Active, Leave With Pay, Leave of Absence due to a Workers' Compensation Leave (Action/Reason code of Leave of Absence/WCL, WDL, WPS or WSP) or Retired on the payment effective date, OSC will automatically insert a row on the employee's Job Data page using the Action/Reason code of Pay Rate Change/SAC (Mass Salary Increase) effective on the following dates:
    - 03/31/2016 (Institution) or 04/07/2016 (Administration) to pay the 2016 2% Increase
    - 03/30/2017 (Institution) or 04/06/2017 (Administration) to pay the 2017 2% Increase
    - 03/29/2018 (Institution) or 04/05/2018 (Administration) to pay the 2018 2% Increase
    - 03/28/2019 (Institution) or 04/04/2019 (Administration) to pay the 2019 2% Increase

- If the employee does not meet the eligibility requirements for the retroactive salary increases but subsequently is newly hired or rehired into an eligible position after the date of ratification, OSC will automatically insert a row on the employee's Job Data page using the Action/Reason code of Pay Rate Change/CSL (Correct Salary) if the Pay Basis Code is ANN or the Action/Reason code of Pay Rate Change/CRT (Change Rate) if the Pay Basis Code is HRY to reflect any retroactive salary increases due on or after that date only. The row will be inserted using the effective date of the Hire or Rehire action.
- OSC will automatically insert a row on the employee's Job Data page using the Action/Reason code of Pay Rate Change/CSL (Correct Salary) if the Pay Basis Code is ANN or the Action/Reason code of Pay Rate Change/CRT (Change Rate) if the Pay Basis Code is HRY for all subsequent rows provided the employee remains in an eligible position.

Calculating the New Compensation Rate

The salary on each inserted row will be calculated as follows:

2016 Retroactive 2% Increase Processing

- If the employee has a Pay Basis Code of HRY and a Grade equal to 600 or 800 and the hourly rate in effect is greater than $15.00, OSC will automatically increase the salary by applying 2.00% rounded to the nearest cent.
- If the employee has a Pay Basis Code of ANN and a Grade equal to 600 (not equated to a grade) or 800, OSC will automatically increase the salary by applying 2.00% rounded to the nearest dollar.
- If the employee has a Pay Basis Code of ANN, a Grade equal to 600 with an equated grade equal to 101-125 the salary is equal to a salary step of the employee's grade on the effective date based on the 04/01/2015 Salary Schedule, OSC will automatically increase the salary to the same salary step on the 04/01/2016 Salary Schedule.
- If the employee has a Pay Basis Code of ANN, a Grade equal to 600 with an equated grade equal to 101-125 and an increment code other than 6900 or 2222 and the salary is not equal to a salary step of the employee's grade on the effective date based on the 04/01/2015 Salary Schedule, OSC will process as follows:
    - If the salary is less than the Job Rate of the employee's grade on the effective date based on the 04/01/2015 Salary Schedule, OSC will automatically increase the salary by applying 2.00% rounded to

the nearest dollar. If the resulting salary is greater than the Job Rate based on the 04/01/2016 Salary Schedule, OSC will reduce the salary to the Job Rate.
- If the salary is greater than the Job Rate of the employee's grade on the effective date based on the 04/01/2015 Salary Schedule, OSC will automatically increase the salary by applying 2.00% rounded to the nearest dollar OR increase the salary to the Job Rate based on the 04/01/2016 Salary Schedule, whichever is greater.

- If the employee has a Pay Basis Code of ANN, a Grade equal to 101-125 and an increment code other than 6900 or 2222 and the salary is equal to a salary step of the employee's grade on the effective date based on the 04/01/2015 Salary Schedule, OSC will automatically increase the salary to the same salary step on the 04/01/16 Salary Schedule.
- If the employee has a Pay Basis Code of ANN, a Grade equal to 101-125 and an increment code other than 6900 or 2222 and the salary is not equal to a salary step of the employee's grade on the effective date based on the 04/01/2015 Salary Schedule, OSC will process as follows:
  - If the salary is less than the Job Rate of the employee's grade on the effective date based on the 04/01/2015 Salary Schedule, OSC will automatically increase the salary by applying 2.00% rounded to the nearest dollar. If the resulting salary is greater than the Job Rate based on the 04/01/2016 Salary Schedule, OSC will reduce the salary to the Job Rate.
  - If the salary is greater than the Job Rate of the employee's grade on the effective date based on the 04/01/2015 Salary Schedule, OSC will automatically increase the salary by applying 2.00% rounded to the nearest dollar OR increase the salary to the Job Rate based on the 04/01/2016 Salary Schedule, whichever is greater.

2017 Retroactive 2% Increase Processing

The 2017 Retroactive 2% Increase will be applied using the same process described above for the 2016 Retroactive 2% Increase. The compensation rate updated with the 2017 Increase will be compared to the 04/01/2016 Salary Schedule when determining if the salary in effect is equal to a salary step of the employee's grade. The result of this comparison will determine the appropriate calculation for the compensation rate effective on or after the payment effective date (03/30/2017 (Institution) or 04/06/2017 (Administration)).

2018 Retroactive 2% Increase Processing

The 2018 Retroactive 2% Increase will be applied using the same process described above for the 2016 Retroactive 2% Increase. The compensation rate updated with the 2018 Increase will be compared to the 04/01/2017 Salary Schedule when determining if the salary in effect is equal to a salary step of the employee's grade. The result of this comparison will determine the appropriate calculation for the compensation rate effective on or after the payment effective date (03/29/2018 (Institution) or 04/05/2018 (Administration)).

2019 Retroactive 2% Increase Processing

The 2019 Retroactive 2% Increase will be applied using the same process described above for the 2016 Retroactive 2% Increase. The compensation rate updated with the 2019 Increase will be compared to the 04/01/2018 Salary Schedule when determining if the salary in effect is equal to a salary step of the employee's grade. The result of this comparison will determine the appropriate calculation for the compensation rate effective on or after the payment effective date (03/28/2019 (Institution) or 04/04/2019 (Administration)).

Longevity Pay:

For each year of the retroactive salary increases, the appropriate Longevity amount (determined by the employee's increment code – see Increment Code Chart) based on the salary schedule in effect will be added to the new basic annual salary.

Increment Code Chart

Increment Code	Description
004X	Below Job Rate; Holding 1 Long Pay (10 Year)
005X	Below Job Rate; Holding 2 Long Pays (10 & 15 Year)
007X	Below Job Rate; Holding 3 Long Pays (10, 15 & 20 Year)
9900	Below Job Rate; Holding 4 Long Pays (10, 15, 20 & 25 Year)
003X	At Job Rate; Holding 1 Long Pay (10 Year)
002X	At Job Rate; Holding 2 Long Pays (10 & 15 Year)
008X	At Job Rate; Holding 3 Long Pays (10, 15 & 20 Year)
0099	At Job Rate; Holding 4 Long Pays (10, 15, 20 & 25 Year)

Note: The Longevity amount is determined by subtracting the Job Rate from the appropriate Longevity Step (determined by the employee's increment code) for the employee's grade.

Exceptions

- Employees in an hourly position (Grade 600) with an hourly rate in effect that is equal to or less than the minimum wage in effect as noted above on or after the payment effective date will not be processed automatically.
- Employees in a composite position (identified by Increment Code 2222).
- Employees in a position which was previously downward reallocated (identified by Increment Code 6900).

Employees Who Switch Cycles

Employees who are on the Institution cycle on the payment effective date but are on the Administration cycle on the processing date will be processed as follows:

- Effective dated rows on the Institution cycle will be updated when the program runs for the Institution cycle.
- Effective date rows on the Administration cycle will be updated when the program runs for the Administration cycle.
- All retroactive adjustments will be paid in the Administration check dated

05/29/2019.

Employees who are on the Administration cycle on the payment effective date but are on the Institution cycle on the processing date will be processed as follows:

- Effective dated rows on the Administration cycle will be updated when the program runs for the Administration cycle. The retroactive adjustment will be paid in the Institution check dated 05/23/2019.
- Effective dated rows on the Institution cycle will be updated when the program runs for the Institution cycle. The retroactive adjustment will be paid in the Institution check dated 06/06/2019.

Control-D Reports Available After Processing

The following Control-D reports will be available for agency review after the automatic increases have been processed. All reports will be sorted by Department ID, then by employee name in alphabetical order.

NHRP704 – Mass Salary Increase Report

This report identifies all employees who received the automatic April 2016, April 2017, April 2018 and April 2019 SSU Retroactive Salary Increases and includes all employees' salaries that were increased in an eligible bargaining unit.

NHRP709 – Mass Salary Increase Exception Report

This report identifies employees who did not receive the automatic April 2016, April 2017, April 2018 and April 2019 SSU Retroactive Salary Increases. This report will not include those employees who are excluded for a status reason of Terminated (TRM) or Deceased (DEA) as of the date of ratification (01/23/2019). Included on the report is one or more messages which identifies the reason(s) the employee's record was not updated. The explanation associated with each message is described above under the section *Control-D Report Available Prior to Processing*.

Agency Actions -Beginning in Institution or Administration Pay Period 4L

Employees Who Appeared on the NHRP709 – Mass Salary Increase Exception Report

Employees who appeared on the NHRP709 Mass Salary Increase Exception Report made available after processing did not automatically receive the April 2016, April 2017, April 2018 and April 2019 SSU Retroactive Salary Increases. Agencies should submit the appropriate transactions to correct the employee's record and submit a Pay Change on the Job Action Requests page using the appropriate Reason code (see below) to pay the salary increase beginning in Institution or Administration Pay Period 4L.

To Process Payment Manually

The following Action/Reason code(s) must be used to pay the April 2016, April 2017, April 2018 and April 2019 SSU Retroactive Salary Increases to eligible employees not processed automatically:

- Reason code SAC (Mass Salary Increase) – for transactions effective on the payment effective date as listed in the *Effective Dates and Payment Section*
- Reason code CSL (Correct Salary) – for transactions effective after the applicable payment effective date if the employee's Pay Basis Code is ANN.
- Reason code CRT (Change Rate) – after the applicable payment effective date if the employee's Pay Basis Code is HRY.

Automatic Retroactive Processing	OSC will automatically calculate retroactive adjustments for regular earnings and Time Entry earnings that are calculated by the system based on annual salary, such as OT for Annuals (OTA) and Holiday Pay (HPA), resulting from payment of the April 2016, April 2017, April 2018 and April 2019 SSU Retroactive Salary Increases.

If an employee receives a payment and has worked in more than one agency but has been paid by all agencies in the same Employee Record Number since the effective date of the payment, all retroactive adjustments will be paid in the most current agency.

If an employee receives a payment and has worked in more than one agency and has been paid in more than one Employee Record Number since the effective date of the payment, the retroactive adjustments will be paid in the most current agency of the Employee Record Number in which the payment was made.

Agency Actions- Retroactive Processing	**Reporting Retroactive Adjustments**

Time Entry earnings codes that are submitted with an amount will not be adjusted automatically. Therefore, beginning in Administration and Institution Pay Period 4L, agencies must report the adjustment amount for earnings codes such as Extra Time Override (EXO) and Regular Salary Override (RGO).

Correcting an Automatic Retroactive Adjustment

When certain conditions exist in an employee's record, the automatic retroactive adjustment may be incorrect. Therefore, the agency is responsible for identifying employees who meet the following conditions and, if necessary, submitting the necessary adjustment.

- If an employee has a check returned or exchanged on an AC-230 for dates on or after the effective date of the payment, the payroll system does not consider the AC-230 when calculating the automatic retroactive adjustment.
- If earnings were previously reported using Earnings Code RGS and a date range that exceeded the number of days reported, the system will calculate the adjustment of earnings based on the number of workdays within the range.
- Adjustments for earnings that are calculated automatically, such as OT for Annuals (OTA), will be calculated incorrectly if the dates previously reported as a single entry on the Time Entry page overlap the effective date of the payment. The system will calculate an adjustment for all earnings reported in a single entry based on the salary in effect on the Earnings End Date.
- For employees who had a change reported on the Job Data page, since the effective date of the payment and the action resulted in an overpayment of earnings, the automatic negative retroactive adjustment may not have been processed because the overpayment was either not recoverable or was recovered using an overpayment earnings code or an AC-230. In this case, the negative retroactive adjustment may be re-generated when the payment is processed. OSC will turn off (not process) the automatic negative adjustment for these employees since in most cases these overpayments were either not recoverable or recovered using another method.

If an overpayment of earnings is identified after the automatic payment is processed but before the paycheck is received by the employee, the employee

must be notified of the overpayment and the adjustment that will be reported in a subsequent pay period.

Submitting an Adjustment

To process a retroactive adjustment or correct an automatic retroactive adjustment, agencies must submit the following information on the Time Entry page or the Time Entry Interface (NPAY502) using the Earnings Code **AJR**.

Earnings Begin Date:	The first date included in the adjustment
Earnings End Date:	The last date included in the adjustment
Earn Code:	**AJR**
Amount:	Amount to be adjusted
Comments:	An explanation of the adjustment

Military Stipend Leave

Beginning in Pay Period Institution or Administration Pay Period 4L, OSC will recalculate the military stipend amount for employees who were placed on a Paid or Unpaid Military Stipend Leave on or after the effective date of the payment as the result of new military orders:

- If the employee received a stipend, OSC will insert a row on the employee's Job Data page effective the date the employee is entitled to the increase using the Action/Reason code of Pay Rate Change/MSC (Military Stipend Change) and will increase the employee's biweekly stipend amount. In addition, updates will be made to all subsequent rows requiring an increased biweekly stipend amount.
- If the employee did not receive a stipend but becomes eligible for a stipend as a result of the payment, OSC will insert the following in PayServ.
    - A row on the employee's Job Data page effective the date the employee is entitled to a stipend using the Action/Reason code of Paid Leave of Absence/MLS (Mil Stip) and the new biweekly stipend amount.
    - A row on the employee's Job Data page for each affected subsequent row using the Action/Reason code of Pay Rate Change/MSC (Military Stipend Change) and the new biweekly stipend amount.
    - A row on the Time Entry page using the Earnings Code MSP (Military Stipend Payment) to pay the stipend for each pay period the employee is eligible.
    - Any additional adjustment that is required due to the increased biweekly stipend amount that will not be calculated automatically will be reported by OSC on the Time Entry page using the Earnings Code AMS (Adjust Military Stipend).

Deduction Information

All general deductions for employees whose status is Terminated, Retired or Deceased will be automatically cancelled by OSC with the exception of the following:

Code	Narrative
410	Health Care Spending Account
420	NY Dependent Care Contribution
425	Repay State Loans/Debt
426	Higher Ed Repay State Loans
428	Dependent Care
433	Total Unemployment Ins Owed

500	Medicare Deficiency
501	Social Security Deficiency
502	NYS SS/Medicare Deficiency
GARNSH	Garnishments
HIATRG	Regular After Tax Health
HIATSP	Special After Tax Health Adj
HIBTRG	Regular Before Tax Health
HIBTSP	Special Before Tax Health Adj

Tax Information　　The adjustments (AJR and Retro (RXX)) are supplemental taxable income and will be included in the employee's taxable gross subject to all employment and income taxes.

Federal, State and New York City income tax withholding will be calculated using the Aggregate method. Yonkers income tax withholding will be calculated using the Flat Rate method (1.61135% for Yonkers residents and 0.50% for Yonkers non-residents).

Undeliverable Checks　　If the agency has made an effort to deliver the check to the employee but the check has been returned and is undeliverable, the agency must complete form **AC3340**, Request for Payroll Check Stop Payment, and email it to the Annual Uncashed Payroll Check Outreach mailbox. Please refer to Payroll Bulletin No. 1684 for instructions.

Checks issued to eligible employees who are now deceased should be returned with a completed Next of Kin Affidavit (Form AC 934-P), original death certificate, and a Report of Check Exchange (Form AC 1476-P). If a Next of Kin Affidavit has been previously submitted for a deceased employee's payroll check, OSC will accept a photocopy of this form along with a new Report of Check Exchange.

Payroll Register and Employee's Paycheck/Advice　　All retroactive adjustments will be displayed on the Payroll Register using the appropriate Earnings Code and the amount paid and will be displayed on the employee's paycheck stub or direct deposit advice using the appropriate Earnings Description and the amount paid unless the number of earnings codes exceeds 13. Agencies should utilize Locked Query LQ_049_ARCHIVED_EE_PAYSTUB to identify a complete list of regular earnings and retroactive adjustments if there are more than 13 earnings codes.

Questions　　Questions regarding this bulletin may be directed to the Payroll Earnings mailbox.

Questions regarding position information may be directed to the Position Management mailbox.

Questions regarding military information may be directed to the Military Stipend mailbox.

Questions regarding deductions may be directed to the Payroll Deduction mailbox.