Office of Operations'
2024 Virtual Fall Conference

New and Essential Tools in Payroll Deductions:

Breaks In Service, the Payroll Check Notification Report, and More

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New York State Comptroller
THOMAS P. DiNAPOLI

Breaks In Service

Payroll Bulletin 2239

Retirement & Savings Plans Team

- Chris Hanson – Team Lead
- Tamie Whitney – Payroll Analyst 1
- Megan Drake – Payroll Analyst Trainee 1

ORP/VDC Participant Breaks In Service

- How to use the NBEN742A (ORP)/NBEN742B (VDC)
- Viewing key dates in PayServ
- Impact on ORP/VDC member
- What you need to calculate a break
- How to calculate new dates
- Reminder: Always check the 9.1 Retirement Plans page

Impact on ORP/VDC Member

All boxes on the Suspense Page affect the member's employee and employer contributions

- Projected 366 Day Completion Date = When funds are first available to be sent to member's TIAA account
- Check Date Escrow Money Sent = The check date the funds are sent to TIAA
- Date of Hire/Adjusted Date of Hire = Drives the Projected 366 Day Completion Date and Projected 7 Year Completion Date
- Projected 7 Year Completion Date = This affects the employer contribution rate

What You Need to Calculate a Break

Paths to relevant pages for your calculations

- ORP Election Date from Savings Plans panel
  - PayServ > Main Menu > Benefits > Enroll in Benefits > Savings Plans
- Termination and Rehire dates from Employee History Inquiry
  - PayServ > Main Menu > Workforce Administration > Administer Job Change Requests > Employee History Inquiry
- 9.1 Retirement Plans Panel
  - Main Menu>Benefits>Enroll in Benefits> Retirement Plans

NBEN742s

NBEN742a and NBEN742b are available on Fridays in Control-D

NYS Office of the State Comptroller

Report ID: NBEN742a — TIAA/CREF EMPLOYEES WITH ACTIVE JOBS AND NO PROJECTED DATES — Page No. 1

Run Date 08/02/2024

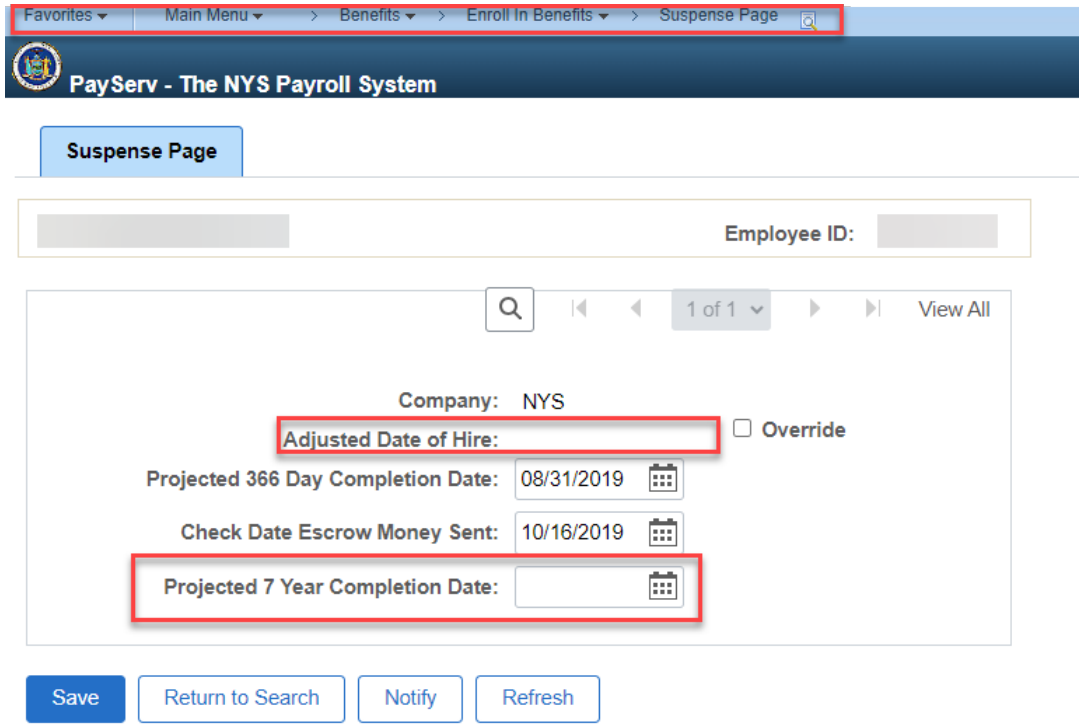
As Of Date: 08/01/2024 — Run Time 01:30:08

28010 SUNY@Albany

Emplid Name

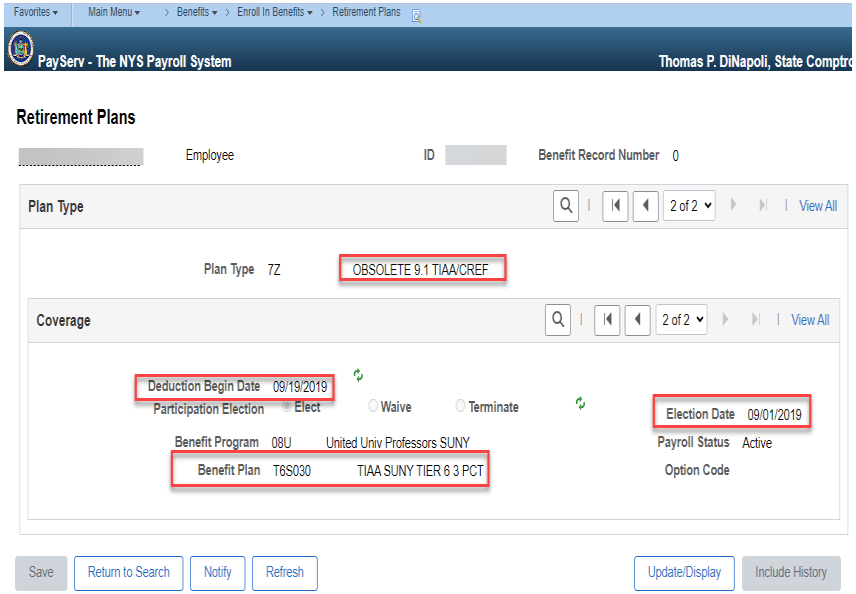
Viewing Key Dates in PayServ

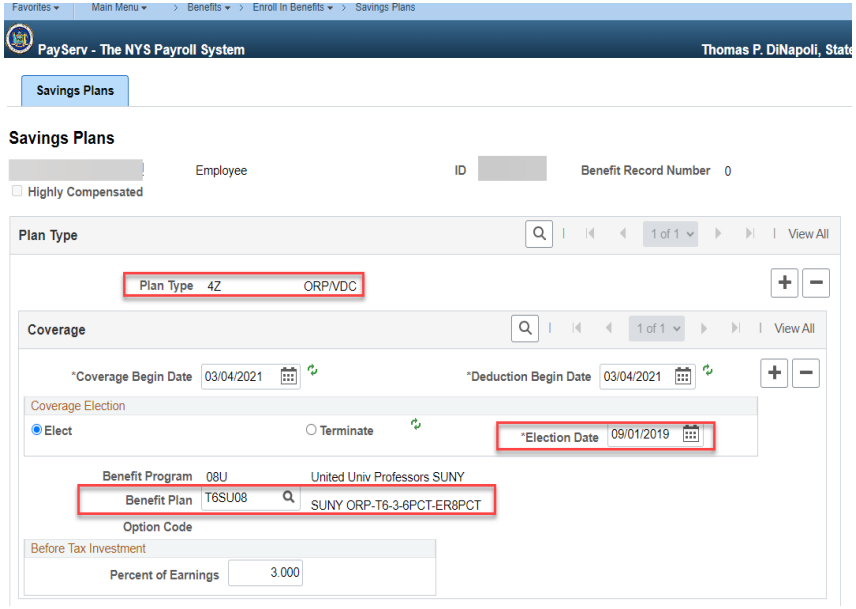
Main Menu > Benefits > Enroll in Benefits > Suspense Page



ORP / VDC Election Date

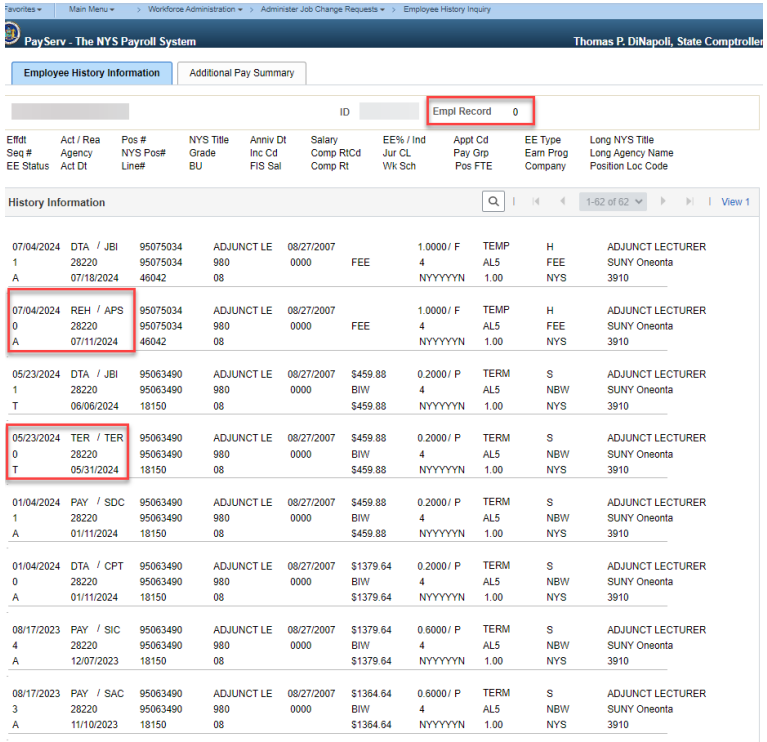
Don’t forget to check Retirement Plans panel





Employee History Inquiry

Identify all records needed for your review



How to Calculate New Dates

Breaks In Service Calculator

- Bulletin 2239 – Calculating Projected 366 Day Completion Date and/or Projected 7 Year Completion Date for ORP and VDC Members
- Download breaks calculator from bulletin; this is the 9.2 version

How to Calculate New Dates

Job Aid

ORP / VDC Breaks in Service Calculations

Purpose:
The purpose of this job aid is to provide agencies with the steps required to calculate breaks in service for ORP and VDC members (Plan Type 4Z) who appear on the weekly NBEN742A Control-D report – TIAA/CREF Employees with Active Jobs and No Projected Dates and the NBEN742B Control-D report – VDC Employees with Active Jobs and No Projected Dates.

- The NBEN742 reports list employees by Department ID who have an Active Job status, but the Projected 366 Day Completion Date and/or the Projected 7 Year Completion Date are missing from the Suspense Page in PayServ.
- The missing Projected 366 Day Completion Date prevents ORP/VDC members' employee and employer contributions from being transferred to the ORP/VDC vendor timely when the suspense period has been completed.
- The missing Projected 7 Year Completion Date impacts the employer contribution rate increases.

Control-D Reports Available Prior to Processing:
The NBEN742 Control-D reports identify missing ORP/VDC Projected dates for ORP and VDC members who have an Active payroll status.

- NBEN742A TIAA/CREF Employees with Active Jobs and No Projected Dates
- NBEN742B VDC Employees with Active Jobs and No Projected Dates

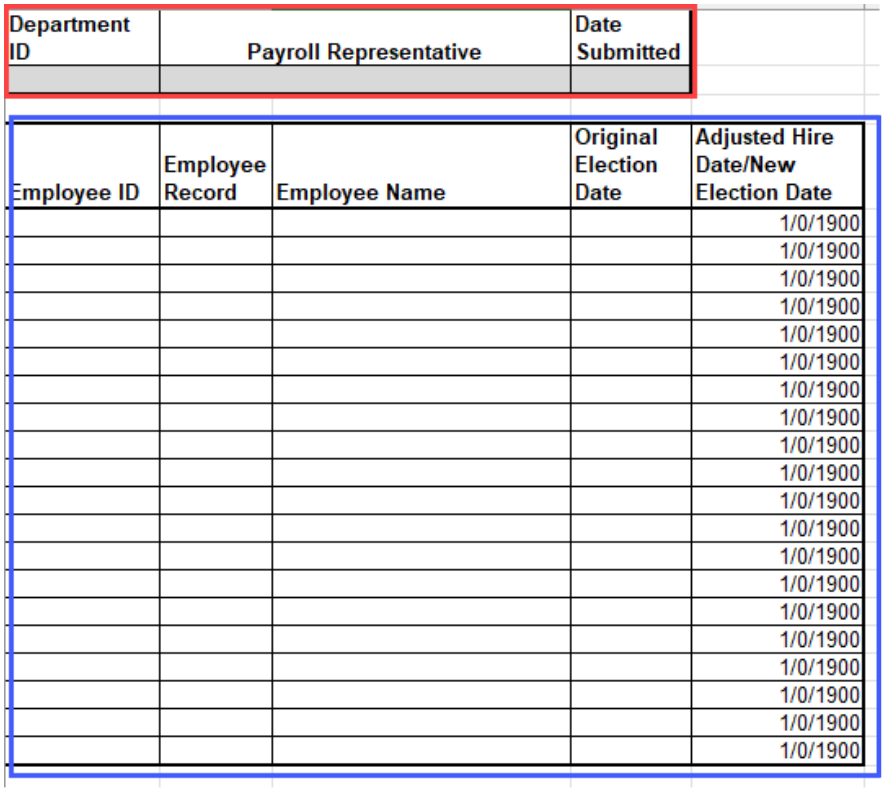
Downloading the ORP/VDC Breaks in Service Calculator Tool:
You can download the latest ORP/VDC Breaks in Service calculator tool by clicking on the icon below:

The Employee History Information page in PayServ summarizes Job Data, making identification of Termination and Rehire simpler:

1. Open Employee History Inquiry page (PayServ>Main Menu>Workforce Administration>Administer Job Change Requests >Employee History Inquiry).
2. Enter the employee's Empl ID.
3. Select Search.
4. Select "View All" on the History Information panel.
   ** Please note that the Employee History is listed in descending order, with the newest transactions at the top and the oldest at the bottom. Please be sure to work from oldest to newest to properly calculate the breaks in service.*
5. Printing the Employee History Inquiry page is recommended.
6. From the printout, locate the row where Effective Date matches the Election Date found from Retirement Plans panel. This is when the employee became eligible for ORP/VDC.
7. From the printout, continue to review the rows above the row found in step 6, noting or highlighting rows when EE status shows a Termination followed by a row reflecting EE status of Rehire. Note the Effective Date for both the Termination and Rehire rows.

How to Calculate New Dates

Breaks Calculator – Summary Page



Department ID	Payroll Representative	Date Submitted

Employee ID	Employee Record	Employee Name	Original Election Date	Adjusted Hire Date/New Election Date
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900

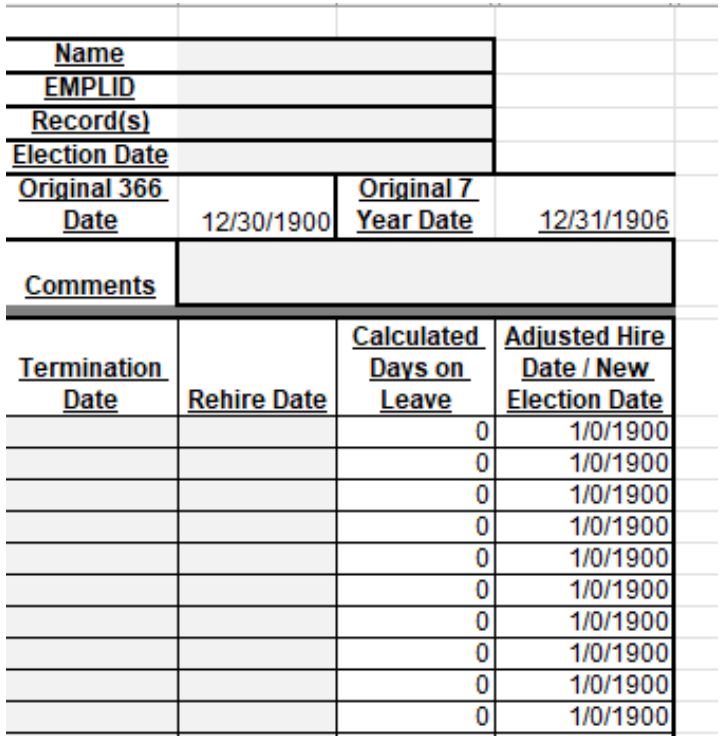
Agency information

Employee information; will populate automatically from each sheet filled out

How to Calculate New Dates

Breaks Calculator – Employee Information

- Use each Excel sheet/tab for one employee
- Employee name, ID, and updated date of hire will populate on summary page

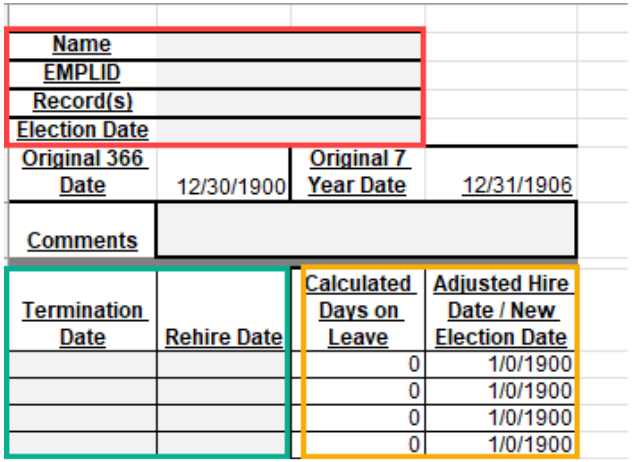


Name			
EMPLID			
Record(s)			
Election Date			
Original 366 Date	12/30/1900	Original 7 Year Date	12/31/1906
Comments			

Termination Date	Rehire Date	Calculated Days on Leave	Adjusted Hire Date / New Election Date
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900

How to Calculate New Dates

Breaks Calculator – Entering Information



Name	
EMPLID	
Record(s)	
Election Date	
Original 366 Date	12/30/1900
Original 7 Year Date	12/31/1906
Comments	

Termination Date	Rehire Date	Calculated Days on Leave	Adjusted Hire Date / New Election Date
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900

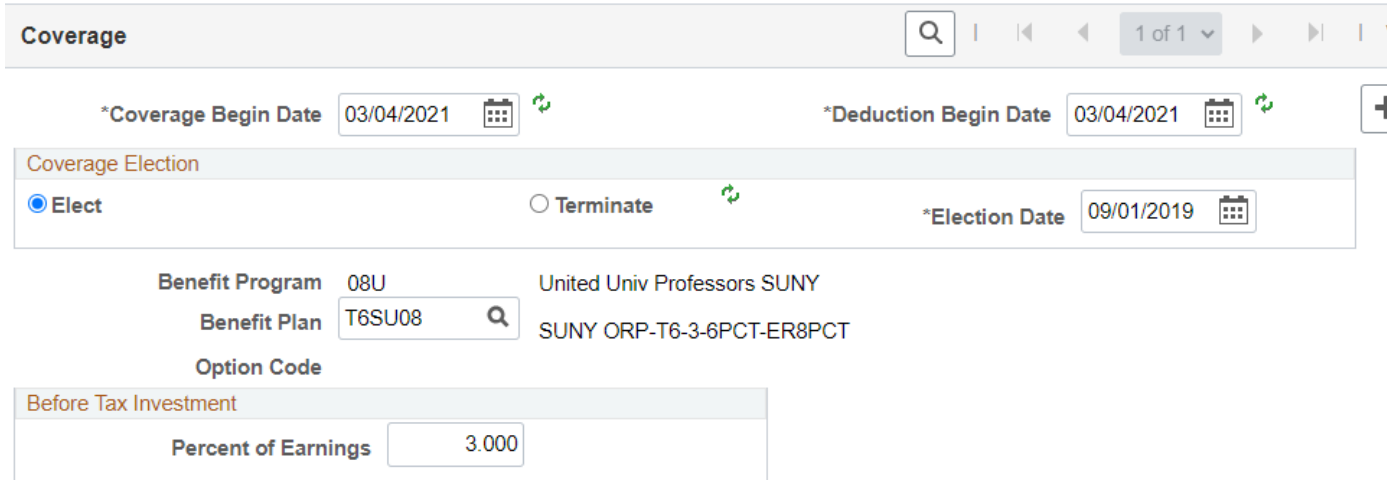
Use information from PayServ (Employee History, Savings Plans, Retirement Plans)

Calculation of time on leave, and adjusted date of hire

Termination and Rehire dates from Employee History Inquiry

Verify Plan Information

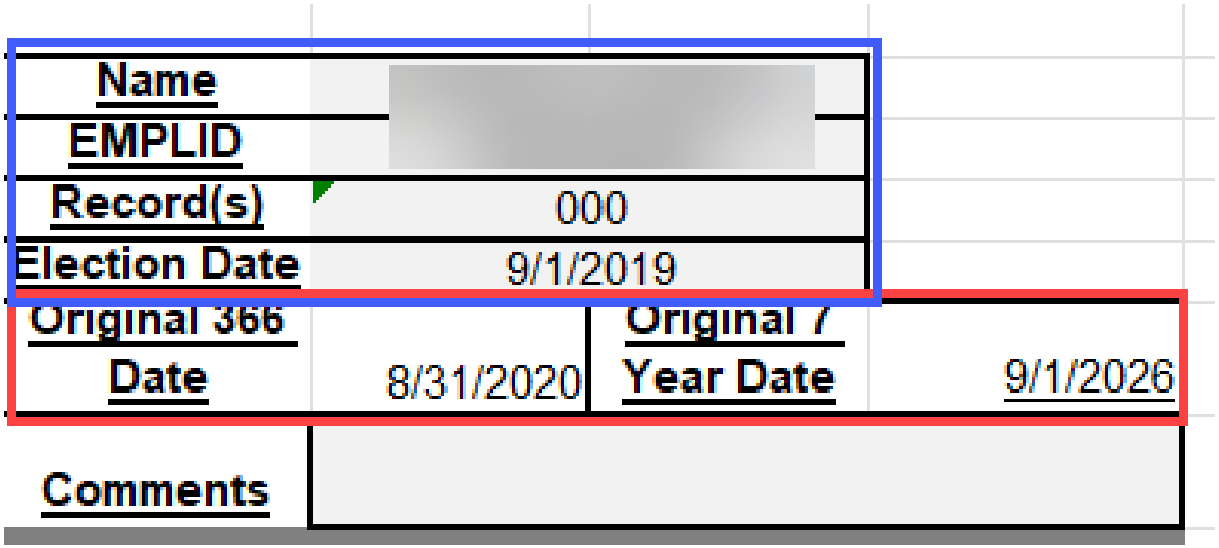
Verify Election Date using Savings Plan page



- Use Retirement Plan page when Election Date is before 2015 to look up Election Date from 9.1

Enter Plan Information

Enter plan information and Original Dates will calculate automatically



Name			
EMPLID			
Record(s)	000		
Election Date	9/1/2019		
Original 366 Date	8/31/2020	Original 7 Year Date	9/1/2026
Comments			

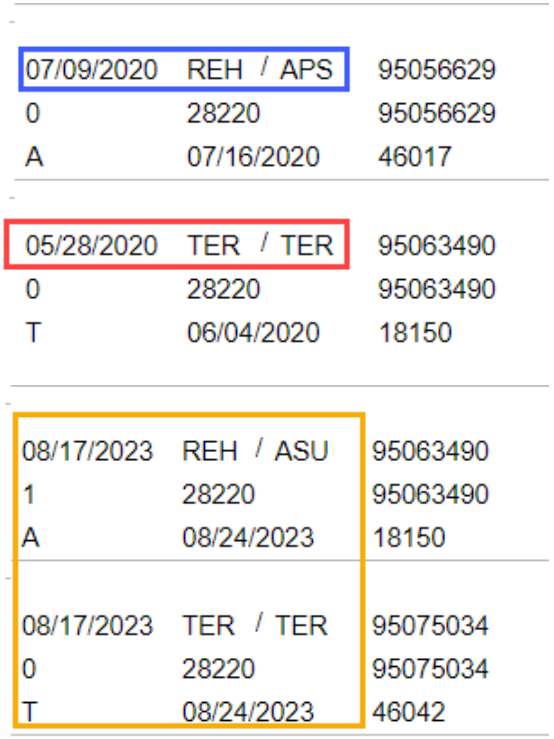
Name, Employee ID, Record, Election date

Original 366 & 7 year dates

Enter Breaks

PayServ – Employee History Inquiry

- Pull Term and Rehire dates from Employee History
- A Term/Rehire on the same day doesn't affect calculation and can be entered in the calculator



07/09/2020	REH / APS	95056629
0	28220	95056629
A	07/16/2020	46017
05/28/2020	TER / TER	95063490
0	28220	95063490
T	06/04/2020	18150
08/17/2023	REH / ASU	95063490
1	28220	95063490
A	08/24/2023	18150
08/17/2023	TER / TER	95075034
0	28220	95075034
T	08/24/2023	46042

Enter Breaks

Start with first Termination after Election Date

Name	[redacted]		
EMPLID	[redacted]		
Record(s)	000		
Election Date	9/1/2019		
Original 366 Date	8/31/2020	**Original 7 Year Date**	9/1/2026
Comments			

Termination Date	Rehire Date	Calculated Days on Leave	Adjusted Hire Date / New Election Date
5/28/2020	7/9/2020	42	10/13/2019
5/27/2021	7/8/2021	42	11/24/2019
8/19/2021	8/19/2021	0	11/24/2019
5/26/2022	8/18/2022	84	2/16/2020
5/25/2023	7/6/2023	42	3/29/2020
8/17/2023	8/17/2023	0	3/29/2020
5/23/2024	7/4/2024	42	5/10/2020
		0	5/10/2020
		0	5/10/2020
		0	5/10/2020

"TER" row in Employee History Inquiry

"REH" row in Employee History Inquiry

Not technically a break in service; will not affect calculation

Multiple Records

Breaks must be calculated using all eligible/participating records

- If an employee elects ORP/VDC on one record, the other [eligible] record(s) must be enrolled
- A break in service only happens when both records are terminated
- Usually happens with Full-time Professor/Part-Time Adjunct titles

Questions

New Payroll Check Notification Report

Payroll Bulletin 2243

Direct Deposit Team

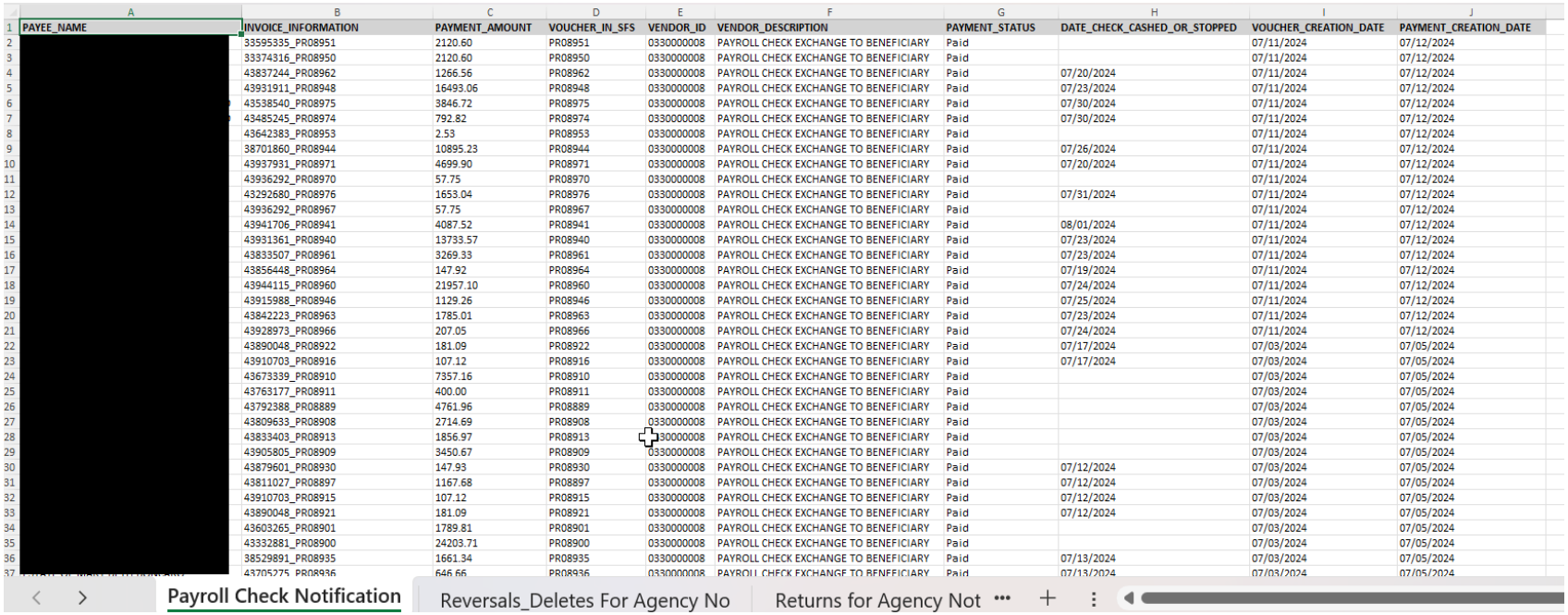
- Donna Bergeron – Team Lead
- Amanda Miesowicz – Payroll Analyst 1

Payroll Check Notification

New Report Tabs

- Payroll Check Notification
- Reversals Deletes for Agency No.
- Returns for Agency Notifications

Payroll Check Notification



PAYEE_NAME	INVOICE_INFORMATION	PAYMENT_AMOUNT	VOUCHER_IN_SFS	VENDOR_ID	VENDOR_DESCRIPTION	PAYMENT_STATUS	DATE_CHECK_CASHED_OR_STOPPED	VOUCHER_CREATION_DATE	PAYMENT_CREATION_DATE
[redacted]	33595335_PR08951	2120.60	PR08951	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid		07/11/2024	07/12/2024
	33374316_PR08950	2120.60	PR08950	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid		07/11/2024	07/12/2024
	43837244_PR08962	1266.56	PR08962	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/20/2024	07/11/2024	07/12/2024
	43931911_PR08948	16493.06	PR08948	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/23/2024	07/11/2024	07/12/2024
	43538540_PR08975	3846.72	PR08975	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/30/2024	07/11/2024	07/12/2024
	43485245_PR08974	792.82	PR08974	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/30/2024	07/11/2024	07/12/2024
	43642383_PR08953	2.53	PR08953	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid		07/11/2024	07/12/2024
	38701860_PR08944	10895.23	PR08944	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/26/2024	07/11/2024	07/12/2024
	43937931_PR08971	4699.90	PR08971	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/20/2024	07/11/2024	07/12/2024
	43936292_PR08970	57.75	PR08970	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid		07/11/2024	07/12/2024
	43292680_PR08976	1653.04	PR08976	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/31/2024	07/11/2024	07/12/2024
	43936292_PR08967	57.75	PR08967	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid		07/11/2024	07/12/2024
	43941706_PR08941	4087.52	PR08941	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	08/01/2024	07/11/2024	07/12/2024
	43931361_PR08940	13733.57	PR08940	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/23/2024	07/11/2024	07/12/2024
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	43944115_PR08960	21957.10	PR08960	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/24/2024	07/11/2024	07/12/2024
	43915988_PR08946	1129.26	PR08946	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/25/2024	07/11/2024	07/12/2024
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	43809633_PR08908	2714.69	PR08908	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid		07/03/2024	07/05/2024
	43833403_PR08913	1856.97	PR08913	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid		07/03/2024	07/05/2024
	43905805_PR08909	3450.67	PR08909	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid		07/03/2024	07/05/2024
	43879601_PR08930	147.93	PR08930	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/12/2024	07/03/2024	07/05/2024
	43811027_PR08897	1167.68	PR08897	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/12/2024	07/03/2024	07/05/2024
	43910703_PR08915	107.12	PR08915	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/12/2024	07/03/2024	07/05/2024
	43890048_PR08921	181.09	PR08921	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/12/2024	07/03/2024	07/05/2024
	43603265_PR08901	1789.81	PR08901	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid		07/03/2024	07/05/2024
	43332881_PR08900	24203.71	PR08900	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid		07/03/2024	07/05/2024
	38529891_PR08935	1661.34	PR08935	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/13/2024	07/03/2024	07/05/2024
	43705275_PR08936	646.66	PR08936	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	07/13/2024	07/03/2024	07/05/2024

Payroll Check Notification | Reversals_Deletes For Agency No | Returns for Agency Not

Payroll Check Notification

	A	B	C	D	E	F	G	H	I	J
	PAYEE_NAME	INVOICE_INFORMATION	PAYMENT_AMOUNT	VOUCHER_IN_SFS	VENDOR_ID	VENDOR_DESCRIPTION	PAYMENT_STATUS	DATE_CHECK_CASHED_OR_STOPPED	VOUCHER_CREATION_DATE	PAYMENT_CREATION_DATE
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4		19626096030_PR08760	19.13	PR08760	0330000007	PAYROLL CHECK REVERSAL	Paid	05/15/2024	05/02/2024	05/03/2024
5		Paidoverstop Check #09842607	2412.46	00006277	0330000005	PAYROLL DIRECT DEPOSIT REVERSALS	Paid	05/03/2024	05/03/2024	05/03/2024
7		43831390PR04182024	1705.72	R081189	0330000006	PAYROLL REISSUED CHECKS	Paid	05/10/2024	05/02/2024	05/03/2024
2		P128357DD05072024	240.00	P128357	0330000001	PAYROLL DIRECT DEPOSIT RETURNS	Paid	05/14/2024	05/07/2024	05/07/2024
2		SUSPENSE REFUND N02328721	88.35	P0031669	0330000011	PAYROLL ORPVDC SUSPENSE INTEREST	Paid	06/15/2024	05/08/2024	05/09/2024
0		CORNELL SUSPENSE REFUNDS MICHE	1924.25	P0031696	0330000004	PAYROLL DEDUCTION VENDORS	Paid	06/04/2024	05/16/2024	05/20/2024

Payroll Check Notification

	A	B	C	D	E	F	G	H	I	J
	PAYEE_NAME	INVOICE_INFORMATION	PAYMENT_AMOUNT	VOUCHER_IN_SFS	VENDOR_ID	VENDOR_DESCRIPTION	PAYMENT_STATUS	DATE_CHECK_CASHED_OR_STOPPED	VOUCHER_CREATION_DATE	PAYMENT_CREATION_DATE
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4		19626096030_PR08760	19.13	PR08760	0330000007	PAYROLL CHECK REVERSAL	Paid	05/15/2024	05/02/2024	05/03/2024
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7		43831390PR04182024	1705.72	R081189	0330000006	PAYROLL REISSUED CHECKS	Paid	05/10/2024	05/02/2024	05/03/2024
2		P128357DD05072024	240.00	P128357	0330000001	PAYROLL DIRECT DEPOSIT RETURNS	Paid	05/14/2024	05/07/2024	05/07/2024
2		SUSPENSE REFUND N02328721	88.35	P0031669	0330000011	PAYROLL ORPVDC SUSPENSE INTEREST	Paid	06/15/2024	05/08/2024	05/09/2024
0		CORNELL SUSPENSE REFUNDS MICHE	1924.25	P0031696	0330000004	PAYROLL DEDUCTION VENDORS	Paid	06/04/2024	05/16/2024	05/20/2024

Payroll Check Notification

	A	B	C	D	E	F	G	H	I	J
	PAYEE_NAME	INVOICE_INFORMATION	PAYMENT_AMOUNT	VOUCHER_IN_SFS	VENDOR_ID	VENDOR_DESCRIPTION	PAYMENT_STATUS	DATE_CHECK_CASHED_OR_STOPPED	VOUCHER_CREATION_DATE	PAYMENT_CREATION_DATE
	[redacted]	43812491_PR08757	750.00	PR08757	0330000008	PAYROLL CHECK EXCHANGE TO BENEFICIARY	Paid	05/18/2024	05/02/2024	05/03/2024
		19626096030_PR08760	19.13	PR08760	0330000007	PAYROLL CHECK REVERSAL	Paid	05/15/2024	05/02/2024	05/03/2024
		Paidoverstop Check #09842607	2412.46	00006277	0330000005	PAYROLL DIRECT DEPOSIT REVERSALS	Paid	05/03/2024	05/03/2024	05/03/2024
		43831390PR04182024	1705.72	R081189	0330000006	PAYROLL REISSUED CHECKS	Paid	05/10/2024	05/02/2024	05/03/2024
		P128357DD05072024	240.00	P128357	0330000001	PAYROLL DIRECT DEPOSIT RETURNS	Paid	05/14/2024	05/07/2024	05/07/2024
		SUSPENSE REFUND N02328721	88.35	P0031669	0330000011	PAYROLL ORPVDC SUSPENSE INTEREST	Paid	06/15/2024	05/08/2024	05/09/2024
		CORNELL SUSPENSE REFUNDS MICHE	1924.25	P0031696	0330000004	PAYROLL DEDUCTION VENDORS	Paid	06/04/2024	05/16/2024	05/20/2024

Reversals Deletes for Agency No.

A	B	C	D	E	F	G	H	I
Date Received From Agency	Empl_ID	Agency	PayCheckDate	Amount	Check_Number	Bank Submission_Date	Flag	Date_Processed
05/29/2024	N01816830	10070	5/30/2024	$1,393.76	39363887	5/29/2024	INSUFFICENT FUNDS	
05/29/2024	N01890218	70064	5/30/2024	$1,858.02	39421174	5/29/2024		06/12/2024
05/29/2024	N02194399	50030	5/30/2024	$400.00	39434211	5/29/2024	INSUFFICENT FUNDS	
05/30/2024	N02385326	10410	5/30/2024	$1,629.24	39370101	5/30/2024		06/12/2024
05/31/2024	N01407470	17050	6/5/2024	$200.00	39475699	5/31/2024		06/12/2024
05/31/2024	N01407470	17050	6/5/2024	$7,026.41	39475699	5/31/2024		06/12/2024
05/31/2024	N02362255	28039	6/5/2024	$1,047.04	39491236	5/31/2024		06/12/2024
05/31/2024	N02369882	28050	6/5/2024	$1,918.53	39549874	5/31/2024		06/12/2024
05/31/2024	N02378592	17050	6/5/2024	$1,478.50	39475637	5/31/2024		06/12/2024
06/04/2024	N01408070	05607	6/5/2024	$110.93	39566485	6/4/2024		06/12/2024
06/04/2024	N01408070	05607	6/5/2024	$998.34	39566485	6/4/2024	INSUFFICENT FUNDS	
06/04/2024	N02075818	28400	6/5/2024	$1,716.38	39514102	6/4/2024		06/12/2024
06/04/2024	N02146507	28100	6/5/2024	$682.64	39502426	6/4/2024		06/12/2024

Reversals Deletes for Agency No.

A	B	C	D	E	F	G	H	I
Date Received From Agency	Empl_ID	Agency	PayCheckDate	Amount	Check_Number	Bank Submission_Date	Flag	Date_Processed
05/29/2024	N01816830	10070	5/30/2024	$1,393.76	39363887	5/29/2024	INSUFFICENT FUNDS	
05/29/2024	N01890218	70064	5/30/2024	$1,858.02	39421174	5/29/2024		06/12/2024
05/29/2024	N02194399	50030	5/30/2024	$400.00	39434211	5/29/2024	INSUFFICENT FUNDS	
05/30/2024	N02385326	10410	5/30/2024	$1,629.24	39370101	5/30/2024		06/12/2024
05/31/2024	N01407470	17050	6/5/2024	$200.00	39475699	5/31/2024		06/12/2024
05/31/2024	N01407470	17050	6/5/2024	$7,026.41	39475699	5/31/2024		06/12/2024
05/31/2024	N02362255	28039	6/5/2024	$1,047.04	39491236	5/31/2024		06/12/2024
05/31/2024	N02369882	28050	6/5/2024	$1,918.53	39549874	5/31/2024		06/12/2024
05/31/2024	N02378592	17050	6/5/2024	$1,478.50	39475637	5/31/2024		06/12/2024
06/04/2024	N01408070	05607	6/5/2024	$110.93	39566485	6/4/2024		06/12/2024
06/04/2024	N01408070	05607	6/5/2024	$998.34	39566485	6/4/2024	INSUFFICENT FUNDS	
06/04/2024	N02075818	28400	6/5/2024	$1,716.38	39514102	6/4/2024		06/12/2024
06/04/2024	N02146507	28100	6/5/2024	$682.64	39502426	6/4/2024		06/12/2024

Returns for Agency Notifications

	A	B	C	D	E	F	G	H	I	J
1	Type	Agency	Empl_ID	PayCheckDate	Amount	Empl_Record	turn_Reason_De	Account_Number	Date_Processed	
2	Return	28210	F	2/28/2024	$171.50	0	NO ACCOUNT/UNABLE TO LOCATE ACCOUNT	*****5900	03/01/2024	
3	Return	01530	N01004268	3/27/2024	$50.00	0	ACCOUNT CLOSED	******9938	04/01/2024	
4	Return	01530	N01004268	3/27/2024	$300.00	0	ACCOUNT CLOSED	******9912	04/01/2024	
5	Return	70021	N01010529	3/21/2024	$1,782.81	0	ACCOUNT CLOSED	********3565	03/25/2024	
6	Return	70021	N01010529	4/4/2024	$1,782.82	0	ACCOUNT CLOSED	********3565	04/08/2024	
7	Return	70010	N01012592	8/8/2024	$50.00	0	ACCOUNT CLOSED	******1674	08/09/2024	
8	Return	70011	N01012592	8/8/2024	$50.00	1	ACCOUNT CLOSED	******1674	08/09/2024	
	Return	70020	N01013097	6/27/2024	$3,103.63	0	NO ACCOUNT/UNABLE TO LOCATE	*******9020	07/01/2024	

Reversals_Deletes For Agency No | Returns for Agency Notification

Returns for Agency Notifications

	A	B	C	D	E	F	G	H	I	J
1	Type	Agency	Empl_ID	PayCheckDate	Amount	Empl_Record	Return_Reason_Desc	Account_Number	Date_Processed	
2	Return	28210	F	2/28/2024	$171.50	0	NO ACCOUNT/UNABLE TO LOCATE ACCOUNT	*****5900	03/01/2024	
3	Return	01530	N01004268	3/27/2024	$50.00	0	ACCOUNT CLOSED	******9938	04/01/2024	
4	Return	01530	N01004268	3/27/2024	$300.00	0	ACCOUNT CLOSED	******9912	04/01/2024	
	Return	70021	N01010529	3/21/2024	$1,782.81	0	ACCOUNT CLOSED	********3565	03/25/2024	

Paycheck Reversals
AC230

Payroll Reversal & Exchange Team

- Stephanie Simmons – Team Lead
- Shelby Miller – Payroll Analyst Trainee 2
- Erin Bulson – Payroll Specialist 2

Reason for Reversals

- An AC-230 is a form used to request a reversal of earnings for employees who are not entitled due to retroactive leave, termination, resignation, death, or other causes.
- Employee is not entitled to all or part of their payroll check.
  - Employee should no longer be Active (Term, Retired, LOA) and there are no additional payments to recover the overpayment (LSP, SWP, etc.)
- Employee goes off the payroll and still owes for a previous overpayment (Q code).
- AC-230s should not be done on Active employees receiving pay. Please enter a Q code along with general comments and communicate this with your Earnings Auditor.

Acceptable Payment for AC230

- A Direct Deposit Reversal/Delete request submitted to the Direct Deposit Deletes and Reversal mailbox.
- A Stop Payment request submitted through PayServ with a Reason for Request of Reversal.
- Agency has a certified check or money order from employee to repay the overpayment. OSC does not accept personal checks.

110 State Street
Attn: Remittance Control
Albany, NY12207

AC230 Worksheet

Employee ID	N	Empl Record	
# of Paychecks		Dept ID	
Company		Agcy Contact Name	
Empl at SS Max		Agcy Contact Email	
Reason for Request			
PayCheck Number		Pay Group	
Total Days Overpaid		Dates Overpaid	

AC230 Worksheet

EARNINGS CODE		ORIGINAL CHECK
RGS		$ 1,246.19
FSS		$ 28.87
IPF		$ 24.01
LOC		$ 66.05
GROSS		**$ 1,365.12**
TAXES		**ORIGINAL**
FED TAX		$ 11.95
NYS TAX		$ 37.24
LOCAL		$ 24.78
OTHER TAX		
SS TAX (FICA) 6.2%		$ 78.75
MEDICARE 1.45%		$ 18.42
PFL (FLI)		
		$ 171.14
DEDUCTION CODE	**TAX CLASS**	**ORIGINAL CHECK**
606	B (EE)	$ 42.12
495	A (EE)	$ 25.55
HIBTRG	B (EE)	$ 161.62
NET		**$ 964.69**

- Use the Review Paycheck page in PayServ to complete the Original Check column for the following:
  - All earnings codes and earnings amounts
  - All taxes withheld
  - All deduction codes withheld, with the tax class (before or after tax), and the amount withheld

Entitled to Information

Employee Terminated on 6/21/24

- Paycheck Issue Date 7/11/24
- Returned date range is 6/21/24-6/27/24
- Overpaid by 5 days
- Entitled to 5 days
- Fill out the Reason of Request with as much detail as you can provide

Reason for Request	**EMPLOYEE TERMED ON 6/21/24 NOT ENTITLED TO 5 DAYS FROM 6/21-6/27**

Entitled Gross Amount

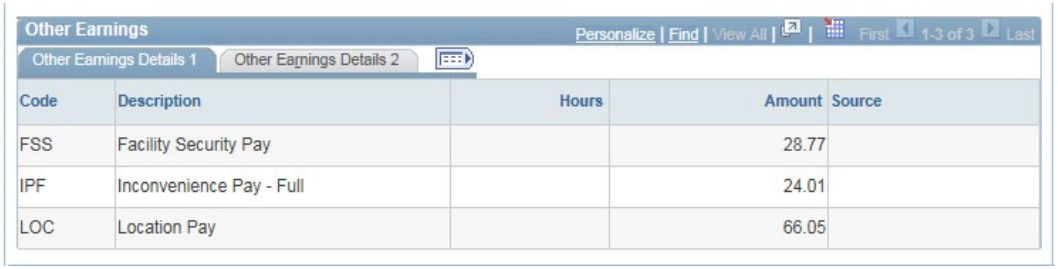
- When reversing regular salary, you need to determine the amount the employee is entitled to. Use the Review Paycheck page in PayServ.

- This employee has a regular salary of $1,246.19.
- Find the daily rate for the regular salaried employee.
  - $1,246.19 becomes $124.619

- Find the gross of the regular salary.
  - $124.619*5=$623.10 (5 days)

Entitled Gross Amount

- To calculate other earnings, you will use the same process we did with the regular salary
- Find the daily rate of the other earnings
- Multiply by the number of days entitled to (5 days in this case)
- This employee has three:
  - Facility Security Pay- FSS
  - Inconvenience Pay- IPF
  - Location Pay- LOC



Other Earnings

Personalize | Find | View All | First 1-3 of 3 Last

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Hours	Amount	Source
FSS	Facility Security Pay		28.77	
IPF	Inconvenience Pay - Full		24.01	
LOC	Location Pay		66.05	

Entitled Gross Amount

- **Move decimal point one place to the left**
  - FSS: 28.87 → 2.887
  - IPF: 24.01 → 2.401
  - LOC: 66.05 → 6.605
- **Multiply by the number of days entitled (5)**
  - FSS: 2.877*5=$14.39
  - IPF: 2.401*5=$12.01
  - LOC: 6.605*5=$33.03

Entitled Gross Amount

Enter the regular salary and other earnings in the Entitled To column.
It will total the Gross automaticallv.

Earnings Code	Original Earnings	Entitled To Earnings
RGS	$1,246.19	$623.10
FSS	$28.87	$14.39
IPF	$24.01	$12.01
LOC	$66.05	$33.03
GROSS	**$1,365.12**	**$682.53**

Entitled Deduction Amount

- A good reference to use for checking whether a deduction is % based or flat rate is the “General Deduction table” link or the “Create General Deductions” link in Payserv
- Enter all the full deductions in the Should Receive column
- Calculate the % based deduction to enter in the Should Receive column
  - Any before-tax deductions that are in the Should Receive must first be subtracted from the Gross
  - Once removed you then multiply by the percentage of the deduction

Entitled Deductions Amount

Examples

- Find the percentage the retirement is calculated on
  - (3.5% in this case)
- Take the Entitled to Gross subtract the before tax deduction
  - ($682.53 - $161.62 HIBTRG deduction = $520.91)
- Use the calculate gross and multiply by the percentage
  - ($520.91 X 3.5%= $18.23)
- $18.23 is the Should Receive amount for retirement

Entitled Deductions Amount

Deduction Code	Tax Class	Original Ded	Entitled To Ded
606	B (EE)	$ 42.12	$18.23
495	A (EE)	$25.55	$25.55
HIBTRG	B (EE)	$161.62	$161.62

Entitled to Tax Amounts

Tax Type	Original Tax	Entitled To Tax
FED TAX	$ 11.95	$ 5.17
NYS TAX	$ 37.24	$ 18.62
LOCAL	$ 24.78	$12.39
OTHER TAX		-
SS TAX (FICA) 6.2%	$ 78.75	$32.30
MEDICARE 1.45%	$ 18.42	$7.55
PFL (FLI)		

Completed Worksheet

Earnings Code	Original Earnings	Entitled To Earnings	Return Earnings
RGS	$ 1,246.19	$ 623.10	$ 623.09
FSS	$ 28.87	$ 14.39	$ 14.48
IPF	$ 24.01	$ 12.01	$ 12.00
LOC	$ 66.05	$ 33.03	$ 33.02
GROSS	**$ 1,365.12**	**$ 682.53**	**$ 682.59**
TAXES			
Tax Type	**Original Tax**	**Entitled To Tax**	**Return Tax**
FED TAX	$ 11.95	$ -	$ 11.95
NYS TAX	$ 37.24	$ -	$ 37.24
LOCAL	$ 24.78	$ -	$ 24.78
OTHER TAX		$ -	$ -
SS TAX (FICA) 6.2%	$ 78.75	$ -	$ 78.75
MEDICARE 1.45%	$ 18.42	$ -	$ 18.42
PFL (FLI)			$ -
	$ 171.14	$ -	$ 171.14
DEDUCTIONS			

Deduction Code	Tax Class	Original Ded	Entitled To Ded	Return Ded EE	Return Ded ER
606	B (EE)	$ 42.12	$ 18.23	$ 23.89	$ -
495	A (EE)	$ 25.55	$ 25.55	$ -	$ -
HIBTRG	B (EE)	$ 161.62	$ 161.62	$ -	$ -
NET PAY		**$ 964.69**	**$ 477.13**	**$ 487.56**	

Questions