Mission Statement

- The Payroll Department is a dedicated team of professionals committed to paying employees on-time and accurately; to providing employees with excellence in customer service and to supporting campus efforts to achieve its mission.
Vision Statement

The Payroll Department will always support SUNYDMC as it works to achieve its mission. We will provide leadership, professionalism and knowledge of payroll practices. We will make sure that SUNYDMC stays in compliance with SUNYHR, with respect to collective Bargaining agreements and The Office of the State Comptroller. We will be receptive and responsive to employees' and other department’s needs.
Vision Statement Cont’d

• **Our vision will be accomplished by:**
  • Fulfilling the Payroll Department's mission statement,
  • Providing center-wide communication and training in usage and interpretation of TAS (Time and Attendance) and campus payroll policies, while enhancing employee development.
  • Continuing the departmental education in regards to technology, and
  • Exploring every available avenue to convey information to our customers and updating our website to facilitate communication with the campus community.

• **Core Values:** Confidentiality, Individuality/ Empathy, Teamwork, Honesty, Accuracy/ Timeliness, Trust/ Accountability.
Payroll - Time and Attendance

- It is an employment requirement for every State Employee to maintain their time record on a Bi-Weekly or monthly basis. Timely submission of time sheets/time records is mandatory.

- New Employees will not have access to the Payroll online Self Service system for three to four weeks as their information is being validated in the SUNY HR system.

- Following is the schedule when Time sheets/records are due:
  - Classified employees (CSEA, PEF and PBANYS/NYSCOPBA) time sheets / records are due in the Payroll Office two days after the close of each Bi-Weekly pay period.
  - Non-classified employees (UUP and MC) time sheets/ records must be updated by the 10th day of the following month.

- Manually prepared Time sheets
  - For those departments and staff that are NOT YET on the online TAS, time sheets can be scanned and submitted via email to the "CSEA Time Sheets" inbox in DMC's Lotus Notes directory (CSEA Time Sheets@Downstate.edu), scanned to Payroll@downstate.edu or faxed to the Payroll Office 718-270-4143.

- Payroll Website: https://www.downstate.edu/finance/departments/payroll.html

- Most state employees now process time records online at SUNY Time and Attendance System (TAS). This will require your login to access.
ACCESS TO SUNY HR WILL BE FOUND AT:
CLICK ON THE “HUMAN RESOURCES SYSTEMS” TAB
First-time System Sign-in Information

• For security reasons your sign-in will be different the first time you enter into the Time and Attendance System. You will be asked for your SUNY ID (which is provided by your campus) and your date of birth (DD/MM/YYYY).

• Once you complete this security procedure, you will not need to verify your information again.
SUNY HR Self Service

- Click on Icons
Double click on the day you wish to add or update time charged on the monthly calendar (shown above).
UUP Accruals – Years of Service

- 0-1 ....................1.25 a month
- 2........................1.33 a month
- 3,4,5....................1.50 a month
- 6........................1.67 a month
- 7........................1.75 a month

*Eligible full time employees also earn an extra annual day in January each year.*

** The maximum annual leave days an employee can carry over on Jan 1st is 40 days. An employee cannot accrue more than 200 sick days.**
Vacation Accruals - UUP

- Vacation balance will **not** exceed 40 days as of January 1st of any calendar year. Vacation accruals may exceed 40 days during the calendar year.

- You will be paid for **up to 30 vacation days** upon separation from State service.
  - Your last time record must be approved and property tracking form submitted upon separation.
  - Lump Sum Payments are processed (6 to 8) weeks **after** receiving final paycheck.
    - *We will need those documents to process Lump sum payment.*

- All time off requires prior supervisory approval.
- No advances on vacation accruals.
To Complete a Time Off Request:

Select Request Time Off from the menu bar located at the top of the screen (highlighted above).

To request time off from your supervisor, double click on the day you wish to request off or update on the calendar (shown above).
## Time Record Posting

**Notes:**
- Please enter comments if charging less than a full day.

### Single Day Leave (using quarter units)

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<table>
<thead>
<tr>
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<tr>
<td><strong>From Date:</strong></td>
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<td><strong>Military Leave:</strong></td>
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<tr>
<td><strong>Non-Chargeable:</strong></td>
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</tbody>
</table>

**Non-Chargeable Type:** [Administrative Leave]

**Adjustment Reason:** [Select ...]

**Comments:**
Payroll

- Paid **Bi-Weekly** on **Wednesdays** for work performed two weeks earlier.
- Salary Factor used to compute your **Bi-Weekly** salary
  - Full-time employees
    Base Salary $ \times $ Factor
  - Part-time employees
    Base Salary $ \times $ Factor $ \times $ Percentage of obligation (FTE)
- **Please Note:**
  - Dividing your salary by 26 will not give you the correct salary. State paychecks are based on the State fiscal year which cannot be equally divided.
- The Salary Factor use is .038356 (for leap year is .038251).
- Review all information for accuracy.

The pay week begins on **Thursday** and ends on **Wednesday**.

https://www.downstate.edu/payroll/forms.html
NY State Leaves

Leaves information in your packet include the following:

- Additional Sick Leave (Presidential Leave)
- Bone Marrow and Organ Donors
- Breast Cancer Screening (BCS): doctor’s note
- Family Medical Leave Act (FMLA)
- Jury Duty
- Conference
- Off Campus Meeting
- Professional Exam
- Training/Professional Development
- Sabbatical Leave
- Extra Ordinary Inclement Weather
- Military Leave
- Prostate Cancer Screening (PCS).

Please Note: Documentation is required for all leaves and all leaves must be recorded on time record (TAS) or on paper time records.
Observed Legal Holidays

- New Years Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- June 19......Juneteenth
- 4th of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

*Floating Holidays*
- Lincoln Day
- Election Day
DHSU Payroll Internet Website

THE SUNY DOWNSTATE FINANCE DIVISION

Payroll
Our Mission: What We Do
The Payroll Department is a dedicated team of professionals committed to paying employees on-time and accurately, to providing employees with excellence in customer service and to supporting campus efforts to achieve its mission.

Located At: EB Room B-007 map
Mail Stop Code: 10
Department email: payroll@downstate.edu
Department phone: (718) 270-1130
Hours: Walk-in hours are from 10am - 3pm

Payroll Resources:
Policy & Procedures
- Overpayment Policy: As of July 1, 2020, the deduction for all new overpayments will be at 15% of gross salary.
- Review the complete Overpayment Policy here (PDF) »

Forms & Documents >>
Time & Attendance >>
Training Resources >>
Bulletins (PDF)
- Non-Chargeable Type Submission of Time Sheets Time Records
- Separation Final Payments (Last Paychecks Lump Sum Payments)

https://www.downstate.edu/finance/departments/payroll.html
DIRECT DEPOSIT

- The Direct Deposit form is located on the Payroll website
- Scan completed form along with a voided check or bank letter with routing and account number to payroll@downstate.edu
- **DO NOT SUBMIT DIRECT DEPOSIT FORM UNTIL YOU RECEIVE YOUR FIRST MANUAL PAYCHECK WHICH IS MAILED TO ADDRESS ON FILE**
Click on this tab in TAS
Payroll Calendar on Downstate website

https://www.downstate.edu/finance/departments/payroll.html
General Office Hours:
Monday – Friday 10:00am – 2:00pm

• In an effort to provide prompt response to your inquiries regarding Payroll / Time and Attendance questions, please utilize the Payroll Inbox. (payroll@downstate.edu)

• This email address will also serve to collect all documents relating to Payroll (e.g. Direct Deposit forms, time sheets, IT-2104, etc.).

• Employees may also log onto the Payroll intranet page for additional information, tax information, commonly used forms and Time and Attendance (TAS) training resources.

https://www.downstate.edu/finance/departments/payroll.html