State Payroll Department

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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 in respect to our professionalism and knowledge of payroll practices, making sure that SUNYDMC stays in compliance with SUNYHR, with the respective collective Bargaining units in institutions, and Office of the State Comptroller payroll and taxation issues. We will be receptive and responsive to employees' and other departments' 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) system and campus payroll policies while enhancing employee developmental opportunities,
  - 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.

- 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 within 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/payroll/training.html

- Most state employees now process time records online at SUNY Time and Attendance System (TAS) https://www.downstate.edu/selfservice/index.html. This will require your login to access.
ACCESS TO SUNY HR WILL BE FOUND AT:
Access to SUNY HR will be found at:

http://www.suny.edu/time

First, you will encounter a Sign-on Screen.

Enter your NET ID

Enter your Network Access ID

Sign in
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.
CLICK ON THE “HUMAN RESOURCES SYSTEMS” TAB
SUNY HR Self Service

Self Service

- Time and Attendance
- View Paycheck
- SUNY HR Self Service

NYS Payroll Online

Hover over icons to see functionality.
UUP/MC Time and Attendance Record

To Complete Time and Attendance Record:

- Select the Accrual Period (month) from the drop down menu that you wish to work on and then click the change period button (shown below).
- Double click on the day you wish charge on the monthly calendar (shown below).
Double click on the day you wish to add or update time charged on the monthly calendar (shown above).
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).
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. **
Management Confidential (MC)

Accruals for MCs:

- 1.75 Annual Day a month
- 1.75 Sick Day a month

Eligible full time employees also earn an extra day in January each year.
Vacation Accruals- UUP & MC

• 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.
    • *We will need those documents to process Lump sum payment.*

• All time off requires prior supervisory approval.

• No advances on vacation accruals.
PEF/CSEA Accruals-Yrs. of Service

- 0-7........................3.75 hrs. Bi-Weekly - Vacation/Sick
- 7- until.............5.75 hrs. Bi-Weekly – Vacation /(3.75 Sick)

An employee earns (5) Personal days on his/her Anniversary and will continue to earn vacation days as follows:

- Year 1 ...............1 day
- Year 2 ...............2 days
- Year 3 ...............3 days
- Year 4 ...............4 days
- Year 5 ......5 days
- Year 6 ......6 days
- Year 7 ......7 days

** Employees working 8hrs will accrue 4 hrs. annual/sick leave Bi-Weekly.**
PEF/CSEA Accruals-Yrs. of Service

- Employees working 37.5 hrs. per week will begin with 37.5 hrs. of personal time.
- Employees working 40 hrs. per week will begin with 40 hrs. of personal time.

Based on an employee’s years of service he/she will continue to accrue vacation days as follows:

- 20-24 ..............1 additional day
- 25-29...............2 additional days
- 30-34...............3 additional days
- 35/more............4 additional days
PEF/CSEA Important Points

- Vacation leave **cannot** be taken until you have completed (6) months of service.
- Vacation accruals can be carried from one year to the next. Anything over 300 hours must be used by March 31st of the following year.
- Vacation leave must be approved by your supervisor.
- The maximum accruals for sick leave is 1500 hours. A doctor’s note must be submitted when an employee is out sick for three (3) or more days.
- Death in the family or family sick must be charged to sick leave.
0-7 ..................4 hrs. Bi-Weekly - Vacation/Sick
7- until.............6 hrs. Bi-Weekly – Vacation /(4 hrs Sick)

An employee earns (5) Personal days on his/her Anniversary and will continue to earn vacation days as follows:

- Year 1 .............1 day
- Year 2 .............2 days
- Year 3 .............3 days
- Year 4 .............4 days
- Year 5 ......5 days
- Year 6 ......6 days
- Year 7 ......7 days
Based on an employee’s years of service he/she will continue to accrue vacation days as follows:

- 20-24 ................1 additional day
- 25-29...................2 additional days
- 30-34...............3 additional days
- 35/more..............4 additional days

Max employee can earn per year is:
Sick Leave – 1700 hours / Annual Leave – 320 hours
CSEA/PEF/Security who are not on TAS

- Please log onto the Payroll Internet Page to obtain Bi-Weekly Time Sheet. *(Bi-Weekly ATTENDANCE & LEAVE ACCRUAL REPORT - CLASSIFIED SERVICE EMPLOYEES)*
  - [https://www.downstate.edu/payroll/time-attendance.html](https://www.downstate.edu/payroll/time-attendance.html)
- It should be submitted Bi-Weekly and scanned to [Payroll@downstate.edu](mailto:Payroll@downstate.edu) or fax to 718-270-4143.
Faculty and Individual Hourly/Per Diem/Adjunct

- Please log onto the Payroll Internet Page to obtain Hourly Time sheet. (HOURLY FACULTY AND INDIVIDUAL REPORT OF TIME & ATTENDANCE).
  - https://www.downstate.edu/payroll/time-attendance.html
- It should be submitted Bi-Weekly and scanned to Payroll@downstate.edu or faxed to 718-270-4143.
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 X Factor
  - **Part-time employees**
    Base Salary X Factor X Percentage of obligation (FTE)

**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.
Overtime & Holiday

- **Overtime**: Any hours worked in excess of 40 hours.

- For the employee who works 37.5hrs, the 2 ½ hours worked after the 37.5 hrs. is **Comp Time**.

  - Any additional time worked is considered overtime and the employee will be compensated accordingly.

- Please indicate your regular hours, by indicating the time your shift begins and when it ends, for e.g. 7:00am – 3:00pm.

- If a holiday falls on your regular day off, then you will automatically receive that **HOLIDAY** on the books.
Overtime & Holiday Cont’d

- Please note that your **HOLIDAY** hours cannot exceed 97.5 hours.
  - However, if you opt to be paid for the Holiday you worked, then you will not be credited for the day on the books.

- If you are transferring from another State Agency, you must inform **The Time & Attendance Unit**.
  - (Accruals from your former agency, can be credited to either your annual or sick time).

- **Meal allowance:**
  - This is paid when you have worked (3) or more hours before or after your regular shift and after (6) hours on your day off.

- **Salary Withholding Program:** (MC, PEF & CSEA)
  Employees newly added to the payroll shall have one (1) day held for the first five (5) pay periods. Employees shall recover monies deferred under this program at the time they leave State service.

  *(Employee should be off the payroll for six weeks and not owing the State)*
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).

**NOTE:** Documentation is required for all leaves.
Legal Holidays

- New Years Day
- Martin Luther King Day
- President’s Day
- Memorial Day

**Floating Holidays**
- 4th of July
- Lincoln
- Election Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
Payroll Internet Website

Payroll Internet Website

Payroll / Time and Attendance

Forms and Documents

Payroll

State employees are paid Bi-Weekly on Wednesdays for work performed two weeks earlier. Each pay week begins on Thursday and ends on Wednesday. Students are paid on alternate Thursday.

The Salary Factor for calculating biweekly Bi-Weekly check salary is based upon the number of workdays in the state fiscal year. Dividing your annual salary by 26 will not give you the correct biweekly salary total. The salary factor use is 0.03850 (or for leap year is 0.038251).

Full-time employees: Base Salary x Factor

Part-time employees: Base Salary x Factor x Percentage of obligation (FTE)

Institutional Payroll Calendar

Student Assistant & College Work Study Payroll Schedule with submission deadlines

Administer Payroll Calendar

Direct Deposit Form for NYS Employees (AC2772)

Municipal Credit Union Deduction Authorization

Payroll Authorization Form

Payroll Authorization To Mail Checks

Payroll Data Update Form for Student Assistant & College Workstudy

Prior Year Social Security and Medicare Tax Refund Certification

Property Tracking Form

Report of Overtime Meal Allowance

Supervisor’s Report of Overtime

Tax Information

Change of Address, Status changes (marital status, phone number, address, social security number, etc) can be made by completing a Personnel Data Update form and attaching legal documentation. This form can be obtained from the Internal HR website at HRLIB downstate.edu. Send completed form and documents to: vklein@downstate.edu and use subject line Employee Status Change. Some status changes may require employee to visit to DFR in person.

If you are changing your address TO or FROM the 5 boroughs of NYC (Brooklyn, Bronx, Queens, Manhattan, and Staten Island), you will need to complete a new W-4 Form and IT-2104 Form (e.g. From NJ to NYC, or FROM NYC to NJ).

If you have any questions, feel free to contact Payroll at ext. 1129 or email Payroll@downstate.edu.

We went live as a campus as of December 5, 2017 with NYS Payroll Online. Please see the NYS Payroll Online Flyer and in the Training Resources review the NYS Payroll Online Self Service presentation.

Tax for Unpaid Summer Payments: Supplemental wages are generally taxed using the Optional Flat Rate Method (flat 20%). The MC Meit Award has been determined to be supplemental wages and will be taxed using this method. The SUNY’s Discretionary Allowance (Earnings Code “SMR”) is taxable income subject to employment and income taxes and will be taxed using the Supplemental Optional Flat Rate Method.

Be advised that this method will override any W-4 information that is currently in PayServ.

Additional information: http://www.oso.state.ny.us/agents/pbull/suny/o235.htm

Tax Forms

W2 Forms are mailed from NYS-ALbany to the employee’s address on file on or before January 31 of each year.

Request for Duplicate W2: To request a duplicate W-2 statement after February 1: eMail the completed form to Payroll@downstate.edu or fax to 718-270-4143.

Payroll Bulletin – Federal Withholding Changes for Tax Year 2018

https://www.downstate.edu/payroll/index.html
Payroll Calendar on our website

https://www.downstate.edu/payroll/forms.html
OFFICE OF STATE PAYROLL

TIME AND ATTENDANCE

CONTACT INFORMATION
(Please Call for an appointment)

Telephone #(718)-270-1139
Fax # (718)-270-4143
Education Bldg Rm B-007
E-mail address: Payroll@downstate.edu

Payroll Window Hours:
Monday – Friday 10.00am – 3.00pm

General Office Hours:
Monday – Friday 9:00am – 5:00pm

• 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, W4 forms, 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/payroll/forms.html
QUESTIONS & ANSWERS