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.**

- 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](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:
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

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

NYS Payroll Online

Hover over icons to see functionality.
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).
### Single Day Leave (using quarter units)

<table>
<thead>
<tr>
<th>From Date:</th>
<th>10/06/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation:</td>
<td>0</td>
</tr>
<tr>
<td>FLSA Compensatory:</td>
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<tr>
<td>Sick:</td>
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<td>Family Sick:</td>
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<tr>
<td>Floater:</td>
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<tr>
<td>Voluntary Work Reduction:</td>
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</tr>
<tr>
<td>Lost Time:</td>
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<tr>
<td>Military Leave:</td>
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<tr>
<td>Non-Chargeable:</td>
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<tr>
<td>Adjustment Reason:</td>
<td><a href="#">Select ...</a></td>
</tr>
<tr>
<td>Comments (g):</td>
<td></td>
</tr>
</tbody>
</table>

Notes:

- Please enter comments if charging less than a full day.
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. **
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.
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/finance/departments/payroll.html
- It should be submitted Bi-Weekly and scanned to 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).

- 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 $\times$ Factor
  - **Part-time employees**
    - Base Salary $\times$ Factor $\times$ 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 37.5 hrs, 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.
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
- 4th of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Floating Holidays
- Lincoln
- Election Day
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) 270-1139
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 with a voided check to payroll@downstate.edu

- DO NOT SUBMIT DIRECT DEPOSIT FORM UNTIL YOU RECEIVE YOUR FIRST PAYCHECK
Click on this tab in TAS

NYS Payroll Online

Payroll News

Direct Deposit Enrollment Information

The Office of the State Comptroller (OSC) encourages all employees paid through the New York State payroll system to enroll in direct deposit. Enrolling in direct deposit will help ensure employees are able to safely access their payroll funds.

With direct deposit, you get paid even when you are out sick or out of town. It saves you from having to go to the bank to cash your check and from worrying that your check has been lost, misplaced, or stolen. Your net pay can be deposited in up to 5 accounts, giving you flexibility in managing your money. Over 85% of the State workforce is already enrolled.

To enroll in direct deposit, complete the Direct Deposit Form for NYS Employees (AC-2772) and submit it to your agency’s Office of Human Resources or Payroll Office.

Of Interest...

A Mountain of Pay Stubs

For New York State employees, payday happens 26 times a year, which means 26 pay stubs are printed for each employee. When stacked, 26 sealed pay stubs stands just 0.312 inches—that’s not much. However, 26 sealed pay stubs for 300,000 employees would stand 7,800 feet! That’s nearly 1.5 times the height of Mount Marcy, the tallest mountain in New York State. In less than 4 years, enough pay stubs will be printed to stand as tall as Mount Everest—a height of 29,029 feet.

How can you help reduce this mountain of pay stubs? If you haven’t done so already, choose to Go Paperless and opt out of receiving printed pay stubs. If you have opted out, you can help by encouraging your coworkers to do the same. So far, more than 35,000 New York State employees have chosen to go paperless, which has cut down the stack of pay stubs by 975 feet. That’s 3 times the height of the Statue of Liberty and almost the
Payroll Calendar on our website

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

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