



## Information Announcement

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# October 2017 Civil Service Employees Association (CSEA) Longevity Lump Sum Payments

**September 19, 2017**

The Office of the State Comptroller recently released a [Payroll Bulletin # 1590](#) regarding the October 2017 CSEA Longevity Lump Sum (LLS) Payment. The details regarding the payment date and eligibility criteria are outlined below.

**The Longevity Lump Sum Payment will be processed in a separate check dated October 18, 2017 (Administration) or October 26, 2017 (Institution).** The amount of the payment will be \$1,250 for employees with five (5) or more years of continuous service or \$2,500 for employees with ten (10) or more years of continuous service\*, or a prorated amount. **There is no direct deposit for the Longevity Lump Sum payment.**

### **Eligibility Criteria:**

CSEA employees in graded positions (Grade 001-025) and NS positions (Grade 600) which are equated to a grade (Grade 001-025) are eligible for the October 2017 CSEA Longevity Lump Sum Payment if the employee meets all the following criteria:

- Is Active, on a Leave With Pay or on an Unpaid Military Stipend Leave in a BU02, BU03, BU04 or BU47 position on 09/30/17; **and**
- Has a Pay Basis Code of ANN or BIW (only if the employee is on a Paid Military Stipend Leave) on 09/30/17; **and**
- Has five (5) or more years or ten (10) or more years of continuous service\* at a base annual salary equal to or greater than the Job Rate of the employee's grade (based on the 04/01/17 Salary Schedule) as of 09/30/17; **and**
- Did not receive an "Unsatisfactory" evaluation on their last rating date. Employees who were not rated or not reported as "Unsatisfactory" in PayServ during the period will receive the payment.

\*Continuous service, as used in determining eligibility for the LLS payment, is paid service (including part-time annual salaried service, Paid Military Leave and Sick Leave at Half Pay) or time on Workers' Compensation Leave or Unpaid Military Leave

Employees who are on Voluntary Reduction in Work Schedule (VRWS) on September 30, 2017 will receive the full payment. Part-time employees will receive a prorated amount based on the work percentage in effect on September 30, 2017.

**Tax Information:**

The Longevity Lump Sum Payments are supplemental taxable income, subject to all employment taxes 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. Yonkers Flat Rate withholding is 1.61135% for Yonkers residents and 0.50% for Yonkers non-residents.

\*\* Aggregate Method: combines regular and Supplemental Wages to calculate the tax withholding.

For any questions regarding this announcement, please contact the BSC Payroll Unit at [BSCP payrollAdmin@ogs.ny.gov](mailto:BSCP payrollAdmin@ogs.ny.gov) or (518) 457-4272.