



## Information Announcement

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# October 2016 & April 2017 Civil Service Employees Association (CSEA) Longevity Lump Sum Payments

**September 13, 2017**

The Office of the State Comptroller (OSC) recently released [Payroll Bulletin #1588](#) regarding the October 2016 and April 2017 Civil Service Employees Association (CSEA) Longevity Lump Sum (LLS) payments. Your bargaining unit information can be found on the front of your pay stub under "Negotiating Unit."

**Payments will be processed in a separate check dated 10/04/2017 (Administration) and 10/12/2017 (Institution). There is no direct deposit for this payment.**

Due to the expiration of the previous contract (2011-2016), Longevity Lump Sum payments were not paid in October 2016 and April 2017 to CSEA employees who became eligible for a five (5) year payment for the **first time** after March 31, 2016 and CSEA employees who became eligible for a ten (10) year payment for the **first time** after March 31, 2016 and continued to receive the five (5) year amount.

Per Chapter 165 of the Laws of 2017 which implemented the 2016-2021 Agreement between the State of New York and CSEA, these employees now will be eligible to receive the October 2016 or April 2017 Longevity Lump Sum (**LLS**) payment.

### **Eligibility Criteria:**

Employees in graded positions (Grades 001-025) and NS position (Grade 600) which are equated to grade (Grades 0001-025) are eligible for the October 2016 or April 2017 CSEA LLS payment provided the employee:

- Is Active, on a Leave With Pay or on an Unpaid Military Stipend Leave in a BU02, BU03, BU04 or BU47 position on the appropriate payment eligibility date 09/30/16 (October) or 3/31/2017 (April); **and**
- Has a Pay Basis Code of ANN or BIW (only if the employee is on a Paid Military Stipend Leave) on the appropriate payment eligibility date (09/30/16 (October) or 3/31/2017 (April)); **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 04/01/16 Salary Schedule) as of the appropriate payment eligibility date (09/30/16 (October) or 03/31/17 (April)); **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.

### **Tax Information:**

The LLS payment and AJR adjustment 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 and 0.50% for Yonkers non-residents.

If an employee wants to change their tax withholding status for this payment and their agency has payroll online, please use the online service at <https://psonline.osc.ny.gov>. If an employee wants to change their tax withholding status for this payment via forms, please send an accurately completed form(s) to [BSCPayrollAdmin@ogs.ny.gov](mailto:BSCPayrollAdmin@ogs.ny.gov) by Wednesday, September 20, 2017 COB (Administration) and Wednesday, September 27, 2017 COB (Institution). If at any time an employee wants to revert back to their prior tax withholding status it is the employee's responsibility to submit new form(s) or complete the process via Payroll Online if available.

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