



# Payroll Bulletin

## Office of the State Comptroller

### Bureau of State Payroll Services

**Date: March 05, 2020**

**Bulletin Number: 1818**

**Updated March 30, 2020**

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|---------------------------|---|
| <b>Subject</b>            | Expected Delay of Direct Deposit Funds and Paycheck Distribution for the April 1, 2020 Administration Cycle Paychecks   |
| <b>Purpose</b>            | The purpose of this bulletin is to inform New York State agencies of the expected delay in paycheck distribution and release of direct deposit funds as the Legislature has not passed, and the Governor has not signed, the 2020-21 State budget or a budget extender bill to provide for the continuing operation of State government by close of business on Monday, March 30, 2020.   |
| <b>Affected Employees</b> | <p>Executive Branch* employees paid on the Administration pay cycle may be affected.</p> <p>*This does not apply to employees of the State University of New York (28***, excluding SUNY Construction Fund (28990), City University of New York (70***)) or State Insurance Fund (00640, 00650) since their fiscal year does not expire until the end of June.</p>  |
| <b>Background</b>         | <p>When a passed budget is in place, OSC transmits the electronic direct deposit file on Monday evening for the paycheck dated the same week. This allows the funds to be received by employee banks to deposit them timely into employee bank accounts.</p> <p>Although paychecks dated April 1, 2020 were confirmed on March 24, 2020, OSC is not permitted to distribute funds dated in the new fiscal year until the Legislature passes and the Governor signs the 2020-21 State budget or a budget extender bill to provide for the continuing operation of State government.</p> <p>Due to the first paycheck of the fiscal year falling on the first day of the fiscal year, it is expected that there will be a delay in OSC's ability to transmit the electronic file on Monday evening, March 30, 2020. As a result, employee banks may delay posting direct deposit funds into employee bank accounts for the Wednesday, April 1, 2020 check date. Distribution of paychecks may also be delayed as paychecks will not be released by the Division of the Treasury until the Legislature passes and the Governor signs the 2020-21 State budget or a budget extender bill to provide for the continuing operation of State government.</p> |
| <b>Paycheck Date(s)</b>   | Effective paychecks dated April 1, 2020.  |
| <b>OSC Actions</b>        | <p>OSC will transmit the electronic direct deposit file to the bank as soon as the Legislature passes and the Governor signs the 2020-21 State budget or a budget extender bill to provide for the continuing operation of State government.</p> <p>OSC will continue to provide updated information on the availability of funds for the paycheck dated April 1, 2020 via the PayServ Bulletin Board and New York State Payroll Online (NYSPO) when the Legislature passes and the Governor signs the 2020-21 State budget or a budget extender bill to provide for the continuing operation of State government.</p>  |
| <b>Agency Actions</b>     | Agencies must notify employees accordingly and consult the PayServ and NYSPO bulletin boards for additional information and updates.  |

Agencies should notify the Division of the Treasury if special handling of paychecks is needed upon release of the April 1, 2020 paychecks.

**Questions**

Questions regarding this bulletin may be directed to the Payroll Services mailbox. Please reference Bulletin No. 1818 in the subject of your email.

For payroll assistance, please contact the BSC Payroll Administration Unit via email at [BSCPayrollAdmin@ogs.ny.gov](mailto:BSCPayrollAdmin@ogs.ny.gov), by phone at (518) 457-4272, or by fax at (518) 457-1879.

State Human Resources at (518) 786-4830.