NEW YORK STATE Department of Corrections and Community Supervision **DIRECTIVE**	TITLE **Preparing Payroll Deductions**		NO. 2702 DATE 05/18/2026
SUPERSEDES DIR #2702 Dtd. 07/09/25	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) PAYSERV Payroll System; Division of Budget Bulletins B-300 & B-300A	APPROVING AUTHORITY		

I. DESCRIPTION: This procedure is designed to provide the steps to be followed for the preparation of General Deductions.

The Office of the State Comptroller (OSC) prescribes the due dates for on-line deductions processing.

II. DEDUCTION PROCESSING: The Payroll Supervisor or designee is responsible for implementing the procedures outlined below.

A. Transactions Using the PAYSERV System

1. Refer to the Deduction Processing in the Payroll Manuals (accessible on the PAYSERV bulletin board), and/or the Payroll Deduction Bulletins for instruction on how to input the deduction information into the PAYSERV system.
2. Receive the following types of forms dealing with deductions:
   a. Tax Withholding Forms: W-4, IT-2104, and IT-2104.E;
   b. Miscellaneous Insurance Forms;
   c. Retirement System Forms, Registration number/rate;
   d. SEFA (State Employee Federated Appeal);
   e. Maintenance;
   f. Fines;
   g. Repay State Loans/Debt;
   h. Fingerprint Fees;
   i. Total Employment Insurance Owed; or
   j. Credit Unions (only those that do not participate in New York Automated Clearing House and the Direct Deposit Program).
3. Once deduction information is entered into the PAYSERV system, you must save any changes. This screen should be reviewed for accuracy.
4. All documents related to employee deductions should be filed in the employee's payroll file. Payroll Register report (Control D pay002) should be reviewed to ensure all deductions were processed accurately.

B. Deductions upon Transfers

1. When being transferred from one pay cycle to the same pay cycle on the first day of the pay period nothing has to be done. All deductions will follow the employee to the new agency.

2. When an employee is going from one pay cycle (Admin/Inst) to a different pay cycle (Inst/Admin):
    a. If the transfer is the first day of the incoming agency's payroll, the outgoing agency ends all deductions (i.e., SEFA, retirement loans, arrears, etc.). The incoming agency will start up the deductions.
    b. If the transfer is other than the first day of the incoming agency's payroll, the outgoing agency should cancel deductions for the last check and the incoming agency should start up deductions and they should be taken from the first full check.

C. Deductions for Rentals – Maintenance: For deductions concerning rentals of State housing, refer to Division of Budget Bulletins B-300 and B-300A.

D. Deductions for Food – Maintenance: For deductions concerning meals taken by employees assigned to the Superintendent's residence, refer to Division of Budget Bulletins B-300 and B-300A.