



Information Announcement

April 2016 and April 2017 Civil Service Employees Association (CSEA) Retroactive Pay Increase

September 13, 2017

The Office of the State Comptroller (OSC) recently released [Payroll Bulletin #1589](#) regarding the April 2016 and April 2017 Civil Service Employees Association (CSEA) Retroactive Salary Increases. Your bargaining unit information can be found on the front of your pay stub under “Negotiating Unit.”

Chapter 165 of the Laws of 2017, which implemented the 2016-2021 Agreement between the State of New York and CSEA, provides for a salary increase of two percent (2.00%) for fiscal years 2016-2017 and 2017-2018 and includes the [April 1, 2016](#) and [April 1, 2017](#) CSEA Salary Schedules.

The April 2016 and April 2017 CSEA Retroactive Salary Increases will be paid in the paychecks dated October 4, 2017 (Administration) or October 12, 2017 (Institution).

Eligibility Criteria:

The following employees are eligible to receive the April 2016 and April 2017 CSEA Salary Increases:

- Employees with a Pay Basis Code of HRY* (Grade 600 or 800)
- Employees with a Pay Basis Code of ANN who are in a traineeship (Grade 800)
- Employees with a Pay Basis Code of ANN who are in an NS position (Grade 600)
- Employees with a Pay Basis Code of ANN who are in an NS position (Grade 600) which is equated to a grade (Grade 001-025)
- Employees with a Pay Basis Code of ANN who are in a graded position (Grade 001-025)

***Note:** The Payroll System is unable to differentiate between seasonal and non-seasonal hourly positions. Hourly employees with an hourly rate that is equal to or less than \$11.00 on or after the payment effective date **will not be processed automatically** and will require agency review to determine payment eligibility.

Tax Information:

These monies are taxable income subject to all employment taxes and income taxes, will be included in the employee's taxable gross and reported on the employee's Form W-2. 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 (1.61135% for Yonkers residents 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 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 or (518) 457-4272.