



BSC Contact Information by Service Line

Service Line	Contact Information	
Accounts Payable/Invoices <ul style="list-style-type: none"> Accounts Payable Inquiries New Invoices for Payment 	Invoice Submission via U.S. Mail Name of Agency indicated on PO Unit ID: xxxxxxxx c/o NYS OGS BSC Accounts Payable Building 5, Floor 5 1220 Washington Ave. Albany, NY 12226-1900	Interagency Mail BSC Accounts Payable 1220 Washington Ave Building 5, Floor 5 Albany, NY 12226-1900
Lease Invoice Submission: <ul style="list-style-type: none"> Lease Invoices for Payment 	Lease Invoice Submission: bscleaseinvoices@ogs.ny.gov <NYS Agency Name> <Unit ID> c/o BSC Lease Unit 1220 Washington Avenue Building 5, Floor 6 Albany, NY 12226-1900	A/P Lease Inquiry: BSCAPLeases@ogs.ny.gov
Accounts Receivable <ul style="list-style-type: none"> Customer Balance Inquiries Dunning Letters Receipt Inquiries 	BSC Accounts Receivable 1220 Washington Ave Building 5, Floor 6 Albany, NY 12226-1900 Inquiries: AccountsReceivable@ogs.ny.gov	
Credit Cards <ul style="list-style-type: none"> Issues with reconciling charges in SFS Procurement & Travel Cards: Applying, Changing, Reconciling, Canceling 	BSC Credit Cards 1220 Washington Ave Building 5, Floor 6 Albany, NY 12226-1900 Fax: (518) 485-7047 Inquiries: BSCFinance@ogs.ny.gov New Card Application or Change Request Forms: Bsc.cc.applications@ogs.ny.gov	

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BSC Contact Information by Service Line

Purchasing

- Advice/Clarification on Purchasing Guidelines
- Requisition Documentation and Processing
- Change Notices – Stand Alone POs
- Contract Purchase Order Inquiries
- Contract Change Notices
- Status or Follow-up on Contract POs
- Invitation for Bids, Documents, and Inquiries

BSC Purchasing
1220 Washington Ave
Building 5, Floor 6
Albany, NY 12226-1900
Fax: (518) 485-7020

Stand Alone PO Inquiries: BSCFinance@ogs.ny.gov

Lease Inquiries/Lease Change Notices/Lease Contracts:

Contractpos@ogs.ny.gov

Invitation for Bids, Documents, and Inquiries:
ogs.sm.ogsbuydesk@ogs.ny.gov

Travel & Expense

- Expense Report Guidance
- Incorrect/Missing Charges in SFS Wallet
- Status of Expense Reports
- Travel Training

BSC Travel & Expense 1220
Washington Ave
Building 5, Floor 6
Albany, NY 12226-1900

Inquiries: BSCFinance@ogs.ny.gov



BSC Contact Information by Service Line

Service Line	Contact Information
<p>Benefits Administration</p> <ul style="list-style-type: none"> • Health Insurance and Other Benefits • Orientation Packet Creation, Processing and Tracking • Off boarding Packet Creation and Processing • Productivity Enhancement Program, Option Transfer, Other Special Programs <p>The Benefits service line also assists with Leaves of Absences for some customer agencies (e.g., FMLA, medical, maternity, military and Workers' Compensation). For the complete list of HR Services we provide to customer agencies, visit the Benefits webpage at: https://bsc.ogs.ny.gov/content/benefits Employees of agencies we do not provide services for should contact their agency HR office for guidance regarding these types of leaves.</p>	<p>BSC Benefits Administration 1220 Washington Ave Building 5, Floor 4 Albany, NY 12226-1900 Fax: (518) 457-1879 Inquiries: BSCBenefitsAdmin@ogs.ny.gov</p>
<p>Payroll Administration</p> <ul style="list-style-type: none"> • Copies of W-2 and/or Paycheck Stubs • Deductions, Direct Deposit, Paycheck Earnings • Employee ID # • Employment Verification Letters • Lump Sum Payments • Performance Advances • Overtime Payments, Holiday Payments, Additional Pay Factors, Retirement Deductions, Loans, Arrears, Salaries/Paychecks • Tax Withholding • Taxable Use of State Vehicle Forms • Unemployment Forms/No-Fault Forms 	<p>BSC Payroll Administration 1220 Washington Ave Building 5, Floor 4 Albany, NY 12226-1900 Fax: (518) 457-1879 Inquiries: BSCPAYROLLAdmin@ogs.ny.gov</p>
<p>Personnel Administration</p> <ul style="list-style-type: none"> • Change of Address/Name • HCM Operations <ul style="list-style-type: none"> - HCM Templates -Access to HCM -Personnel Transaction Processing 	<p>BSC Personnel Admin 1220 Washington Ave Building 5, Floor 4 Albany, NY 12226-1900 Fax: (518) 457-1879</p> <p>BSC Personnel Administration Inquiries: BSCPPersonnelAdmin@ogs.ny.gov</p>

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BSC Contact Information by Service Line

Time & Attendance Administration

- Employee questions related to LATS-NY, completion of their timesheet and overall Attendance & Leave guideline
- Accrual requests from Non-BSC hosted agencies
- Holiday Compensation Waiver Forms
- Special holiday Compensation Waiver Forms
- Productivity Enhancement Program (PEP) Forms
- Over 40 Comp Enrollment and Cash Out Forms
- Supervisor requests for employee probation absence reports
- Supervisor's request to un-process a timesheet

BSC Time and Attendance Administration
1220 Washington Ave
Building 5, Floor 4
Albany, NY 12226-1900
Fax: (518) 457-1879
Inquiries: BSCTimeAdmin@ogs.ny.gov



BSC Contact Information by Service Line

Service Line	Contact Information
Administrative Services	BSC Administrative Services 1220 Washington Ave Building 5, Floor 6 Albany, NY 12226-1900
Project Management Office (PMO)	BSC Project Management 1220 Washington Ave Building 5, Floor 6 Albany, NY 12226-1900
Customer Care	BSC Customer Care 1220 Washington Ave Building 5, Floor 6 Albany, NY 12226-1900
Human Resources Information Technology (HRIT)	BSC HRIT 1220 Washington Ave Building 5, Floor 4 Albany, NY 12226-1900
Performance Management	BSC Performance Management 1220 Washington Ave Building 5, Floor 6 Albany, NY 12226-1900
Transition	BSC Transition 1220 Washington Ave Building 5, Floor 6 Albany, NY 12226-1900
FileNet Services <ul style="list-style-type: none"> All FileNet requests including troubleshooting and Role Request Forms 	FileNet Technical Support/Role Requests: BSCFileNet@ogs.ny.gov

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