



Who to Contact for BSC Services

All BSC inquiries call (518) 457-4272

Benefits	Email	Mail	Fax
<ul style="list-style-type: none"> • Health, dental and vision insurance plans - enrollment changes • New and transfer employee forms • Benefits upon separation - resignation or retirement • Other benefits programs - Productivity Enhancement Program (PEP), Option Transfer, Pre-Tax Contribution Program (PTCP), Opt-out & more 	BSCBenefitsAdmin@ogs.ny.gov	BSC Benefits Administration 1220 Washington Avenue Building 5, Floor 6 Albany, NY 12226	(518) 457-1879
LATS-NY Timesheets	Email	Mail	Fax
<ul style="list-style-type: none"> • Timesheet assistance and LATS-NY codes • Accruals and balances 	BSCHR@ogs.ny.gov	LATS-NY Timesheet Administration 1220 Washington Avenue Building 5, Floor 6 Albany, NY 12226	(518) 457-1879
Salary and Paychecks	Email	Mail	Fax
<ul style="list-style-type: none"> • Employment verification • Paycheck earnings & deductions • Salary calculations • Direct deposit enrollment status 	BSCHR@ogs.ny.gov	BSC Payroll Administration 1220 Washington Avenue Building 5, Floor 6 Albany, NY 12226	(518) 457-1879
Personal History Folders	Email	Mail	Fax
<ul style="list-style-type: none"> • For OGS employees or employees of agencies who are hosted by OGS for HR services 	BSCPersonnelAdmin@ogs.ny.gov	BSC Personnel Administration 1220 Washington Avenue Building 5, Floor 4 Albany, NY 12226	(518) 457-1879
Travel and Expense Reports and Credit Cards	Email	Mail	Fax
<ul style="list-style-type: none"> • Expense report preparation and guidance • Procurement and travel cards • Reconciling your state-issued credit card charges 	BSCFinance@ogs.ny.gov	BSC Travel & Expense 1220 Washington Avenue Building 5, Floor 4 Albany, NY 12226	(518) 457-7047

More Helpful Contact Information

Use NYS Payroll Online to...

- Obtain direct deposit enrollment form
- View direct deposit account details
- View, print, and save your pay stub
- Go paperless
- View and update your tax withholdings
- View, print and save your W-2
- Update email addresses

Sign-Up for NYS Payroll Online at:

<https://osc.state.ny.us/payroll/nyspo.htm>

NY.gov account username and password are required

Need help with your NY.gov account? Find information at

<https://its.ny.gov/nygov-id> or contact your agency coordinator.

Contact your agency HR office for questions about...

- Internal recruitments
- Promotions and transfers
- Probationary periods
- Performance evaluations
- Time & Attendance rules and guidance
- Labor relations
- Mandatory or optional trainings
- Personal history folders (if you are not an OGS employee or employee of an agency hosted by OGS for HR services)

Use SFS to check on...

- Expense reports status and payment
- SFS wallet charges

Contact your agency Finance office for questions about...

- Approval for travel
- Requests for credit cards or changing limits