

CCNY EXECUTIVE MESSAGE

OFFICIAL CAMPUS UPDATE FROM THE OFFICE OF HUMAN RESOURCES

Dear Faculty and Staff,

Please be advised that the Office of the New York State Comptroller (OSC) is upgrading the New York State payroll system. With this upgrade, there will be changes to how employees' direct deposits are processed. This change will only impact tax-levy employees with multiple jobs, who are paid via direct deposit in any job, and whose direct deposit distributions differ between jobs. These employees must select one job's Direct Deposit record prior to conversion to be brought forward in v 9.2, or update their direct deposit distributions in each job to match exactly.

The Office of the New York State Comptroller (OSC) has mailed letters to employees who will be impacted by this change. If you received the letter from OSC, please follow the instructions and return the Direct Deposit Conversion Form (AC-3346) to payrollservices@ccny.cuny.edu by Wednesday, January 21, 2021.

***CUNY School of Medicine employees, please send the form(s) to medHR@med.cuny.edu by Wednesday, January 21, 2021.**

If you have already submitted this form to Payroll Services, please disregard this email.

Please note that you will need your NYS emplid number and the Department ID which can be found on the top portion of your tax-levy paystub.

Below please find an example of the tax-levy paystub:

Thomas P. DiNapoli State Comptroller		A	B			C	D	Total Gross	Fed Taxable Gross
Advice # Advice Date		G	Pay Start Date Pay End Date		J	Negotiating Unit Retirement System		L	M
Department ID		H	NYS EMPLID		K	Net Pay		E	F
EARNINGS		Hrs/Days	Current	Earnings	Hrs/Days	YTD	Earnings	TAX DATA	
								Federal	State
								NYC	Yonkers

Failure to take these actions will result in your direct deposit being cancelled and your payments sent to you in a paper check.

Should you need a copy of the direct deposit conversion form (AC-3346) and/or the direct deposit form (AC-2772), please follow the links below:

[Direct Deposit Conversion Form \(AC-3346\)](#)

[Direct Deposit Form \(AC-2772\)](#)

If you have any questions, please contact us at payrollservices@ccny.cuny.edu