

**Bureau of State Payroll Services  
Office of the State Comptroller  
Frequently Asked Questions**

**How do I obtain a history of my employment with NYS?**

Current and former State employees may contact their agency payroll Office for information regarding employment with New York State from 1998 to the present.

The Bureau of State Payroll Services will search the payroll files maintained by the Office of the State Comptroller in order to obtain your employment history prior to 1998. To protect the privacy of New York State employees, OSC requires the completion of the Personal Privacy Protection Law Release form by any current or former employee seeking information.

This form authorizes the Bureau of State Payroll Services to release employment information to you or a designated third party. [Click here](#) for the Personal Privacy Protection Law Release form and instructions. The form must be notarized and then mailed to: Office of the State Comptroller, Bureau of State Payroll Services, 110 State Street, 8<sup>th</sup> floor, Albany, NY 12236. Upon receipt of this form, we will be able to respond to your request.

Questions regarding prior service history requests may be e-mailed to [PayrollHistory@osc.state.ny.us](mailto:PayrollHistory@osc.state.ny.us).

**Why is there a discrepancy between my gross annual earnings and my annual base salary?**

Since a fiscal year cannot be divided equally into biweekly periods, computation of the biweekly wage is made by dividing the annual salary by the number of calendar days in the fiscal year (365 or in the case of a leap year, 366) and multiplying this result by fourteen, the number of calendar days in a biweekly period. To reduce this process to one step, the fractions  $14/365$  and  $14/366$  are converted to multiplication factors: .038356 (non-leap year) and .038251 (leap year).

To illustrate this, we'll use the annual salary of \$60,687 to compute the salary for 2007. Both multiplication factors, leap year and non-leap year, are used as Fiscal Year 2006-07 is a non-leap year and 2007-08 is a leap year. This employee is on the Administration Lag payroll cycle.

Time Period	Annual Salary	Multiply Factor	Biweekly Salary	# of Pay Periods	Resultant Salary
1/10/07 to 4/4/07	\$60,687	.038356	\$2327.71	7	\$16,293.97
4/18/07 to 12/26/07	\$60,687	.038251	\$2321.34	19	\$44,105.46

The amount of gross annual earnings for 2007 will be \$60,399.43.

Normally, there are 26 pay periods during a calendar year. Due to the idiosyncrasies in the calendar and the State's payroll cycle, State employees occasionally receive 27 paychecks in a calendar year, instead of 26. When this occurs, the employee's gross annual earnings will be higher than the annual salary.

**How do I start or stop my Savings Bond deduction?**

Savings Bonds are administered through a third party vendor, the National Bond and Trust Company (NBT). You should contact NBT directly and identify yourself as a New York State employee. NBT's toll-free telephone number is (800) 426-9314.

**I have direct deposit for my paycheck. My pay has not always been deposited into my checking account as of 8:00 a.m. on Tuesday.**

It has been our experience that the State Employees Federal Credit Union (SEFCU) usually deposits direct deposit funds of State employees on Tuesday mornings. However, payday is Wednesday. According to the National Automated Clearing House Association, funds should be made available to employees by the opening of business on Wednesday. For additional information, you should contact your financial institution directly.

**I am a new State employee. Why does it take so long before I receive my first paycheck? Please explain the two-week lag pay.**

Chapter 78 of the Laws of 1982 authorized the State of New York to implement the two-week lag pursuant to agreements with the unions representing State employees. The two-week lag simply means that an employee performs services during a two-week period and is subsequently paid for such services on the pay date that occurs two weeks later. Although your paycheck is dated for payday, the services covered are for the pay period

ending on the previous payday. For example, the paycheck received on April 18, 2007 was the work performed from March 22 to April 4.

With regard to an employee who stops working on July 25, 2007 (the last day of the pay period), the employee will receive a check for July 12 through July 25 on the next payday, August 8, 2007.