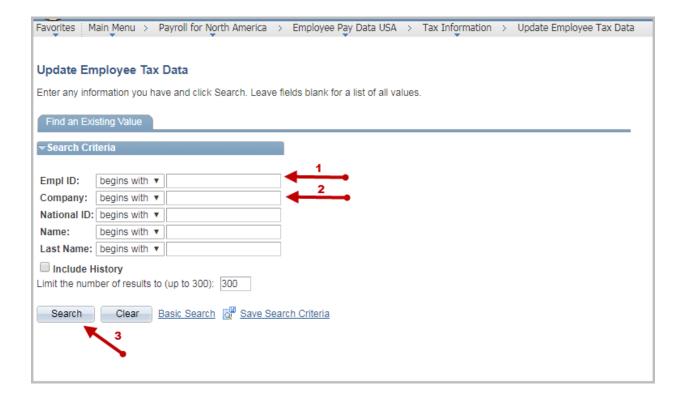
Job Aid - A

New York State Office of the State Comptroller Bureau of State Payroll Services NY Paid Family Leave

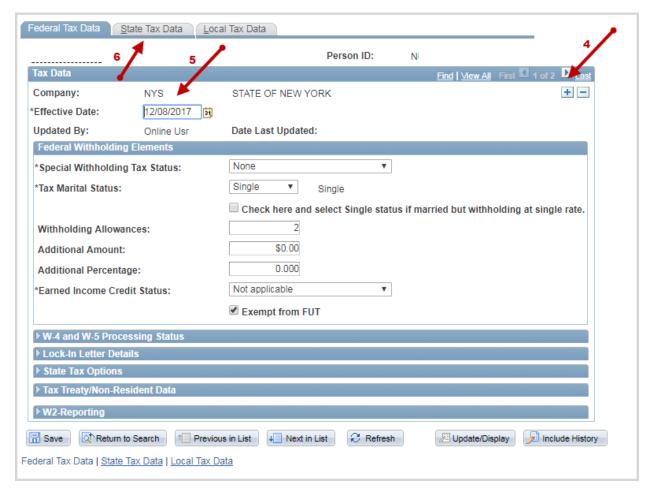
Update Employee Tax Data – Paid Family Leave Waiver

The PayServ implementation of the NY Paid Family Leave program has resulted in a new procedure to update eligible employees who may have applied for a waiver or do not meet the eligibility criteria as defined in New York State Law for NY Paid Family Leave. Agency payroll officers will be required to update the employee's tax data to and from 'Exempt' if necessary.

- To review the Federal/State Tax Data Page go to Payroll for North America> Employee Pay
 Data USA> Tax Information> Update Employee Tax Data.
- Enter the Empl ID (1) and the Company (2).
- Click Search (3).

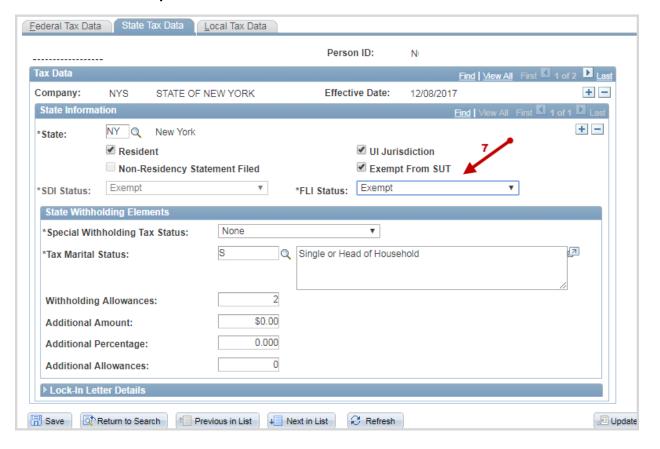


- The Employee Federal Tax Data Page is displayed.
- To update the FLI Status for the employee, click the **plus sign (4)** to add a new effective dated row. The **Effective Date (5)** field defaults to the current date. As long as this date is prior to the check date that the change should be impacted in, there is not a need to update the date from the current date.
- Click on the **State Tax Data (6)** tab.



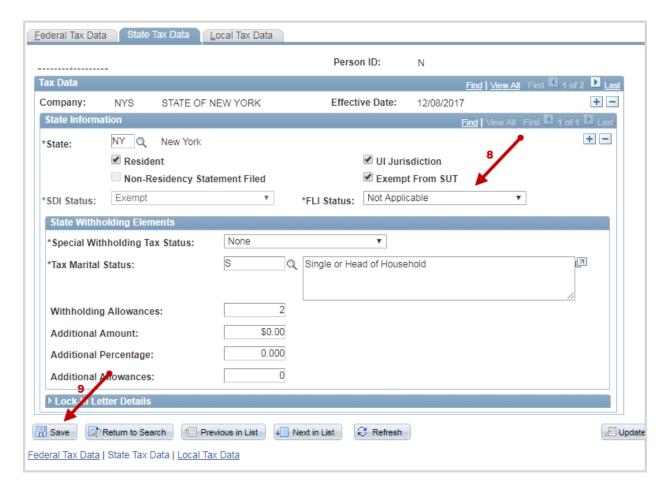
• If the employee <u>does have</u> a waiver and does not meet the Paid Family Leave eligibility criteria, update the *FLI Status (7) drop down to 'Exempt' so the employee no longer has the Paid Family Leave deduction taken from future dated paychecks.

*FLI - Family Leave Insurance



• If the employee <u>does not have (or no longer has)</u> a waiver and does not meet the Paid Family Leave eligibility criteria, update the *FLI Status (8) drop down to 'Not Applicable' so the employee is processed by the PayServ system and updated to Subject automatically based on the eligibility criteria for the premium deduction.

*FLI - Family Leave Insurance



• Save (9) the changes. The employee tax data is now updated.