



Payroll Bulletin

Office of the State Comptroller

Bureau of State Payroll Services

Date: June 30, 2008

Bulletin Number: 830

- Subject** NYS-Ride Transportation Benefit Program for Executive Branch Employees with Ratified Contracts, M/C Employees and Unified Court System Employees
- Purpose** To notify agencies of the Deduction Codes for employees participating in NYS-Ride Transportation Benefit Program.
- Background** [Payroll Bulletin No. 537](#) notified agencies that as a result of collective bargaining, the Governor's Office of Employee Relations (GOER) is sponsoring a pilot program to provide pre-tax benefits to eligible Executive Branch employees.
- Beginning July 2, 2008, the program will be expanded statewide to Executive Branch employees with ratified contracts, M/C employees, and Unified Court System employees. Employees working in any one of the five boroughs of New York City who currently participates in the pilot program will continue to be eligible to participate in NYS-Ride, regardless of bargaining unit. Post-tax deductions will also be allowed for this program. The program will be administered by the vendor, WageWorks, Inc.
- Affected Employees** Employees who receive a regular biweekly paycheck from the Office of the State Comptroller, and who are currently in bargaining units 02, 03, 04, 05, 06, 08, 13, 18, 46, 47, 52, 66, 67, 79, 86, 87, 88, 98, CT, G9, DR, F8, SY, SA, SD, SG, SK, SN, SR, and S9.
- Effective Date(s)** Administration paychecks dated August 20, 2008.
Institution paychecks dated August 28, 2008.
- OSC Actions** OSC will process deduction transactions using deduction codes that have been established for this program. The codes are as follows:
- | Deduction Codes | Code | Narrative Description |
|------------------------|-------------|--|
| | 421 | NYS-Ride Pre-Tax: This code is to be used to process biweekly pre-tax deductions. |
| | 422 | NYS-Ride Post-Tax: This code is to be used to process biweekly post-tax deductions |
- Note:** Enrollment for this program is based upon two (2) deductions each month. In order to accommodate this process, a functionality in the payroll system allows for the automatic processing of these deduction codes for the first two (2) paychecks of each month. There will be no deductions taken in the third paycheck in months where three (3) paychecks are issued. The vendor will submit all transactions for starting, canceling and/or changing these deductions. There is no agency update access required in the payroll system.
- Eligibility File** OSC has created an eligibility file that will be transmitted on a weekly basis to the vendor. This file contains information that identifies employees who are eligible for the program. The vendor will use this file to match the employee's current payroll record against enrollment information.
- Agency Actions** Agency Human Resource Departments are responsible for assisting employees who encounter problems with enrollment. Information on this process has been communicated by GOER to Health Benefits Administrators.
- Questions** Employees may enroll in NYS-Ride online at any time at www.nysride.com or by telephone at 866-428-7781, Monday through Friday, 8:00 a.m. to 8:00 p.m., Eastern Time. **Employees who are hearing impaired may contact WageWorks Customer Service through TDD at 866-353-8058.**

Questions regarding employee eligibility may be directed to the GOER NYS-Ride

staff at 518-473-8091. This telephone number is for agency Payroll and Human Resource staff **only** and should not be given to employees.

Questions regarding this bulletin may be directed to the Payroll Deduction Planning Team by e-mail to payrolldeduction@osc.state.ny.us.