



December 29, 2020

Dear Baruch Staff,

PayServ is being upgraded to PeopleSoft version 9.2 with an expected Go Live date of February 15, 2021. In preparation for the upgrade, the Office of the State Comptroller (OSC) is conducting outreach to State employees who are employed in multiple jobs. Any employee who is paid via direct deposit in at least one job and whose direct deposit elections do not exactly match in all jobs will be contacted to select a record that will be used once the upgrade is completed.

A letter was mailed to affected employees last week. If you receive a letter, please fill out the [AC 3346 form](#) and email it to the [Office of Human Resources](#) (OHR). OHR will then send all completed forms to University Payroll.

While the letter from OSC to the employees indicates a February 1<sup>st</sup> deadline, due to CUNY's unique set-up, **all AC 3346 forms** must be received by the Office of Human Resources **no later than January 20<sup>th</sup>, 2021**.

Standard direct deposit changes will continue to be made through the [Direct Deposit Form \(AC 2772\)](#). Changes made using the AC 2772 will not impact selections made on the AC 3346.

If you have any questions or concerns please contact Franklin Trinity, [Franklin.Trinity@baruch.cuny.edu](mailto:Franklin.Trinity@baruch.cuny.edu) or Jevonne Dixon, [Jevonne.Dixon@baruch.cuny.edu](mailto:Jevonne.Dixon@baruch.cuny.edu).

**Completing the AC 3346:**

**Agency Name:** Baruch College

**Department IDs:**

70050 – Full-Time Instructional and Classified Service Staff

70051 – Adjunct Faculty and Continuing Education Teachers

70052 – Part-Time Classified Staff, including College Assistants

**Related Links:**

[Payroll Bulletin No. PIP-007](#)

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

