

## **NYSIF Disability Benefits Payroll Instructions**

Enter information for employees working in New York State only

### **Section I – Disability Benefits**

- (a) Gross Payroll – Gross wages are a total of actual wages for all covered employees
- (b) Limited Wages
  - Enter the total number of male employees covered for the period indicated
  - Enter the total capped wages for male employees covered for the period indicated
  - Enter the total number of female employees covered for the period indicated
  - Enter the total capped wages for female employees covered for the period indicated

### **Calculating Wages – Disability Benefits**

The capped wage\* for an employee is limited to a maximum of \$17,680 per year. If an employee's annual wage is less than \$17,680, please use the employee's actual wages.

**Example:** A business has three (3) male employees during the year: Two (2) of them earn more than \$17,680 per year and one (1) earns \$13,000 per year. Total capped wages would be \$48,360 ( $\$17,680 + \$17,680 + \$13,000 = \$48,360$ ).

\*If your policy has enriched benefit coverage, multiply \$17,680 by the enrichment factor (1.5, 2, 2.5, 3, 4 or 5) for the limited capped wage amount.

### **Section II – Paid Family Leave**

1. Enter the total number of male employees covered for the period indicated
2. Enter the total capped wages for male employees covered for the period indicated
3. Enter the total number of female employees covered for the period indicated
4. Enter the total capped wages for female employees covered for the period indicated

### **Calculating Wages – Paid Family Leave**

- For periods in 2019, the capped wages are limited to a maximum of **\$1,357.11** per week per employee.
- For periods in 2020, the capped wages are limited to a maximum of **\$1,401.17** per week per employee.
- If an employee's weekly wage is less than either cap, please use the employee's actual wages. Multiply capped weekly wages by the number of weeks in the indicated period.

**Example A:** A business has three (3) female employees during a 48-week period: Two (2) of them earn more than \$1,357.11 per week and one (1) earns \$1,000 per week. Total capped wages would be \$178,282.56 ( $\$1,357.11 + \$1,357.11 + \$1,000 = \$3,714.22 \times 48 \text{ weeks} = \$178,282.56$ ).

**Example B:** A business has three (3) male employees during a 4-week period: Two (2) of them earn more than \$1,401.17 per week and one (1) earns \$1,000 per week. Total capped wages would be \$15,209.36 ( $\$1,401.17 + \$1,401.17 + \$1,000 = \$3,802.34 \times 4 \text{ weeks} = \$15,209.36$ ).

### **Employees Eligible for Paid Family Leave**

- Full-time employees: Employees who work a regular schedule of 20 or more hours per week are eligible after working 26 consecutive weeks.
- Part-time employees: Employees who work a regular schedule of less than 20 hours per week are eligible after working 175 days, which do not need to be consecutive.