

## DOE NYCAPS Central Job Aid – Entering Name and Address Data

Applicant data, especially name and address information, has an impact on NYCAPS transactions. For example, entering an address using the wrong format may impact benefits, or entering the wrong county code may affect the employee's tax deductions. Therefore, it's important to make sure that all applicant data is entered correctly at the time the record is created. The information in this job aid will provide you with some important tips to keep in mind when entering applicant data into NYCAPS.

**IMPORTANT:** NYCAPS will not display an error or message if the data you enter is incorrect or not formatted appropriately, so always double-check to ensure that all information you are entering is correct.

### Entering a name in NYCAPS using the right format

Names are first entered in NYCAPS on the Applicant Contact Info page. When you enter a name in NYCAPS, always follow these formatting rules:

1. Do not use underscores ( \_ ), commas ( , ), or periods ( . ) in any of the name fields.
2. Always enter the appropriate information in the correct field: Prefix, Last, First, Middle, and Suffix. For example, the middle initial should not be included as part of the first name in the "First" field; it should be entered in the "Middle" field, without a period. Likewise, any suffix (such as "Jr") should be entered in the "Suffix" field instead of the "Last" field, and should not include a period.

#### *Why is name formatting important?*

Name and address data is sent automatically from NYCAPS to the appropriate health benefits carrier. If the name isn't formatted correctly, it may prevent the data from being received by the carrier, which may result in delays in the employee's benefits enrollment.

### Entering an address in NYCAPS using the right format

Addresses are first entered in NYCAPS on the Applicant Contact Info tab, by clicking the "Edit Address" link. When you enter an address in NYCAPS, make sure that you enter the address on the correct lines. Never use commas ( , ) or periods ( . ) when entering address information. Also, as a reminder, only ONE address can be entered in NYCAPS. Separate mailing and home addresses are not allowed. See the guide below

Field Name	Description	Example
Address 1	Street Address or P.O. Box	65 Court Street
Address 2	Apartment Number (if applicable)	Apt 1
Address 3	CURRENTLY NOT IN USE, PLEASE LEAVE BLANK	BLANK
City	City	Brooklyn
State	2-character State Code (use the lookup tool to find the value)	NY
Postal Code	ZIP Code	11201
County	1-character County Code (use the lookup tool to find the correct value; e.g. <b>B</b> = Kings County)	B

#### *Why is address formatting important?*

Name and address data is sent automatically from NYCAPS to the appropriate health benefits carrier. If the address isn't formatted correctly, it may prevent the data from being received by the carrier, which may result in delays in the employee's benefits enrollment.

### Ensuring correct tax deductions

Payroll calculates the correct tax deductions from an employee's paycheck based on a "Tax Exclusion Code" in NYCAPS. This code cannot be entered in the system by any users. Instead, NYCAPS automatically assigns the appropriate code to an employee's record based on the address and tax information you entered as part of the onboarding process. The following onboarding information is used to determine what the employee's tax exclusion code will be:

- County Code of employee's home address, entered on the Address tab
- County Code of employee's work location, entered on the Job Data page
- Tax Status (exempt/non-exempt), entered on the Employee Tax Data pages
- Citizenship Status, entered on the Visa/Permit Data pages

Please refer to the Tax Exclusion Code job aid on the CityShare website for details on how this value is populated. The job aid is located at the following URL:

[https://hrb.nycaps.nycnet/job\\_aids/index.html](https://hrb.nycaps.nycnet/job_aids/index.html)

Scroll down the page and click the "Tax Exclusion Code" link to access the job aid.

*Why is it important to make sure that all the tax and address information is correct?*

When the information used to assign the tax exclusion code is not correct (for example, when the county code doesn't match up with the city or state), then the tax deductions the employee sees on their paychecks will NOT be correct. Employees may find that they are having City taxes deducted from their paycheck even though they don't live in the City, or vice versa. Even though the information used to assign a tax exclusion code can be changed to correct the error, it can take up to two pay periods for the correction to take effect and the payroll deductions fixed. In most cases, incorrect deductions will be reimbursed at tax time. For more information on incorrect deduction reimbursement, contact HR Connect.

**IMPORTANT NOTE FOR YONKERS TAX:** Employees who reside in Yonkers are subject to an additional 10% deduction of their State tax being deducted from their paycheck. A special value (84000) must be entered in the "Locality" field on the Local Tax Data tab in NYCAPS to ensure the deduction is properly calculated.