OSC & Agency Processing Schedule

2021 Fall Conference

Presenter: Ryan Holmes

October 26, 2021

NYS COMPTROLLER
THOMAS P. DiNAPOLI

Processing Schedule

An overview of Payroll processing functions to assist Payroll users.

Things to remember:
- OSC processes payroll for all NYS agencies.
- The information in this presentation is based on a normal payroll cycle for Administration and Institution Lag, and Current payrolls.
- Submission schedule FY2021-2022:
  - Payroll Bulletin No. 1895
  - OSC Website: State Agencies>Payroll>Job Aids
    - **Note:** In the event of an early clear, please refer to processing dates in the Submission Schedule or PayServ Bulletin Board.

Payroll Bulletin Board

Submission Schedule

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transactions Cutoff*	Time Entry File Submission Date	On-line Deductions, Taxes, Direct Deposit	Electronic Certification Submission Date	On - Line Back End Splits Submission Begin/End Dates	Reports/Files Available
Inst 15 Lag	10/7 - 10/20	11/4/2021	10/19/2021	10/20/2021	10/20/2021	10/14/2021 noon - 10/22/2021	10/26/2021	10/28 noon-10/29	10/29/2021
Inst 16 Curr	10/21 - 11/3	11/4/2021	10/19/2021	10/20/2021	10/20/2021	10/14/2021 noon - 10/22/2021	10/26/2021	10/28 noon-10/29	10/29/2021
Inst 14 Extra Lag	9/30 - 10/13	11/4/2021	10/19/2021	10/20/2021	10/20/2021	10/14/2021 noon - 10/22/2021	10/26/2021	10/28 noon-10/29	10/29/2021
Admin 15 Lag	10/14 - 10/27	11/10/2021	10/26/2021	10/27/2021	10/27/2021	10/21/2021 noon - 10/29/2021	11/2/2021	11/4 noon-11/5	11/5/2021
Admin 16 Curr	10/28 - 11/10	11/10/2021	10/26/2021	10/27/2021	10/27/2021	10/21/2021 noon - 10/29/2021	11/2/2021	11/4 noon-11/5	11/5/2021
Admin 15 Extra Lag	10/7 - 10/20	11/10/2021	10/26/2021	10/27/2021	10/27/2021	10/21/2021 noon - 10/29/2021	11/2/2021	11/4 noon-11/5	11/5/2021
Inst 16 Lag	10/21 - 11/3	11/18/2021	**11/1/2021**	**11/2/2021**	**11/2/2021**	10/28/2021 noon-11/5/2021	11/9/2021	**11/12/2021**	11/12/2021
Inst 17 Curr	11/4 - 11/17	11/18/2021	**11/1/2021**	**11/2/2021**	**11/2/2021**	10/28/2021 noon-11/5/2021	11/9/2021	**11/12/2021**	11/12/2021
Inst 15 Extra Lag	10/14 - 10/27	11/18/2021	**11/1/2021**	**11/2/2021**	**11/2/2021**	10/28/2021 noon-11/5/2021	11/9/2021	**11/12/2021**	11/12/2021
Admin 16 Lag	10/28 - 11/10	11/24/2021	11/9/2021	11/10/2021	11/10/2021	11/4/2021 noon-11/12/2021	11/16/2021	11/18 noon-11/19	11/19/2021
Admin 17 Curr	11/11 - 11/24	11/24/2021	11/9/2021	11/10/2021	11/10/2021	11/4/2021 noon-11/12/2021	11/16/2021	11/18 noon-11/19	11/19/2021

Processing Schedule

Please remember that OSC is consistently working on two payroll cycles, at times simultaneously (*illustration to follow – see Slide 17*)

Week 1

Tuesday (Beginning of cycle):

- Automated Interface (AI) Cutoff; AI files (NHRP573) load Tuesday night.

    - AI Files can be processed every day, with the exception of Wednesdays and Sundays prior to the AI cut-off. These transactions will be available in PayServ the following day.

    - The NHRP574 report is available the following day after the AI file is submitted. This report provides all transactions that failed to load via the AI file.

- AI is available to OSC the following day after the AI file is processed. As Tuesday is the cut-off for submission of AI Files, Wednesday would be the latest day OSC would see new AI transactions for review.

Processing Schedule

Week 1 (continued)

Wednesday:

Agency

- Online and Time Entry Cutoff.

- Time Entry files that were sent prior to 12pm on Wednesday may be processed early (contact your auditor with questions).

  - When Time Entry files are processed after 12PM, the NPAY502 Rejected Time Entry report will not be available until Thursday and PSQuery reports will not be available until Friday. Processing Time Entry files prior to 12PM will allow for earlier access to the NPAY502 report and will allow Time Entry transactions to be available in PSQuery by Thursday.

OSC

- Begins the audit process on Time Entry files that were processed early.

Processing Schedule

Week 1 (continued)

Thursday:

Agency

- Control-D NPAY502 Warning/Rejected Time Entry Report is available for review if Time Entry files were processed after 12PM on Wednesday.

    - The NPAY502 Warning/Rejected Time Entry report provides any Time Entry transactions submitted via the Time Entry file (NPAY502) which could not be loaded into the system.

    - Should any late entries be necessary due to the Rejected Time Entry report, agencies should contact their OSC auditor for permission to direct enter these payments into PayServ.

Processing Schedule
Week 1 (continued)

Thursday & Friday:

OSC

- Transactions continue to be audited. We understand that there may be times when a late entry is needed. However, at this point in the schedule, paying employees correctly and avoiding overpayments are the priorities. Even so, these late transactions require an auditor's permission prior to entering as it can adversely affect the production process by causing errors to an employee's record and may lead to processing delays.

    - Late transactions other than those previously noted may have to wait until the next cycle and will be paid retroactively, pending approval for late entry by your respective OSC auditor.

    - Late transactions entered without permission are susceptible to deletion. If the auditor is unable to appropriately audit the transaction and no permission was granted to enter it, OSC will delete the payment for re-entry next pay period. Please contact your auditor with any questions.

Processing Schedule
Week 2

Monday:

OSC

- Begins review of retroactive adjustments.

    - The Retro Program runs every night except Tuesdays.

    - When retroactive transactions are entered, agencies can review the Retroactive Pay screens the following day (exception: Retro transactions entered Tuesday will be available Thursday).

- Reviews 30+ additional queries, which can and do have hundreds of results.

- Clears all transactions in the system for the current cycle in the afternoon.

Processing Schedule

Week 2 (continued)

Tuesday:

Agency

- No new information should be added without prior approval, only changes requested by OSC staff.
  - If a transaction is necessary to prevent either an overpayment or a zero-dollar check, please notify your auditor ASAP for approval to enter.

OSC

- Continues to review retro.
- Resolves the issues that have kicked out of the system from Clearing.
- Certifies employees.
- This day marks the beginning of the next cycle.

Processing Schedule
Week 2 (continued)

Wednesday:

Agency

- Agencies **must not** enter transactions for the payroll that we are confirming/closing at this point, as it will create a system error and delay or shut down paycheck processing.

  - **The system will not recognize any changes entered into Job and Additional Pay. To correct employees' paychecks (overpayments and/or zero check only), manual changes will need to be made by OSC. If an emergency transaction is necessary per the above circumstances, you must notify your OSC auditor immediately.**

Processing Schedule

Week 2 (continued)

Wednesday (Continued):

OSC

- The PayCalc Unit confirms the payroll cycle that we cleared on Monday. See the below processing schedule for confirm day:
  - 10AM: 1st Calc
  - 11AM: Calc Only
  - 12PM: Final Calc
  - 1PM: Confirm
- Audit staff review AC230's to clear up overpayments.

Processing Schedule

When Payments Are First Visible on Paycheck

Monday	Tuesday	Wednesday
• RGS • Additional Pay	• Time Entry	• Retro • RGS will be shut off for any employee with an RGO

Processing Schedule

Week 2 (continued)

Thursday:

Agency

- In the afternoon, agencies may begin entering data for their next pay period. (Please note: Time Entry transactions can be entered starting the Tuesday prior)

OSC

- PayCalc Unit confirms Special Paygroups.

- Audit staff review additional query results for the payroll that was just confirmed.

Processing Schedule
Week 2 (continued)

Friday: Close cycle

Agency

- Control D report NPAY776 can be reviewed by agencies for corrections done in Time Entry, Additional Pay, Job, Workers' Compensation, Tax, and General Comments.

OSC

- Final query results for the pay cycle that just confirmed on the prior Wednesday are run and reviewed by audit staff.

Effective Dates	Cycle		Automated Interface Cutoff	Online Transaction Cutoff Time Entry Submission	After Confirm on Thursday, the next payroll can be started	Reports/Files Available
		Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
		10/18/21	10/19/21	10/20/21	10/21/21	10/22/21
10/07-10/20/21	Institution 15L *Week 1	XXXX	Start	Audit	Audit	Audit
		10/25/21	10/26/21	10/27/21	10/28/21	10/29/21
	Institution15L Week 2	Clear	Certification	Confirm Process Check dt 11/04/21	Confirm Specials	End
10/14 – 10/27/21	Admin 15L *Week 1	XXXX	Start	Audit	Audit	Audit
		11/01/21	11/02/21	11/03/21	11/04/21	11/05/21
	Admin 15L *Week 2	Clear	Certification	Confirm Process Check dt 11/10/21	Confirm Specials	End

Questions?

PayrollEarnings@osc.ny.gov