Office of Operations
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Back to Basics

PAYROLL EARNINGS DAY TO DAY &
DUPLICATES, SOFT WARNINGS AND GENERAL COMMENTS

New York State Office of the State Comptroller
Thomas P. DiNapoli, Comptroller

Office of Operations
John Traylor, Executive Deputy Comptroller

Division of Payroll, Accounting and Revenue Services
Christopher Gorka, Deputy Comptroller
Dave Hasso, Assistant Comptroller
Robin Rabii, Director, Bureau of State Payroll Services

WELCOME

Processing Schedule

- Overview of certain functions of Payroll processing to assist Payroll users.
- Some things to remember:
  - Based on a normal payroll cycle.
  - Changes to cycle are posted on the Bulletin Board in P PayServ and/or on the Agency Submission Schedule.
  - Submission schedule available in Bulletin 1895

PROCESSING SCHEDULE

Week 1

Keep in mind that, unlike some agencies who run only one cycle, OSC is consistently working on two, and at times simultaneously.

Tuesday – Automated Interface Cutoff – AI file loads Tuesday night and is available to OSC in the morning.

Wednesday – Online and Time Entry Cutoff – We do understand that in the nature of our work there will be times when entries will be late. Paying employees correctly and avoiding Overpayments are high priorities. However, you are required to get an auditor's permission *prior* to doing these entries as it can adversely affect the production process.

Week 2

Monday – Clear current cycle, work on retroactive adjustments (Retro program runs over the weekend, another reason for timely submissions); review 23 queries, which can and do have 100s of results, and prepare to clear all transactions in the system for the current cycle.

Tuesday – We continue to review retros, resolve the issues that have kicked out of the system from Clearing, Certify employees and start the next cycle.

PROCESSING SCHEDULE

Week 2

Wednesday – Our PayCalc and Position Unit confirms payroll (agencies cannot enter at this point). Review AC230's to clear up overpayments and continue with the new cyele.

Thursday – Confirm Specials first thing in the morning. Review 20 queries, including but not limited to Time Entry, Job Requests, and Additional Pay. Agencies can enter data for the new cycle at this time.

Friday – Review 25 queries, and proceed with work similar toThursday to resolve agency issues. Control D report can be reviewed by agencies for corrections done in Time Entry.

Effective Dates			Automated Interface Cutoff	Online Transaction Cutoff Time Entry Submission		Reports/Files Available
		Monday	Tuesday	Wednesday	Thursday	Friday
		9/9/2013	9/10/13	9/11/13	9/12/13	9/13/13
	Institution11L	Clear	Certification	Confirm Process	Confirm Specials	
8/29-9/11/13	Admin 12L	XXXX	Start	Audit	Audit	Audit
		9/16/13	9/17/13	9/18/2013	9/19/13	9/20/13
	Admin 12L	Clear	Certification	Confirm Process	Confirm Specials	
9/5-9/18/13	Institution 12L	XXXX	Start	Audit	Audit	Audit
		9/23/13	9/24/13	9/25/13	9/26/13	9/27/13
	Institution12L	Clear	Certification	Confirm Process	Confirm Specials	
9/12-9/25/13	Admin 13L	XXXX	Start	Audit	Audit	Audit
		9/30/13	10/1/13	10/2/13	10/3/13	10/4/13
	Admin13L	Clear	Certification	Confirm Process	Confirm Specials	

TIME ENTRY DUPLICATES QUERY FOR AGENCY REVIEW

LOCKED QUERY 27 Time Entry Duplicates – The PS Query compares Time Entry Transactions for a specific department and the Pay Period End Date with previously entered Time Entry Transactions.

- The query can be run using Pay End Dates from current or previous pay periods in which the Time Entry information has not been archived.

- The only employees that are identified in the query are those with duplicate Time Entry Transactions in a prior pay period that have an **exact** match for the Earnings Code, Earnings Begin and End Date, NY Units, Hours, NY Days, and Amount.

- Time Entry Transactions submitted in production generally do not appear in PS_Query until the following business day. Agencies that send in Time Entry files will normally see the information in PS_Query **two** days after the file is due to OSC.

- Reference: Payroll Bulletin No. 457

TIME ENTRY DUPLICATES QUERY REVIEWED BY OSC

In addition to what Agencies review OSC reviews a similar Time Entry Duplicate query with the purpose of verifying:

- More than 9 pay periods worth of Retroactive payments
- Exact Duplicate earnings
- Duplicate dates
- Overlapping payments

IMPORTANT REMINDER - Prior to Agency cutoff date, enter Time Entry comments and/or General Comments and submit backup documentation timely.

PAYSERV SOFT WARNINGS

What is a Soft Warning?

- A Soft Warning is a warning message that pops up when information being entered into PayServ does not match PayServ criteria for the transaction or earn code being submitted.

- A Soft Warning should not be ignored. It is an opportunity for the Agency to verify that the entry is accurate and appropriate.

- Soft warnings are not Hard Stops.

EXAMPLES OF TIME ENTRY SOFT WARNINGS:

1. "Verify Overtime and Lost Time Dates."
2. "Verify the number of units per day."
3. "Verify Positive Earnings" For earnings that are usually reported as negative.
4. "Lump Sum Payment Submitted for Active Employee – Verify Validity."
5. "Negative Earnings Reported for an Inactive Employee. Verify there is sufficient positive earnings to accommodate the negative earnings."

GENERAL COMMENTS

General Comments are a detailed description of transactions including any vital information that would assist in the review and approval of the entry.

List of Transactions that need General Comments:

➢ Retroactive Transactions.
➢ Balance of Contract.
➢ Overpayments.
➢ ALL Adjustments.
➢ AC230s.

WHEN IN DOUBT – ENTER A GENERAL COMMENT

Reference: Payroll Bulletin No. 953 & 412