

**Payroll Improvement Project
PayServ 9.2 Navigation Crosswalk (Noted Path Changes) for Agencies**

Action	Description	9.1 Path	9.2 Path
Add Employment Instance	Add Concurrent Job	Workforce Administration > Job Information > Add Concurrent Job (Agency)	Workforce Administration > Job Information > Add Employment Instance
Additional Pay	View or update Additional Pay (e.g., Location Pay, Inconvenience Pay, Geographic Pay, Shift Differential, Bonuses, OVPs)	Payroll for North America > Employee Pay Data USA > Additional Pay (Agency)	Payroll for North America > Employee Pay Data USA > Create Additional Pay
Contract Pay	Contract dates for 21P, CYP & Adjuncts	Workforce Administration > Job Information > Contract Administration > Contract Pay (Agency)	Workforce Administration > Job Information > Contract Administration > Update Contract Pay NA
Employee Data	Mail Drop ID, Temp Assign	Workforce Administration > Job Information > Job Data (Agency) [Employment Data link]	Workforce Administration > Job Information > Job Data [Employment Data link]
Employee History	Employee History	Workforce Administration > Job Information > Review Job Information > Employee History Inquiry	PayServ Custom > Employee History Info Summary
General Comments	Enter a miscellaneous comment about an employee	Workforce Administration > Personal Information > Biographical > General Comments (Agency)	Workforce Administration > Personal Information > Biographical > General Comments
General Deduction Data	Union, Health Insurance, Garnishments, SEFA, Loans	Payroll for North America > Employee Pay Data USA > Deductions > Gen Deduction Data (Agency)	Payroll for North America > Employee Pay Data USA > Deductions > General Deduction Data
Hire	Hire an employee who does not have a record	Workforce Administration > Job Information > Hire (Agency)	Workforce Administration > Personal Information > Add a Person
Job Data	Employee Status Effective Date – Action/Reason Position Number Work Schedule Work Percentage Salary	Workforce Administration > Job Information > Job Data (Agency)	Workforce Administration > Job Information > Job Data
Job Summary, within agency	Effective Date Status Dept/Job Code BU/Grade/Class Indicator Salary Service Date	Workforce Administration > Job Information > Review Job Information > Job Summary	Workforce Administration > Job Information > Review Job Information > Workforce Job Summary
Position Data	Data about attributes of positions in PayServ	Organizational Development > Position Management > Maintain Positions/Budgets > Position Data (Agency)	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
Position Pool Table	Set up a position pool	Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Position Pool Table	Set Up HCM > Product Related > Commitment Accounting > Budget Information > Position Pool Table
Reserve EMPLID	Reserve an EMPLID for a future hire	Workforce Administration > Job Information > NYS Employee ID Request	Workforce Administration > Personal Information > Add a Person
Retirement Plans (ORP/VDC)	Maintain employee enrollment in Optional Retirement Plans/Voluntary Defined Contribution	Benefits > Enroll in Benefits > Retirement Plans	Benefits > Enroll in Benefits > Savings Plans
Retirement Plans (PERS)	Maintain employee enrollment in Public Employees Retirement System (PERS) plans	Benefits > Enroll in Benefits > Retirement Plans	Benefits > Enroll in Benefits > USA-Pension Plans