

Office of the New York State Comptroller

PayServ Navigation Paths for 9.2 Upgrade

(REV 10/2020)

Action	Path
<p><u>Additional Names</u> View or update Additional Names Maintain additional name types for a person</p>	<p>Workforce Administration Personal Information Biographical Additional Names</p>
<p><u>Additional Pay</u> View or update Additional Pay (e.g., Location Pay, Inconvenience Pay, Geographic Pay, Shift Differential, Bonuses, OVPs)</p>	<p>Payroll for North America Employee Pay Data USA Create Additional Pay</p>
<p><u>Archival Paycheck Data</u> View Archival Paychecks</p>	<p>Payroll for North America Payroll Processing USA Produce Payroll Archival Paycheck Data</p>
<p><u>Certification</u> Employee Job Certification</p>	<p>Workforce Administration Job Information Emp Job Certification</p>
<p><u>Concurrent Hire</u> Add Concurrent Job</p>	<p>Workforce Administration Job Information Add Employment Instance</p>
<p><u>Contract Pay</u> Contract dates for 21P, CYP & Adjuncts</p>	<p>Workforce Administration Job Information Contract Administration Update Contract Pay NA</p>

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<p><u>Direct Deposit</u> Add or update an employee's direct deposit account and/or amount information</p>	<p>Payroll for North America Employee Pay Data USA Request Direct Deposit</p>
<p><u>Employee History Info Summary</u> View an employee's transaction history</p>	<p>PayServ Custom Employee History Info Summary</p>
<p><u>Employment Data</u> Mail Drop ID Temp Assign</p>	<p>Workforce Administration Job Information Job Data <u>Employment Data</u> (link at bottom of page)</p>
<p><u>Garnishments</u> Garnishments</p>	<p>Payroll for North America Employee Pay Data USA Deductions Create Garnishments</p>
<p><u>General Comments</u> Enter a miscellaneous comment about an employee</p>	<p>Workforce Administration Personal Information Biographical General Comments</p>
<p><u>General Deduction Data</u> Union Health Insurance Garnishments SEFA Loans</p>	<p>Payroll for North America Employee Pay Data USA Deductions General Deduction Data</p>
<p><u>Hire</u> Hire an employee who does not have a record in PayServ</p>	<p>Workforce Administration Personal Information Add a Person</p>

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<p><u>Incident Data</u> Workers' Compensation basic incident information</p>	<p>Workforce Monitoring Health and Safety Obtain Incident Information Incident Details</p>
<p><u>Injury Data</u> Workers' Compensation injury information related to an incident</p>	<p>Workforce Monitoring Health and Safety Obtain Incident Information Injury Details</p>
<p><u>Job Action Request</u> Pay Change New Position Data Change</p>	<p>Workforce Administration Administer Job Change Requests Job Action Requests</p>
<p><u>Job Request Status</u> Job Request status inquiry for requested transactions</p>	<p>Workforce Administration Administer Job Change Requests Job Request Status Inquiry</p>
<p><u>Job Data</u> Employee Status Effective Date – Action/Reason Position Number Work Schedule Work Percentage Salary</p>	<p>Workforce Administration Job Information Job Data</p>
<p><u>Job Summary, within agency</u> Effective Date Status Dept/Job Code BU/Grade/Class Indicator Salary</p>	<p>Workforce Administration Administer Job Change Request Job Summary</p>

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Service Date	
<p><u>Legacy History Postings</u></p> <p>View employee history records prior to the payroll system conversion in 1998</p>	<p>PayServ Custom</p> <p>Legacy History Postings</p>
<p><u>Paycheck Data</u></p> <p>Review paycheck earnings, tax and deduction details</p> <p>(e.g., Deductions, Hours, Job Data Information, Overtime, Misc. Earnings, Special Accumulators, Taxes)</p>	<p>Payroll for North America</p> <p>Payroll Processing USA</p> <p>Produce Payroll</p> <p>Review Paycheck</p>
<p><u>Paycheck Distribution</u></p> <p>Review earnings, tax, and deduction distribution details</p>	<p>Payroll for North America</p> <p>Payroll Processing USA</p> <p>Produce Payroll</p> <p>Review Actuals Distribution</p>
<p><u>Paycheck Summary</u></p> <p>Review paycheck earnings, taxes, and deductions on a single summary page</p>	<p>Payroll for North America</p> <p>Payroll Processing USA</p> <p>Produce Payroll</p> <p>Review Paycheck Summary</p>
<p><u>Personal Data</u></p> <p>Modify a person's basic information, such as name and contact information</p> <p>(e.g. Name History, Employee ID, Address, Hire Date)</p>	<p>Workforce Administration</p> <p>Personal Information</p> <p>Modify a Person</p>

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<p><u>Position Data</u> Data about attributes of positions in PayServ</p>	<p>Organizational Development Position Management Maintain Positions/Budgets Add/Update Position</p>
<p><u>Position Pool Table</u> Set up a position pool</p>	<p>Set Up HRMS Product Related Commitment Accounting Budget Information Position Pool Table</p>
<p><u>Position Pool Table (Chartfield Strings)</u> Modify or add Chartfield strings for a position pool</p>	<p>Set Up HRMS Product Related Commitment Accounting Budget Information Department Budget Table USA</p>
<p><u>Rehire</u> To rehire an employee</p>	<p>Workforce Administration Job Information Rehire</p>
<p><u>Retirement Plans (ORP/VDC)</u> Maintain employee enrollment in Optional Retirement Plans/Voluntary Defined Contribution</p>	<p>Benefits Enroll In Benefits Savings Plans</p>
<p><u>Retirement Plans (PERS)</u> Maintain employee enrollment in Public Employees Retirement System (PERS) plans</p>	<p>Benefits Enroll In Benefits USA-Pension Plans</p>

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<p><u>Retro Pay Review and Update</u> Review and update retroactive pay amounts</p>	<p>Payroll for North America Retroactive Payroll Retro Pay Process and Review Requests Retro Pay Calculation Results</p>
<p><u>Retro Pay Summary</u> Review a summary of retroactive pay amounts for an individual</p>	<p>Payroll for North America Retroactive Payroll Retro Pay Process and Review Requests Retro Pay Calc Summary</p>
<p><u>Salary Withholding Balances</u> Review salary withholding days withheld, days paid out.</p>	<p>Payroll for North America Periodic Payroll Events USA Balance Reviews Salary Withholding Balances</p>
<p><u>Savings Plans</u> Maintain employee enrollment in savings plans (403(b), Section 457 Deferred Compensation)</p>	<p>Benefits Enroll In Benefits Savings Plans</p>
<p><u>Savings Management</u> Maintain adjustments, limit extensions, alternative elections for savings plans (Section 457 Deferred Compensation catch-up)</p>	<p>Benefits Enroll In Benefits Savings Management</p>
<p><u>Statewide Job Summary</u> Limited view of Job Data information to assist recruitment and transfer processes</p>	<p>PayServ Custom Statewide Job Summary</p>

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<p><u>Tax Data</u> Update federal, state, and local marital status, allowances and other variables</p>	<p>Payroll for North America Employee Pay Data USA Tax Information Update Employee Tax Data</p>
<p><u>Tax Distribution</u> Identify the percentage of time an employee works in a state and locality</p>	<p>Payroll for North America Employee Pay Data USA Tax Information Update Tax Distribution</p>
<p><u>Time Entry</u> Miscellaneous Payments</p>	<p>Payroll for North America Employee Pay Data USA Time Entry</p>
<p><u>Transfer Request</u> To transfer an employee from one Dept. to another</p>	<p>Workforce Administration Administer Job Change Requests Transfer Requests</p>
<p><u>Update Payroll Options</u> Add or update an address for employee paycheck delivery</p>	<p>Payroll for North America Employee Pay Data USA Update Payroll Options</p>
<p><u>Workers' Compensation Data</u> Review Workers' Compensation payment information, including supplemental payments</p>	<p>Payroll for North America Employee Pay Data USA Worker's Compensation Data</p>
<p><u>Workers' Compensation Earning Exclusions</u> Information for tax and deferred compensation refunds on Workers' Compensation earnings</p>	<p>Payroll for North America Employee Pay Data USA Workers Comp Earning Exclusions</p>

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<u>Workers' Compensation Refunds</u> Refund information for Workers' Compensation clean up batches	Payroll for North America Employee Pay Data USA Workers Comp Refund Request
<u>W-2 Reporting</u> W-2 Reprint and W-2c Adjustments	Payroll for North America U.S. Annual Processing