

Bureau of State Payroll Services PayServ Batch Schedule Overview

2022 Fall Conference

Presented by Lindsay Gajda and Cori Bilka



NYS COMPTROLLER

THOMAS P. DiNAPOLI

PayServ Hours

- **Sunday** **No Regular Availability (upon request only)**
- **Monday** **7:00am – 6:00pm**
- **Tuesday** **7:00am – 6:00pm**
- **Wednesday** **7:00am – 6:00pm**
- **Thursday** **7:00am – 6:00pm**
- **Friday** **7:00am – 6:00pm**
- **Saturday** **7:00am – 4:00pm**

Contact your Earnings auditor to request extended hours.

Batch Stats

- Weekly Processing: Over 300 programs are run on the weekly batch schedule
- Daily Processing: Union Dues programs, Paygroup Assignment, Position File updates, QRY refresh, etc.
- Monthly, Quarterly and Annual Processing: Audit Table purges, Quarterly Tax reporting, Year-End processing etc.
- On request Programs: Union Raises, Perf Advts, W-2 Cs, Taxable Expense, Workers Comp clean-ups etc.



Submission Schedule Provided to State Agencies

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
Admin 9 Lag	7/22 - 8/4	8/18/2021	8/3/2021	8/4/2021	8/4/2021	7/29/2021 noon-8/6/2021	8/10/2021	8/12 noon-8/13	8/13/2021
Admin 10 Curr	8/5 - 8/18	8/18/2021	8/3/2021	8/4/2021	8/4/2021	7/29/2021 noon-8/6/2021	8/10/2021	8/12 noon-8/13	8/13/2021
Admin 9 Extra Lag	7/15 - 7/28	8/18/2021	8/3/2021	8/4/2021	8/4/2021	7/29/2021 noon-8/6/2021	8/10/2021	8/12 noon-8/13	8/13/2021
Inst 10 Lag	7/29 - 8/11	8/26/2021	8/10/2021	8/11/2021	8/11/2021	8/5/2021 noon-8/13/2021	8/17/2021	8/19 noon-8/20	8/20/2021
Inst 11 Curr	8/12 - 8/25	8/26/2021	8/10/2021	8/11/2021	8/11/2021	8/5/2021 noon-8/13/2021	8/17/2021	8/19 noon-8/20	8/20/2021
Inst 9 Extra Lag	7/22 - 8/4	8/26/2021	8/10/2021	8/11/2021	8/11/2021	8/5/2021 noon-8/13/2021	8/17/2021	8/19 noon-8/20	8/20/2021
Admin 10 Lag	8/5 - 8/18	9/1/2021	8/17/2021	8/18/2021	8/18/2021	8/12/2021 noon-8/20/2021	8/24/2021	8/26 noon-8/27	8/27/2021
Admin 11 Curr	8/19 - 9/1	9/1/2021	8/17/2021	8/18/2021	8/18/2021	8/12/2021 noon-8/20/2021	8/24/2021	8/26 noon-8/27	8/27/2021
Admin 10 Extra Lag	7/29 - 8/11	9/1/2021	8/17/2021	8/18/2021	8/18/2021	8/12/2021 noon-8/20/2021	8/24/2021	8/26 noon-8/27	8/27/2021
Inst 11 Lag	8/12 - 8/25	9/9/2021	8/24/2021	8/25/2021	8/25/2021	8/19/2021 noon-8/27/2021	8/31/2021	9/2 noon-9/3	9/3/2021
Inst 12 Curr	8/26 - 9/8	9/9/2021	8/24/2021	8/25/2021	8/25/2021	8/19/2021 noon-8/27/2021	8/31/2021	9/2 noon-9/3	9/3/2021
Inst 10 Extra Lag	8/5 - 8/18	9/9/2021	8/24/2021	8/25/2021	8/25/2021	8/19/2021 noon-8/27/2021	8/31/2021	9/2 noon-9/3	9/3/2021
Admin 11 Lag	8/19 - 9/1	9/15/2021	8/30/2021	8/31/2021	8/31/2021	8/26/2021 noon-9/3/2021	9/7/2021	9/9 noon-9/10	9/10/2021
Admin 12 Curr	9/2 - 9/15	9/15/2021	8/30/2021	8/31/2021	8/31/2021	8/26/2021 noon-9/3/2021	9/7/2021	9/9 noon-9/10	9/10/2021
Admin 11 Extra Lag	8/12 - 8/25	9/15/2021	8/30/2021	8/31/2021	8/31/2021	8/26/2021 noon-9/3/2021	9/7/2021	9/9 noon-9/10	9/10/2021
Inst 12 Lag	8/26 - 9/8	9/23/2021	9/7/2021	9/8/2021	9/8/2021	9/2/2021 noon-9/10/2021	9/14/2021	9/16 noon-9/17	9/17/2021
Inst 13 Curr	9/9 - 9/22	9/23/2021	9/7/2021	9/8/2021	9/8/2021	9/2/2021 noon-9/10/2021	9/14/2021	9/16 noon-9/17	9/17/2021

AI Processing

- Agencies submit AI files (NHRP573) daily.
 - AI files are processed in PayServ every day except for Wed and Sun.
 - NHRP573 files and NHRP574 error reports are processed approx. between 3 – 4pm.
 - The App Engine (NAPP002) that actually rolls these transactions into Job/Job Request/Addl Pay does not run until the nightly batch schedule (approx. 7pm).
 - Agencies can correct errors on a subsequent file or online if needed, as long as cut off deadline has not passed.
 - Agency AI cutoff is the Tues, approx. 2 weeks prior to the check date.
 - Online cutoff is the Wed, approx. 2 weeks prior to the check date.
- NHRP573
 - NHRP574
 - NAPP002



Time Entry File Processing

- NPAY502 (files submitted by agencies)
 - NPAY535
 - NPAY501
-
- Agencies submit NPAY502 files throughout the week
 - Time Entry is opened Tues, 2 weeks prior to confirm (approx. 3 weeks prior to check date)
 - Time Entry cutoff is Wed, a week prior to confirm (approx. 2 weeks prior to check date)
 - Time Entry is extracted (NPAY535) and loaded (NPAY501) into the paysheets on Monday night prior to confirm



Friday (evening)

Day 1

- **PAYSHEET BUILD**

- Combine Emplid programs are run
- Build and calculate the paychecks for the next pay cycle
- Retro Contract Pay Adjustments are completed



Saturday

Day 2

- Retro Paycalc
 - DCS Position Certification
 - Accounting Schedule
- **Accounting Schedule**
(for previous paycheck)



Sunday

Day 3

- **System Maintenance Days**

- No Online Agency Access
- System Maintenance Day
- Self Service & DD Advice jobs for previous week paycheck
- On-request programs that have excessive run times



Monday

Day 4

- Time Entry Load

- Clear run during the day (approx. 3pm)
- Time Entry Load to Paysheet
- Retro Paycalc & Retro Contract Pay
- DCS Certification



Tuesday

Day 5

- **Retro Load**

- Contract Addl Pay calculated
- Calculated Retro is loaded to Paysheets
- Payroll Calc before and after Retro Load
- Job Pay Flag is turned off – last day for job transactions to roll to open paycheck

Wednesday

Day 6

- **Confirm Day**

- Noon Calc
- 3pm Final Calc
- Confirm
- Bank Files, Direct Deposit Advices and Check are generated

Thursday

Day 7

- **Confirm Specials**
 - **Confirm Off-Cycle Checks**
-
- Confirm specials, off-cycles, and emergencies in the morning
 - Check and Direct Deposit Reconciliation Reports are created
 - Retro Paycalc
 - Back-end reports to Vendors are created; including tax and deduction journals to SFS
 - Masterfile is generated and provided to agencies

One Pay Cycle Example

e.g.	Pay Period # 24	Admin Lag	Check Date 3/18/2020	Pay Beg Date 2/20/2020	Pay End Date 3/4/2020		
	SUN	MON	TUES	WED	THUR	FRI	SAT
February					Pay Begin Date 20 - AI opens	21	22
	23	24	25 - Time Entry opens	26	27	28	29 - Job Bio Sent to NYSLRS
March	1	2	3 - AI cutoff	4 Pay End Date - Time Entry cutoff - Online Job & Addl Cutoff	5 - Raise Processing Programs Run - Retro Calc	6 - Paysheet Build - Online Ded, Taxes & DD - NYSLRS Files Received Day 1	7 - Retro Calc Day 2
	8 - Clear - Time Entry Load - Retro Calc Day 3	9 - Retro Load - Job Pay off Day 4	10 - Retro Load - Job Pay off Day 5	11 Confirm Date Day 6	12 - Confirm Specials - Confirm Off-Cycle Day 7	13 - Back-End Reports to Vendors	14 - Accounting Schedule
	15	16	17	18 Check Date	19	20	21

Misc. Considerations

- If any Direct Deposit opt out changes are needed between confirm on Wednesday and Thursday, the best practice for agencies is to have Employees wait until Friday to make updates.
- Remember to keep your IT contacts in the agencies informed of any changes to payroll schedules as they are responsible for ensuring files are run on the correct days.



Contact & Questions

For any questions regarding this presentation, the batch schedule, or file processing, contact:

PayrollSystemQuestions@osc.ny.gov



OSC & Agency Processing Schedule and Consolidated Correction Sheet Report 2022 Fall Conference

Presented by Ryan Holmes, Kelly Howe, Matthew Neeley,
Samantha Armentano and Lori Coalts



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 FY2022-2023:
 - [Payroll Bulletin No. 2000](#)
 - [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

PayServ Bulletin Board

Announcements

Welcome to Pay Serv! This Bulletin Board will provide you with important payroll-related information. The most recent notices will be posted at the top of the page. Check the Bulletin Board for new information each time you log into PayServ.

08/09/2022 - Early Cutoff: The following pay period will be processed on an accelerated schedule due to the Labor Day Holiday:

Administration 11Lag/12 Current

The **Automated Interface Cutoff** is scheduled for **Monday, August 29, 2022.**

The **On-Line Transactions Cutoff** is scheduled for **Tuesday, August 30, 2022.**

The **Time Entry Cutoff** is scheduled for **Tuesday, August 30, 2022.**

Please refer to Payroll Bulletin No. 2000 *Schedule for Agency Payroll Submission and Availability of Reports and Files*, issued February 11, 2022 (updated March 24, 2022) for more information on this and future accelerated schedules.

Removal Date: 09/06/2022

08/03/2022 - Corrected W-2s - OSC has issued Corrected W-2s (Batches 2147-2151). These W-2Cs are for 2020-2021 and relate to SS/Med Refunds, IRS Notices, and Non-Cash. Agencies must immediately begin to review Control-D report NTAX722 (Agency W-2c report), identify employees due a FICA refund and obtain a completed and signed Form AC3206 (Prior Year Social Security and Medicare Tax Refund Certification) from each employee identified. **Agencies are reminded that if they do not see an NTAX722 report for their agency, then, for the identified batches, there were no corrected W-2s that impact dollar amounts issued for their employees.** Agencies must record receipt of the completed and signed AC3206 in PayServ no later than September 16, 2022. *Please do not submit Form AC3206 to OSC.*

Removal Date: 09/23/2022



Submission Schedule

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transaction s 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	10/20 - 11/2	11/17/2022	11/1/2022	11/2/2022	11/2/2022	10/27/2022 noon-11/4/2022	11/8/2022	11/10 noon-11/11	11/11/2022
Inst 16 Curr	11/3 - 11/16	11/17/2022	11/1/2022	11/2/2022	11/2/2022	10/27/2022 noon-11/4/2022	11/8/2022	11/10 noon-11/11	11/11/2022
Inst 15 Extra Lag	10/13 - 10/26	11/17/2022	11/1/2022	11/2/2022	11/2/2022	10/27/2022 noon-11/4/2022	11/8/2022	11/10 noon-11/11	11/11/2022
Admin 16 Lag	10/27 - 11/9	11/23/2022	11/7/2022	11/8/2022	11/8/2022	11/3/2022 noon-11/10/2022	11/15/2022	11/17 noon-11/18	11/18/2022
Admin 17 Curr	11/10 - 11/23	11/23/2022	11/7/2022	11/8/2022	11/8/2022	11/3/2022 noon-11/10/2022	11/15/2022	11/17 noon-11/18	11/18/2022
Admin 15 Extra Lag	10/20 - 11/2	11/23/2022	11/7/2022	11/8/2022	11/8/2022	11/3/2022 noon-11/10/2022	11/15/2022	11/17 noon-11/18	11/18/2022
Inst 16 Lag	11/3 - 11/16	12/1/2022	11/14/2022	11/15/2022	11/15/2022	11/10/2022 noon-11/18/2022	11/22/2022	11/25	11/25/2022
Inst 17 Curr	11/17 - 11/30	12/1/2022	11/14/2022	11/15/2022	11/15/2022	11/10/2022 noon-11/18/2022	11/22/2022	11/25	11/25/2022
Inst 16 Extra Lag	10/27 - 11/9	12/1/2022	11/14/2022	11/15/2022	11/15/2022	11/10/2022 noon-11/18/2022	11/22/2022	11/25	11/25/2022
Admin 17 Lag	11/10 - 11/23	12/7/2022	11/22/2022	11/23/2022	11/23/2022	11/17/2022 noon-11/25/2022	11/29/2022	12/1 noon-12/2	12/2/2022
Admin 18 Curr	11/24 - 12/7	12/7/2022	11/22/2022	11/23/2022	11/23/2022	11/17/2022 noon-11/25/2022	11/29/2022	12/1 noon-12/2	12/2/2022



Deductions Processing Schedule

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transaction s 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	10/20 - 11/2	11/17/2022	11/1/2022	11/2/2022	11/2/2022	10/27/2022 noon-11/4/2022	11/8/2022	11/10 noon-11/11	11/11/2022
Inst 16 Curr	11/3 - 11/16	11/17/2022	11/1/2022	11/2/2022	11/2/2022	10/27/2022 noon-11/4/2022	11/8/2022	11/10 noon-11/11	11/11/2022
Inst 15 Extra Lag	10/13 - 10/26	11/17/2022	11/1/2022	11/2/2022	11/2/2022	10/27/2022 noon-11/4/2022	11/8/2022	11/10 noon-11/11	11/11/2022
Admin 16 Lag	10/27 - 11/9	11/23/2022	11/7/2022	11/8/2022	11/8/2022	11/3/2022 noon-11/10/2022	11/15/2022	11/17 noon-11/18	11/18/2022
Admin 17 Curr	11/10 - 11/23	11/23/2022	11/7/2022	11/8/2022	11/8/2022	11/3/2022 noon-11/10/2022	11/15/2022	11/17 noon-11/18	11/18/2022
Admin 15 Extra Lag	10/20 - 11/2	11/23/2022	11/7/2022	11/8/2022	11/8/2022	11/3/2022 noon-11/10/2022	11/15/2022	11/17 noon-11/18	11/18/2022
Inst 16 Lag	11/3 - 11/16	12/1/2022	11/14/2022	11/15/2022	11/15/2022	11/10/2022 noon-11/18/2022	11/22/2022	11/25	11/25/2022
Inst 17 Curr	11/17 - 11/30	12/1/2022	11/14/2022	11/15/2022	11/15/2022	11/10/2022 noon-11/18/2022	11/22/2022	11/25	11/25/2022
Inst 16 Extra Lag	10/27 - 11/9	12/1/2022	11/14/2022	11/15/2022	11/15/2022	11/10/2022 noon-11/18/2022	11/22/2022	11/25	11/25/2022
Admin 17 Lag	11/10 - 11/23	12/7/2022	11/22/2022	11/23/2022	11/23/2022	11/17/2022 noon-11/25/2022	11/29/2022	12/1 noon-12/2	12/2/2022
Admin 18 Curr	11/24 - 12/7	12/7/2022	11/22/2022	11/23/2022	11/23/2022	11/17/2022 noon-11/25/2022	11/29/2022	12/1 noon-12/2	12/2/2022



Processing Schedule

Please remember that OSC is consistently working on two payroll cycles, at times simultaneously (*illustration to follow on slide 33*).

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 AC230s to clear up overpayments.



Processing Schedule

When Payments Are First Visible on Paycheck

Monday	Tuesday	Wednesday
<ul style="list-style-type: none">• RGS• Additional Pay	<ul style="list-style-type: none">• Time Entry	<ul style="list-style-type: none">• 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
		10/24/22	10/25/22	10/26/22	10/27/22	10/28/22
10/13 – 10/26/22	Admin 15L Week 1	XXXX	Start	Audit	Audit	Audit
		10/31/22	11/1/22	11/2/22	11/3/22	11/4/22
	Admin 15L Week 2	Clear	Certification	Confirm Process Check dt 11/9/22	Confirm Specials	End
10/20 – 11/2/22	Institution 15L Week 1	XXXX	Start	Audit	Audit	Audit
		11/7/22	11/8/22	11/9/22	11/10/22	11/11/22
	Institution 15L Week 2	Clear	Certification	Confirm Process Check dt 11/17/22	Confirm Specials	End



NPAY776 – Correction Sheet Report Background

The **NPAY776** is a Control-D report available to agencies on the Friday morning before the check date of the Pay Period being processed (after pay checks have been confirmed for the period).

The report provides timely notification of OSC corrections to agencies, creating better internal controls for both OSC and for agencies alike. This ensures data integrity and allows agencies to view corrections in a uniform format.

Agency Payroll and Human Resource Officers should review this report as it contains important information from OSC auditors.

The report is retained in Control-D for one year.

General Comments

- General Comments entered by OSC auditors appear on the NPAY776 provided they have one of the below categories:
 - Additional Pay: OSC Add Py or OSCAdlInfo
 - General Comments: OSCMiltry, OSCPayline or OSCPostRvw
 - Job Data: OSC Job, OSCJobInfo
 - Job Request: OSCJRq/Ap or OSCJRQInfo
 - Time Entry: OSC TmEntr or OSCTEInfo
- All general comments will remain in PayServ after the NPAY776 is removed from Control-D.



Additions

If OSC added a transaction to Time Entry, Additional Pay or Job, the following will show:

- “Before” – Will be blank
- “After” – All data entered by OSC

Report ID: NPAY776

NYS Office of the State Comptroller
CONSOLIDATED CORRECTION SHEET REPORT

Page No. 1073
Run Date 07/08/2022
Run Time 01:35:01
Check Dt 07/14/2022

Agency Code and Name

Job Data Transactions - Pay Period Dates 16-JUN-2022 to 29-JUN-2022

Employee Name: Employee Name
Emplid: N01XXXXXX Rcd: 0

OSC Contact: OSC Auditor Name

Date/Time: 07/01/2022 01:30:53 PM

Action	Effective Date	/Sequence	Action Reason	Position Number	NYS Position	Ern Prgm Code	Appt Code	Work Sched	Full Part	P/T Pct	Comp Rate	Incr Code	Anniv Date	FIS Amt	
Before															
After	06/15/2022	1	DTA	CIC	00316386	00316386	N03	P	NYYYYYN	F	1.00	35700.00	0001	01/03/2019	0.0

Before Cmmts:
After Cmmts:

Deletions

If OSC deleted a transaction in Time Entry, Additional Pay or Job, the following will show:

- “Before” – All data entered by the agency
- “After” – Will be blank

Report ID: NPAY776

NYS Office of the State Comptroller
CONSOLIDATED CORRECTION SHEET REPORT

Page No. 962
Run Date 07/08/2022
Run Time 01:35:01
Check Dt 07/14/2022

Time Entry - Pay Period Dates 16-JUN-2022 to 29-JUN-2022

Agency Code and Name

Employee Name: Employee Name
Emplid: N01XXXXXX Rcd: 0

OSC Contact: OSC Auditor Name

Date/Time: 07/01/2022 08:04:08 AM

	Action DEL	Earn Code	Earns Begin Date	Earns End Date	Hours	Days	Amount	Units
Before		LT1	06/11/2022	06/11/2022	0.00	-1.00	0.00	0
After								

Before Cmmts: **Deleting, employee on PLA/WCF effective 06/08/2022. KH/OSC**
After Cmmts:

Changes

If OSC changed a transaction in Time Entry, Additional Pay or Job, the following will show:

- “Before” – All data entered by the agency
- “After” – Unchanged data entered by the agency, and changed data entered/corrected by OSC

Report ID: NPAY776

NYS Office of the State Comptroller
CONSOLIDATED CORRECTION SHEET REPORT

Page No. 1003
Run Date 07/08/2022
Run Time 01:35:01
Check Dt 07/14/2022

Additional Pay - Pay Period Dates 16-JUN-2022 to 29-JUN-2022

Agency Code and Name:

Employee Name: Employee Name

Emplid: N01XXXXXX Rcd: 0

OSC Contact: OSC Auditor Name

Date/Time: 07/01/2022 12:56:14 PM

Action CHG	Earn Code	Effective Date	Addl Seq	Earnings	Annual Earnings	Goal Amount	Goal Balance	Earnings End Date	OT Effective Date	OK to Pay
Before	FSS	06/07/2022	2	2.16	0.00	2.16	2.16	06/15/2022	05/02/2013	Y
After	FSS	06/06/2022	1	28.77	750.00	0.00	0.00	06/06/2022	06/06/2022	Y

Before Cmmts:
After Cmmts:

Summary Page

The first page of the NPAY776 is the “Transaction Summary” page.

- Gives a summary of all additions, deletions and/or changes made by an OSC auditor.
- Includes all employees who appear on the report for the agency or department, and the area of PayServ where the changes were made.
- Employees are sorted in Empl ID Number order.



Summary Page

Report ID: NPAY776

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Run Date 07/08/2022
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Check Dt 07/14/2022

Agency Code And Name

Transaction Summary - Pay Period Dates 16-JUN-2022 to 29-JUN-2022

Emplid	Employee Name	Time Entry	Additional Pay	Job Request/Approval	Job Data	General Comments
N01XXXXXX	Employee Name	N	N	N	Y	N
N01XXXXXX	Employee Name	Y	N	N	N	N
N01XXXXXX	Employee Name	N	Y	N	N	N
N01XXXXXX	Employee Name	N	N	Y	N	N
N01XXXXXX	Employee Name	Y	N	N	N	N
N01XXXXXX	Employee Name	Y	Y	N	N	N
N01XXXXXX	Employee Name	Y	N	N	N	N
N01XXXXXX	Employee Name	N	N	Y	N	N
N01XXXXXX	Employee Name	N	N	Y	N	N
N01XXXXXX	Employee Name	N	N	Y	N	N



Time Entry Correction Sheet

- Any changes made to the Time Entry page by an OSC auditor will appear on the Time Entry Correction Sheet page.
- Employees are sorted in alphabetical order by last name.
- Information shown on the Time Entry Correction Sheet:
 - OSC Contact
 - Earn Code
 - Earns End Date
 - Days
 - Before Comments
 - After Comments
 - Action (CHG, DEL or ADD)
 - Earns Begin Date
 - Hours
 - Amount
 - Units

Time Entry Correction Sheet

Also appearing on the Time Entry Correction Sheet:

- General Comments Category – OSC TmEntr or OSCTEInfo, with a Comment Date that falls within the date range being reported



Time Entry Correction Sheet

Report ID: NPAY776
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 Page No. 1101
 Run Date 07/08/2022
 Run Time 01:35:01
 Check Dt 07/14/2022

Agency Code and Name

Time Entry - Pay Period Dates 16-JUN-2022 to 29-JUN-2022

Employee Name:
 Emplid: Rcd: 0

OSC Contact:

Date/Time: 06/30/2022 08:18:30 AM

	Action CHG	Earn Code	Earns Begin Date	Earns End Date	Hours	Days	Amount	Units
Before		OTT	06/19/2022	06/19/2022	8.00	0.00	949.20	0
After		OTT	06/19/2022	06/19/2022	8.00	0.00	928.56	0
Before Cmmts:	Per GOER approved MOA, empl eligible for 2.5x OTT rate for date frame of 11/4/21 - 6/30/22						Factor: 2.5/2	
	080 = .0012						NAl gr 20 \$98,871/\$118.65 hourly	
After Cmmts:	Per GOER approved MOA, empl eligible for 2.5x OTT rate for date frame of 11/4/21 - 6/30/22						Factor: 2.5/2	
	080 = .0012						NAl gr 20 \$98,871/\$118.65 hourly = 96724 X's .0012 = 116.07 chg'd	

Employee Name:
 Emplid: Rcd: 0

OSC Contact:

Date/Time: 06/30/2022 08:20:11 AM

	Action CHG	Earn Code	Earns Begin Date	Earns End Date	Hours	Days	Amount	Units
Before		OTT	06/12/2022	06/12/2022	8.00	0.00	949.20	0
After		OTT	06/12/2022	06/12/2022	8.00	0.00	928.56	0
Before Cmmts:	Per GOER approved MOA, empl eligible for 2.5x OTT rate for date frame of 11/4/21 - 6/30/22						Factor: 2.5/2	
	080 = .0012						NAl gr 20 \$98,871/\$118.65 hourly	
After Cmmts:	Per GOER approved MOA, empl eligible for 2.5x OTT rate for date frame of 11/4/21 - 6/30/22						Factor: 2.5/2	
	080 = .0012						NAl gr 20 96724 X's .0012 = 116.07 chg	
	/\$118.65 hourly							

Employee Name:
 Emplid: Rcd: 0

OSC Contact:

Date/Time: 07/01/2022 03:19:58 PM

Comment Date	Comment Seq. No.	Comment Category	Comment Originator	Comment Text
07/05/2022	0	OSC TmEntr	kim/osc 02000	employee was lagged 2 days agency only paying 1, agency to re-review and pay additional day still owed.



Additional Pay Correction Sheet

Information Shown on the Additional Pay Correction Sheet:

- OSC Contact
- Earnings Code
- Earnings
- Goal Amount
- Earnings End Date
- OK to Pay
- Before Comments from General Comments “OSC Add Py” or “OSCADllInfo”
- After Comments from General Comments “OSC Add Py” or “OSCADllInfo”
- Action (ADD, DEL, CHG)
- Effective Date
- Annual Earnings
- Goal Balance
- OT Effective Date



Additional Pay Correction Sheet

Report ID: NPAY776

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Run Time 01:35:01
Check Dt 07/14/2022

Agency Code and Name

Additional Pay - Pay Period Dates 16-JUN-2022 to 29-JUN-2022

Employee Name:
Emplid: Rcd: 0

OSC Contact:

Date/Time: 06/30/2022 11:49:24 AM

Action CHG	Earn Code	Effective Date	Addl Seq	Earnings	Annual Earnings	Goal Amount	Goal Balance	Earnings End Date	OT Effective Date	OK to Pay
Before	IPF	06/16/2022	1	22.05	575.00	0.00	0.00	06/16/2022		Y
After	IPF	06/16/2022	1	24.01	626.00	0.00	0.00	06/16/2022		Y

Before Cmmts:
After Cmmts:

Job Request/Approval Correction Sheet

Information shown on the Job Request/Approval Correction Sheet:

- OSC Contact
- Effective Date/Sequence
- Action Reason Code
- Position Number
- Full/Part Time
- Compensation Rate
- FIS Amount
- Deny (Y or N)
- Before Comments (General Comment category OSCJRq/Ap or OSCJRQInfo)
- After Comments (General Comment category OSCJRq/Ap or OSCJRQInfo)
- Action (ADD, DEL, CHG)
- Action Code
- Request Status
- NYS Position Number
- Part Time Percent
- Increment Code
- Anniversary Date



Job Request/Approval Correction Sheet

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Run Date 07/08/2022
Run Time 01:35:01
Check Dt 07/14/2022

Job Request/Approval - Pay Period Dates 16-JUN-2022 to 29-JUN-2022

Employee Name: OSC Contact: Date/Time: 06/28/2022 04:53:44 PM
Emplid: Rcd: 0

Action	CHG	Effective Date	Action	Reason	Request Status	Position Number	NYS Position	Full/ P/T	P/T Pct	Comp Rate	Incr Code	FIS Amt	Anniv Date	Deny
Before		06/16/2022 0	XFR	DPT	Requested	00216125	00216125	F	0.00	62490.00	0016	0.00	06/16/2022	
After		06/16/2022 0	XFR	DPT	App/w Chg	00216125	00216125	F	0.00	61480.00	0016	0.00	11/25/2016	

Before Cmmts:
After Cmmts: Changed salary 58000*1.06= 61,480 TSD OSC

Job Data Correction Sheet

Information shown on the Job Data Correction Sheet:

OSC Contact

Action (ADD, DEL, CHG)

Effective Date/Sequence

Action Code

Action Reason Code

Position Number

NYS Position Number

Earns Program

Appointment Code

Work Schedule

Full/Part Time

Part Time Percentage

Compensation Rate

Increment Code

Anniversary Date

FIS Amount

Before Comments (General Comment category “OSC Job” or “OSCJobInfo”)

After Comments (General Comment category “OSC Job” or “OSCJobInfo”)



Job Data Correction Sheet

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Page No. 1121
 Run Date 07/08/2022
 Run Time 01:35:01
 Check Dt 07/14/2022

Agency Code and Name

Job Data Transactions - Pay Period Dates 16-JUN-2022 to 29-JUN-2022

Employee Name: Employee Name
 Emplid: N01XXXXXX Rcd: 0

OSC Contact: OSC Auditor Name

Date/Time: 06/28/2022 01:15:39 PM

Action CHG	Effective Date / Sequence	Action Reason	Position Number	NYS Position	Ern Prgm	Appt Code	Work Sched	Full Part	P/T Pct	Comp Rate	Incr Code	Anniv Date	FIS Amt
Before	05/23/2022 0	REH	00222932	00222932	N05	P	NYYYYYN	P	0.85	0.00	0000	05/17/2022	0.0
After	05/18/2022 0	REH	00222932	00222932	N05	P	NYYYYYN	P	0.85	0.00	0000	05/17/2022	0.0

Before Cmmts:

After Cmmts:



General Comments Correction Sheet

The General Comments Correction Sheet will only display general comments made in the following categories:

- OSCMiltry (Military)
- OSCPayline (Payline)
- OSCPostRvw (Post Review)



General Comments Correction Sheet

Report ID: NPAY776

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Run Time 01:35:01
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Agency Code and Name

Additional Pay - Pay Period Dates 16-JUN-2022 to 29-JUN-2022

Employee Name: Employee Name

OSC Contact:

Date/Time: 07/05/2022 07:40:13 AM

Emplid: N01XXXXXX Rcd: 0

Comment Date	Comment Seq. No.	Comment Category
07/05/2022	0	OSCPstRvw

Comment Originator
Ryan/OSC

Comment Text
Employee working dual employment at Mandy Correctional. Please submit dual employment forms



Questions?

Please contact your OSC auditor.

