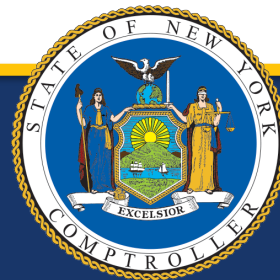


**Office of Operations'
2023 Virtual Fall Conference**

Entering Job Action Requests

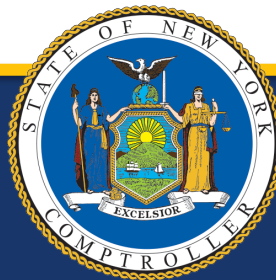
Christine Lombard and Mara Koster



New York State Comptroller
THOMAS P. DINAPOLI

Overview

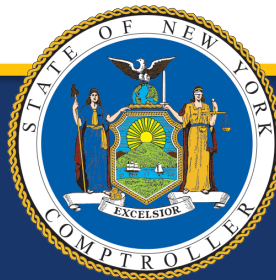
- When to request a Correct History
- Types of Correct Histories
- How to request a Correct History
- Common reasons for denials or delays
- Contacts for questions/issues related to each type of Correct History



New York State Comptroller
THOMAS P. DINAPOLI

When Would I Need to Request a Correct History?

- If you have a transaction to enter on Employee History that is not a top row
 - A Correct History is needed to ensure that the most accurate transactions are reflected on the Employee History screen.

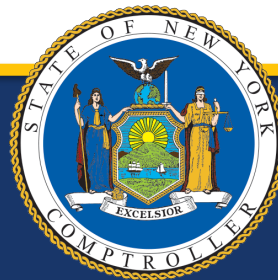


New York State Comptroller
THOMAS P. DINAPOLI

What Are the Types of Correct Histories?

There are three types of Correct Histories:

1. [DTA/COR](#) – Used for any Earnings/Audit related transactions.
2. [DTA/COR for Addl Pay](#) – Similar to a DTA/COR except Addl Pay information is entered in the “Status Reason” box.
3. [DTA/WCR](#) – This code is only to be used for Workers’ Compensation related transactions.



New York State Comptroller
THOMAS P. DiNAPOLI

How to Request a Correct History

How to request a DTA/WCR:

1. Navigate to the Job Action Requests page (via the path in yellow box).
2. Enter the employee ID number in the search field and click Search.
3. Click the plus sign (see red box).

PayServ - The NYS Payroll System

Thomas P. Di

Job Requests 1

ID: [REDACTED] Rcd#: 0

Current Job

Position:	00054494	Job Date/Effseq:	04/06/2023	0
Department:	10070 Sing Sing	Barg. Unit/Grade:	01 114	
Job Code:	007921 CORR OFFIC	Salary:	68718.000000	

Proposed Change | Search | Navigation | 2 of 2 | View All

Pay Change | New Posn | Data Chg

Request

Status: Initiated

*Status Dt: 08/07/2023

Status Reason:

Bargaining Unit / Grade: Position Status:

Class/Uncl: Comp Rate Code:

Save | Return to Search | Notify



How to Request a Correct History (cont'd)

4. Enter the effective date (use first date of transaction).
5. Please enter the sequence number as a "9". If there is already sequence "9" for that effective date, the system will not allow a second one. In this case, please use "99" or "10".
6. Enter the "Action/Reason" as a DTA/WCR.
7. In the "Status Reason" box, please enter ONLY the date and code that needs to be entered on Job. If there are multiple requests for an employee where additional rows are needed, they can be entered in the same request.

Favorites > Main Menu > Workforce Administration > Administer Job Change Requests > Job Action Requests

PayServ - The NYS Payroll System Thomas P. DiNapoli

Job Requests1

ID: [REDACTED] Rcd#: 0

Current Job

Position:	00054494	Job Date/Effseq:	04/06/2023	0
Department:	10070 Sing Sing	Barg. Unit/Grade:	01 114	
Job Code:	007921 CORR OFFIC	Salary:	68716.000000	

Proposed Change 2 of 2 View All

Data Chg Comments

*Eff Date/Seq #: 08/17/2023 9

*Action/Reason: DTA Data Chg WCR WCF Cor His

Status: Initiated

*Status Dt: 08/07/2023

Status Reason:
7/21/22 PLA/WCF
7/24/22 RFL/WCF

Bargaining Unit / Grade: 01 114 Position Status: Approved
Class/Uncl: 0 Comp Rate Code: ANN

Save Return to Search Notify



How to Request a Correct History (cont'd)

- For example, if there are too many transactions and you run out of space, you can always type in, "See General Comments" and enter all transaction information there (see red circle). Anything additional relating to a Workers' Comp case that you want to make note of, please put this in General Comments (see red square on next slide).
- Don't forget the last step! Make sure to click the "Request" button.

PayServ - The NYS Payroll System Thomas P. DiNapoli

Job Requests1

ID: [REDACTED] Rcd#: 0

Current Job

Position:	00054494	Job Date/Effseq:	04/06/2023	0
Department:	10070 Sing Sing	Barg. Unit/Grade:	01	114
Job Code:	007921 CORR OFFIC	Salary:	68716.000000	

Proposed Change 2 of 2 | View All

Data Chg Comments

*Eff Date/Seq #: 08/17/2023 9

*Action/Reason: DTA Data Chg WCR WC Cor His

Status: Initiated

*Status Dt: 08/07/2023

Status Reason:
7/21/2022 PLA WCF, 7/24/2022 RFL RCF, 8/2/2022 PLA WCF, 8/4/2022 RFL RCF, 8/7/2022 PLA WCF, 8/25/2022 RFL RCF, 9/1/2022 PLA WCF, 9/5/2022 RFL RCF

Bargaining Unit / Grade: 01 114 Position Status: Approved A
Class/Uncl: 0 Comp Rate Code: ANN

Save Return to Search Notify



How to Request a Correct History (cont'd)

Favorites > Main Menu > Workforce Administration > Administer Job Change Requests > Job Action Requests

PayServ - The NYS Payroll System Thomas P. DiN

Job Requests 1

ID: [REDACTED] Rcd#: 0

Current Job

Position:	00054494	Job Date/Effseq:	04/06/2023	0
Department:	10070 Sing Sing	Barg. Unit/Grade:	01 114	
Job Code:	007921 CORR OFFIC	Salary:	68716.000000	

Proposed Change 2 of 2 | View All

Data Chg + -

*Eff Date/Seq #: 08/17/2023 9

*Action/Reason: DTA Data Chg WCR WC Cor His

Status: Initiated

*Status Dt: 08/07/2023

Status Reason:
See general comments

Bargaining Unit / Grade: 01 114 Position Status: Approved A

Class/Uncl: 0 Comp Rate Code: ANN

Save Return to Search Notify



How to Request a Correct History (cont'd)

How to request a DTA/COR:

1. Navigate to the Job Action Requests page (via the path in yellow).
2. Enter the employee ID number in the search field and click Search.
3. Click the plus sign (see red box).

Favorites ▾ Main Menu ▾ Workforce Administration ▾ Administer Job Change Requests ▾ Job Action Requests

PayServ - The NYS Payroll System Thomas P. Di

Job Requests1

██████████ ID: ██████████ Rcd#: 0

Current Job

Position:	00054494	Job Date/Effseq:	04/06/2023 0
Department:	10070 Sing Sing	Barg. Unit/Grade:	01 114
Job Code:	007921 CORR OFFIC	Salary:	68716.000000

Proposed Change [Search] [Previous] [Next] 2 of 2 [View All]

Pay Change New Posn Data Chg

Request

Status: Initialed

*Status Dt: 08/07/2023

Status Reason:

Bargaining Unit / Grade: Position Status:

Class/Uncl: Comp Rate Code:

Save Return to Search Notify



How to Request a Correct History (cont'd)

4. Enter the effective date (use first date of transaction).
5. Please enter the sequence number as a “9”. If there is already sequence “9” for that effective date, the system will not allow a second one. In this case, please use “99” or “10.”
6. Enter the “Action/Reason” as a DTA/COR.
7. In the “Status Reason” box, please enter ONLY the date and code that needs to be entered on Job. If there are multiple requests for an employee where additional rows are needed, they can be entered in the same request.

The screenshot displays the PayServ - The NYS Payroll System interface. At the top, there is a navigation bar with the following items: Favorites, Main Menu, Workforce Administration, Administer Job Change Requests, and Job Action Requests. The system name "PayServ - The NYS Payroll System" and the user name "Thomas P. D." are also visible.

The main content area is titled "Job Requests1" and shows a job request with the following details:

- ID: [Redacted]
- Red#: 0

Under the "Current Job" section, the following information is displayed:

Position:	00054494	Job Date/Effseq:	04/06/2023	0
Department:	10070 Sing Sing	Barg. Unit/Grade:	01	114
Job Code:	007921 CORR OFFIC	Salary:	68716.000000	

The "Proposed Change" section shows a form with the following fields and values:

- Eff Date/Seq #: 08/17/2023 (with a calendar icon) and 9 (with a red box around it)
- Action/Reason: DTA (with a green box around it) and Data Chg
- Comments: COR (with a green box around it) and Cor Hist
- Status: Initiated (with a blue circle around the "Request" button)
- *Status Dt: 08/07/2023
- Status Reason: 7/21/22 PLA/SKL, 7/24/22 RFL/RLV (with a yellow box around it)

At the bottom of the form, there are three buttons: Save, Return to Search, and Notify.



How to Request a Correct History (cont'd)

- For Example, If there are too many transactions and you run out of space, you can always type in, "See General Comments" and enter all transaction information there. (Example in red square on next slide.) Don't forget the last step! Make sure to click the "Request" button.

PayServ - The NYS Payroll System

Thomas P. DiNapoli

Job Requests1

ID: [REDACTED] Rcd#: 0

Current Job

Position:	00054494	Job Date/Effseq:	04/06/2023	0
Department:	10070 Sing Sing	Barg. Unit/Grade:	01	114
Job Code:	007921 CORR OFFIC	Salary:	68716.000000	

Proposed Change 2 of 2 | View All

Data Chg Comments

*Eff Date/Seq #: 08/17/2023 9

*Action/Reason: DTA Data Chg COR Cor Hist

Status: Initiated

*Status Dt: 08/07/2023

Status Reason:
7/21/22 PLA/SKL
7/24/22 RFL/RLV

Bargaining Unit / Grade: 01 114 Position Status: Approved A
Class/Uncl: 0 Comp Rate Code: ANN

Save Return to Search Notify



How to Request a Correct History (cont'd)

How to request a DTA/COR for Addl Pay:

- Follow all previous steps for requesting a DTA/COR, but please enter this in a separate request. These requests go directly to the auditors in the Earnings section. **The example on the right is incorrect.**

PayServ - The NYS Payroll System

Thomas P. DiNapoli

Job Requests1

ID: [REDACTED] Red#: 0

Current Job

Position:	00054494	Job Date/Effseq:	04/06/2023	0
Department:	10070 Sing Sing	Barg. Unit/Grade:	01 114	
Job Code:	007921 CORR OFFIC	Salary:	68716.000000	

Proposed Change

*Eff Date/Seq #: 08/10/2023 [0]

*Action/Reason: DTA Data Chg

WCR WCR Cor His

Status: Initiated

*Status Dt: 08/08/2023

Status Reason:
7/22/2022 PLA SKL and 7/24/2022 PFL/PLV
and please update LOC from 4/7/2022 to 4/6/2022

Bargaining Unit / Grade: 01 114 Position Status: Approved
Class/Uncl: 0 Comp Rate Code: ANN

Save Return to Search Notify



How to Request a Correct History (cont'd)

How to request a DTA/COR for Addl Pay:

- The example on the right is the proper format to use when requesting a DTA/COR for an Addl Pay change.

PayServ - The NYS Payroll System

Thomas P. DiNapoli

Job Requests1

ID: [REDACTED] Red#: 0

Current Job

Position:	00054494	Job Date/Effseq:	04/06/2023	0
Department:	10070 Sing Sing	Barg. Unit/Grade:	01	114
Job Code:	007921 CORR OFFIC	Salary:	68716.000000	

Proposed Change 2 of 2 | View All

Data Chg | Comments

*Eff Date/Seq #: 08/10/2023 9

*Action/Reason: DTA Data Chg COR Cor Hist

Request

Status: Initiated

*Status Dt: 08/08/2023

Status Reason:
Please update 4/7/2022 LOC to 4/6/2022

Bargaining Unit / Grade: 01 114 Position Status: Approved A

Class/Uncl: 0 Comp Rate Code: ANN

Save Return to Search Notify



Common Reasons for Denial or Delay

- A duplicate transaction on Job exists
- The transaction is a top row that the agency can enter directly
- Transaction submitted under wrong code (DTA/COR vs. DTA/WCR)
- Job changes
- Salary or Comp Rates
- Performance Advances
- FIS amounts
- FICA status
- Paygroup changes
- Transfer requests
- Position changes
- Program ID changes
- Location changes
- Addl Pay changes are included in Status reason box instead of a separate request



Who to Contact With Questions/Issues Related to Each Type of Correct History

[DTA/COR](#) – Please contact the Payroll Earnings mailbox at PayrollEarnings@osc.ny.gov and your auditor.

[DTA/COR for Addl Pay](#) – Please contact the Payroll Earnings mailbox at PayrollEarnings@osc.ny.gov and your auditor.

**If you are unsure of who your auditor is, they can be found in PayServ under “Agency Auditor Listing.”

[DTA/WCR](#) – Please contact the Workers’ Comp mailbox at WorkersComp@osc.ny.gov

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

PayServ Bulletin Board

Announcements

Welcome to PayServ! 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.

PayServ Hours - PayServ is available:
Monday - Friday from 7:00am until 6:00pm
Saturday from 7:00am until 4:00pm

08/01/2023 - April 2023 Management/Confidential (M/C) and Public Employees Federation (PEF) 3% Salary Increase: OSC will automatically process the April 2023 3% salary increase for eligible M/C and PEF employees in paychecks dated 08/30/2023 (Administration) and 09/07/2023 (Institution). Control-D report NHRP709 - Mass Salary Increase Exception Report will be available on 08/03/2023 (Administration) and 08/10/2023 (Institution) and will include both M/C and PEF employees. Please refer to Payroll Bulletin No. 2144 for additional information regarding the M/C salary increase. Payroll bulletins regarding the PEF salary increase and the M/C salary increase for the State University Construction Fund will be issued shortly.
Removal Date: 09/06/2023

07/21/2023 - \$3,000 Lump Sum Payment for Employees Designated Management or Confidential (M/C) - OSC will automatically process the \$3,000 lump sum payment for eligible M/C employees in checks dated 08/16/2023 (Administration) and 08/24/2023 (Institution). A Payroll Bulletin with additional information will be issued soon.
Removal Date: 08/25/2023

07/14/2023 - New York State Payroll Direct Deposit - New York State's originating financial institution (ODFI) for payroll ACH (direct deposit) has changed effective 7/6/2023. Employees are encouraged to verify that their financial institution correctly processes their direct deposits by the paycheck date. If employees experience any issues with their direct deposit during this transition, they should contact their financial institution. If the financial institution is unable to help by close of business of the paycheck date, please notify DDRReturnsAndReversals@osc.ny.gov.
Removal Date: 08/04/2023

07/10/2023 - SS/MED REFUNDS - OSC is processing SS/Med refunds related to batches 2174, 2181, 2183, 2187, 2191, 2193, 2197-2198, 2200-2202, 2205-2209, 2211-2212, 2215-2216, 2218 and 2221. Refunds will be issued in the 07/19/2023 (Administration) check and 07/27/2023 (Institution) checks. These are separate checks with a TFW (Prior Yr Soc Sec/Med Refund WC) or TF7 (Prior Yr Soc Sec/Med Refund).

Proceed to PayServ

PayServ Shortcuts

Payroll Services Directory

Payroll Services Web Page

PayServ Navigation Guide

Agency Auditor Listing

Payroll Manuals

Payroll Check Notification Report

Deduction Customer Service Contacts

Agency Payroll Officer Directory

NYSPO Coordinator List

Close Window



New York State Comptroller
THOMAS P. DiNAPOLI