

Office of Operations'
2023 Virtual Fall Conference

**Useful Payroll Reference Materials/Civil
Service Salary Differentials Approval Flow**

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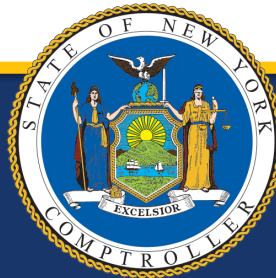
New York State Comptroller
THOMAS P. DiNAPOLI

Useful Payroll Reference Materials

Introduction

OSC provides several payroll resource materials for agency payroll officers:

1. OSC New York State Payroll Page
2. Payroll Bulletins
3. PayServ Bulletin Board
4. PayServ, PSQuery and Control-D Home Pages



New York State Comptroller
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OSC New York State Payroll Page



The screenshot shows the official website of the New York State Comptroller, Thomas P. DiNapoli. The header features the state seal and the text "Office of the NEW YORK STATE COMPTROLLER" and "NYS Comptroller Thomas P. DiNapoli". A navigation bar includes links for "About", "Unclaimed Funds", "Retirement", "Local Government", and "Agencies". Below this, a breadcrumb trail reads "Home / State Agencies / New York State Payroll". The left sidebar contains a list of links: "Accounting Policies & Operational Guidance", "Audits", "Employee Travel Guidelines", "Forms for State Agencies and Employees", "New York State Payroll" (which is highlighted), and "Procurement and Contracting in New York". The main content area is titled "New York State Payroll" and includes sections for "NYS Payroll Online" (with a subtext about viewing pay statements), "Payroll History Requests" (with instructions on how to request history), and "State Payroll Officers".

Office of the NEW YORK
STATE COMPTROLLER
NYS Comptroller Thomas P. DiNapoli

About ▾ Unclaimed Funds Retirement ▾ Local Government Agencies

Home / State Agencies / New York State Payroll

Accounting Policies & Operational Guidance

Audits

Employee Travel Guidelines

Forms for State Agencies and Employees

New York State Payroll

Procurement and Contracting in New York

New York State Payroll

NYS Payroll Online

View your pay statement, opt out of receiving a paper pay statement

Payroll History Requests

For payroll requests and prior service history requests, contact your agency's payroll officer. If you need additional assistance, please email the Payroll History Request Form.

State Payroll Officers



OSC Bulletins

Bulletin Categories

Payroll Bulletins

- All State Agencies
- City University of New York
- Housing and Community Renewal
- Other Bulletins
- Payroll Improvement Project
- State Police
- State University of New York
- Transportation
- Unified Court System



OSC Bulletins

Bulletin Information

All State Agencies

Payroll Bulletins (P-Bulletins)

Year - Any - ▾

Search



Bulletin #	Date ▾	Subject
No. 2143	06/23/23	2023 CSEA Tool Allowance Payment
No. 2126.1	06/20/23	Paid Parental Leave Full
No. 2142	06/16/23	Tier 5 Maximum Salary Limit and Pensionable Overtime (OT) Earnings Limit for Plan Year 2023
No. 2141	06/16/23	Tier 6 Pensionable Overtime (OT) Earnings Limit for Plan Year 2023 for Employees Enrolled in the Plan
No. 2140	06/16/23	Procedures for Processing 2023 Summer Session Payments for Institution Teachers
No. 2139	05/17/23	April 2023 Management/Confidential (M/C) Longevity Lump Sum (LLS) Payment
No. 2138	05/17/23	April 2023 Management/Confidential (M/C) Performance Advances



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OSC Bulletin

Common Bulletin Sections

- Subject
- Date Issued
- Purpose
- Affected Employees
- Background
- Effective Dates
- Eligibility Criteria
- OSC Actions
- Agency Actions
- Deductions
- Tax Information
- Questions



OSC Job Aids

Overview

Job Aids

- [Payroll Calendars](#)
- [2020-2021 Agency Submission Schedule](#)
- [2021-2022 Agency Submission Schedule](#)
- [2022-2023 Agency Submission Schedule](#)
- [2023-2024 Agency Submission Schedule](#)
- [Forms](#)
- [PayServ](#)
- [Chart of Accounts Conversion](#)
- [Maintain My Payroll Contact Information](#)
- [W-2 Reprint Job Aid](#)



OSC Job Aids

Payroll Calendars

Payroll Calendars

April 2023 - April 2024

Administration	Institution
Current	Current
Lag	Lag

April 2022 - April 2023

Administration	Institution
Current	Current
Lag	Lag



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OSC Job Aids

Submission Schedules

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 1 Lag	3/30 - 4/12	4/26/2023	4/10/2023	4/11/2023	4/11/2023	4/6/2023 noon-4/14/2023	4/18/2023	4/20 noon-4/21	4/21/2023
Admin 2 Curr	4/13 - 4/26	4/26/2023	4/10/2023	4/11/2023	4/11/2023	4/6/2023 noon-4/14/2023	4/18/2023	4/20 noon-4/21	4/21/2023
Admin 26 Extra Lag	3/23 - 4/5	4/26/2023	4/10/2023	4/11/2023	4/11/2023	4/6/2023 noon-4/14/2023	4/18/2023	4/20 noon-4/21	4/21/2023
Inst 1 Lag	4/6 - 4/19	5/4/2023	4/17/2023	4/18/2023	4/18/2023	4/13/2023 noon-4/21/2023	4/25/2023	4/27 noon-4/28	4/28/2023



OSC Job Aids

Payroll Forms

Payroll Forms

See below for instructions for completing fillable and Excel version forms.

- AC 230 – Report of Check Returned for Refund or Exchange ([Fillable PDF](#))
- AC 873 – Extra Service Payroll Voucher ([Fillable PDF](#))
- AC 934-P – Next of Kin Affidavit for Bureau of State Payroll Services ([Fillable PDF](#)) ([PDF](#))
- AC 1394 – Application & Account for Partial Payment of Salary ([PDF](#))
- AC 1476-P – Report of Check Exchange ([Fillable PDF](#))
- AC 1588 – Dual Employment/Extra Service Approval Form ([Fillable PDF](#))
- AC 1767 – TIAA Action Request ([Fillable PDF](#))
- AC 2674 – W-2 Correction Worksheet ([Fillable PDF](#))
- AC 2714 – Undeliverable Payroll Check Report ([Word](#)) ([Fillable PDF](#))
- AC 2822 – Bureau of State Payroll Services Payroll Transaction Authorization Form ([Fillable PDF](#))
- AC 3173 – Agency Report of Taxable Value of Personal Use of an Employer-Provided Vehicle ([Fillable PDF](#)) ([PDF](#))
- AC 3197 – Fax Request for Direct Deposit Stop/Reversal ([Fillable PDF](#))
- AC 3202 – Payroll Certification Form ([Fillable PDF](#))



OSC Job Aids

PayServ Aids

PayServ

PayServ 9.2 Job Aids

- [Add Employment Instance](#)
- [Enroll and ORP](#)
- [Enroll Employee in 403b Plan](#)
- [Enroll Employee in General Deduction](#)
- [Enroll in a Pension Plan](#)
- [Enter a Rehire](#)
- [Hire a Person](#)
- [Mid Pay Period Proration](#)
- [Request a Stop Payment](#)
- [Reserve an EMPLID](#)

Quick Reference Guides

- [Actions with Reason Codes](#)



OSC Training

Training

Earnings Training

- Balance of Contract for SUNY Employees and Pay Equity for Institution Teachers
 - [Presentation](#)
 - [Balance of Contract Worksheet - Administration](#)
 - [Balance of Contract Worksheet - Institution](#)
- The Certification Process and You
 - [Presentation](#)
- Overtime/FLSA, Lost Time and Sick Leave
 - [Presentation](#)
- Payroll Earnings Day to Day & Duplicates, Soft Warnings and General Comments
 - [Presentation](#)



PayServ Homepage

Bulletin Board and Links

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

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

07/13/2023 - PayServ Scheduled Outage - Due to system maintenance, PayServ will be down starting at 4 PM on Friday, 07/21/2023. PayServ will be available again beginning on Monday 07/24/2023. Please contact PayrollSystemQuestions@osc.ny.gov with any questions.
Removal Date: 07/24/2023

07/13/2023 - Automatic Fund Transfer Issue Related to Payroll Direct Deposit for the July 13, 2023 Institution Paycheck - Agencies are asked to notify employees receiving direct deposit for the 07/13/2023

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



PayServ Homepage

Contacts

For Help With...	Please Contact...
Security Access Rights and Password Resets	Your agency's PayServ Security Coordinator
Paycheck Reversals (AC-230) and Exchanges (AC-1476)	PayrollReversalAndExchange@osc.ny.gov
Deductions Transactions	payrolldeduction@osc.ny.gov
Direct Deposit Returns & Reversals	DDReturnsAndReversals@osc.ny.gov
Uncashed & Reissued NYS Payroll Checks	UncashedNYSPayrollChecks@osc.ny.gov
Payroll Retirement & SRA/TDA Deductions	PayrollRetirement@osc.ny.gov
Payroll History Requests	payrollhistory@osc.ny.gov
Position Management Issues	positionmanagement@osc.ny.gov
Military Stipend Issues	militarystipends@osc.ny.gov
Tax and Withholding Issues	taxandcompliance@osc.ny.gov
Master File and/or Position Pool Issues	payrollsystemquestions@osc.ny.gov



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PSQuery Homepage

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PS Query Bulletin Board

Announcements

Welcome to PS Query! This Bulletin Board will provide you with important information related to PS Query. The most recent notices will be posted at the top of the page. Check the Bulletin Board for new information each time you log in to PS Query.

07/13/2023 - PayServ Scheduled Outage

- Due to system maintenance, PayServ will be down starting at 4 PM on Friday, 07/21/2023. PayServ will be available again beginning on Monday 07/24/2023. Please contact PayrollSystemQuestions@osc.ny.gov with any questions.

Removal Date: 07/24/2023

Proceed to PS Query

Query Data Dictionary

Locked Generic Queries

Payroll Services Web Page

PS Query Training

Agency Query Request Form

Close Window

For Help With...

Security Access Rights and Password Resets

Technical questions regarding logging in to PayServ (excluding Security Access issues)

PS Query Questions

Please Contact...

Your agency's PayServ Security Coordinator

OSC - CIO Help Desk
(518) 486-6745

QueryHelp@osc.ny.gov



Control-D Homepage

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Control-D Bulletin Board

Announcements

Welcome to the Control-D bulletin board. This bulletin board is separated into three sections: **General**, **Payroll** and **Accounting**. The General section will contain information that is pertinent to all users of Control-D. The **Payroll** and **Accounting** sections will address issues that are specific to their reports.

[General](#) [Payroll](#) [Accounting](#)

General

Reports

The following Control-D reports are available for all agencies to

Proceed to Control-D

User Manual

Quick Reference Job Aid

Instructions for Addressing
502 Bad Gateway
Error Messages

Using Filters

Download Plug-in

Close Window

The seal of the New York State Comptroller, featuring a circular design with the text "STATE OF NEW YORK" and "COMPTROLLER" around the perimeter, and a central emblem depicting a figure holding a scale and a sword.

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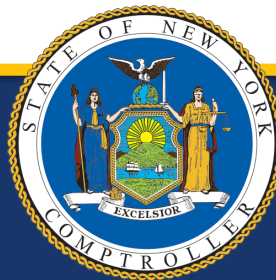
Civil Service Salary Differentials Approval Flow

Introduction

Various sections of the Civil Service Law provide that the Director of the Division of Classification and Compensation may authorize payment of additional compensation.

The following topics will be covered regarding the approval of these differentials:

1. The State Personnel Management Manual
2. The Special Salary Search Engine
3. Implementation of Approved Salary Differentials



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Civil Service Approvals

State Personnel Management Manual (SPMM)

- The [SPMM](#) is the official medium of the State Department of Civil Service for issuing personnel management policy and procedural statements.



Civil Service Approvals (cont'd)

Section 0870 – Salary Differentials

- [Sections 0870 A through F](#) of the SPMM provide information regarding salary differentials, including Increased Hiring Rates, Geographic Differentials, etc.
- These sections include the applications, considerations, and procedures for requesting each respective salary differential.



Civil Service Approvals (cont'd)

Salary Differential Approval Process

- All salary differential requests are subject to initial approval by Civil Service and final approval by the Division of Budget (DOB).
- Upon final approval, DOB will provide agencies and OSC an approval memorandum including the approved rates, titles, locations, agencies and effective dates.



Civil Service Approvals (cont'd)

Implementation of Approved Salary Differentials

- It is the agency's responsibility to input any approved salary differentials via Job Request and/or Additional Pay as soon as possible.
- Under certain circumstances, OSC may evaluate and determine if a systematic load is required based on the number of impacted employees and agencies.



Civil Service Approvals (cont'd)

Implementation of Approved Salary Differentials

- A PayServ Bulletin Board message may be posted with information regarding recently approved Increased Hiring Rates or Geographic Differentials. This will indicate whether it is the agency's responsibility to input these payments, or if OSC will systematically process.
- Agencies may also be contacted directly by OSC with information regarding implementation of approved Increased Hiring Rates or Geographic Differentials.



Civil Service Approvals (cont'd)

Special Salary Search Engine

- The [Civil Service Salary Differentials Search Engine](#) is an advisory tool which provides approved Increased Hiring Salaries (130.4), Shift Pay Differentials (130.6), and Geographic Pay Differentials (130.7).
- The Director of Classification and Compensation's [Monthly Advisory Memoranda](#) provides all approved Inconvenience Pay, Appointments Above the Minimum (131.1-a), Hazardous Duty and Safety Incentive Differentials (130.9), and Occupational Pay Differentials (130.13).



Other Useful Links

- [Budget Bulletins](#)
- [Leave and Attendance Manual](#)
- [NYS Legislature](#)
- [Salary Schedules](#)
- [State-Union Contracts](#)
- [Title and Salary Plan](#)
- [Traineeships](#)

