

This document provides a list of current and new generic locked queries available to query users. We have provided the old name, new name and if the query was kept, deleted or added. The new naming convention begins with LQ, uses a three letter categorical code and tries to provide an easy way to search for the query. For example: LQ_ADL_ADDITIONAL_PAY instead of Locked_Query_2.

Locked Query Descriptions

Old Query Name	Query Description Name	Action	New Query Name	New Query Description Name	Notes
LOCKED_QC1_DIRECT_DEPOSIT	Audit Direct Deposit Entries	Updated & Renamed	LQ_DDP_AUDIT_DD_ENTRIES	Audit Direct Deposit Entries	
LOCKED_QC2_WHO_IN_THIS_DEPTID	Current employees A,L,P	Updated & Renamed	LQ_JDA_WHO_IN_THIS_DEPTID	A, L, P, S Employees in Deptid	Added location from Job (NY_LOC_IND) and employee status of "S" (Suspend)
LOCKED_QC3_QCODES_OVERPAYMENTS	Repaid & Outstanding Q codes	Updated & Renamed	LQ_OVP_ALL_Q_CODES	Repaid & Outstanding Q Codes	
LOCKED_QC3_QCODES_OVERPAYMENTS	Repaid & Outstanding Q codes	Newly added: Shortened version of LQ_003_ALL_Q_CODES	LQ_OVP_OUTSTANDING_Q_CODES	Outstanding Q Codes	
LOCKED_QUERY_013	EARNINGS_BY_FUND_CODE	Previously Updated & Renamed	LQ_ATG_EARNINGS_WITH_SFS_INFO	Earnings with SFS Info	
LOCKED_QUERY_013_OLD	EARNINGS_BY_FUND_CODE	Deleted			
LOCKED_QUERY_025	POSITIONS_BY_COSTCENTER	Previously Updated & Renamed	LQ_ATG_ACTIV_POSITIONS_SFS	Active Positions w/SFS info	
LOCKED_QUERY_026	POSITIONS_VACANT_ACTIVE	Previously Updated & Renamed	LQ_POS_ACT_VACNT_POS_SFS_INFO	Actv Vacant Postn w/SFS info	
LOCKED_QUERY_058	Pool Descriptions & SFS Info	Renamed	LQ_ATG_POOL_DESCR_SFS_INFO	Pool Descriptions & SFS Info	
LOCKED_QUERY_083	EE annuity contrib while on WC	Renamed	LQ_WCP_WC_EE_ANNUITY_CONTRIB	EE annuity contrib while on WC	Provides current deptid and deptid at time of injury.
LOCKED_QUERY_1	ACTIVE_STAFF	Deleted & Replaced	LQ_JDA_WHO_IN_THIS_DEPTID	See Above	
LOCKED_QUERY_10	DEPT_PAYCYCLE	Updated & Renamed	LQ_DEP_ACTIVE_DEPT_CYCLE_TYPE	Dept, Pay Cycle & Type	
LOCKED_QUERY_11	DIFFERENT_ADDRESSES	Updated & Renamed	LQ_PRD_ADDRESS_CHANGES	New or Changed Addresses	Will produce multiple rows if employee had multiple changes for each address type.
LOCKED_QUERY_12	DIFFERENT_NAMES	Updated & Renamed	LQ_PRD_DIFFERENT_NEW_NAME	Different or New Names	Assists Personnel & Payroll Offices to remind their employees to update their SS cards.
LOCKED_QUERY_14	ERS_RGS_EXT_RETRO	Updated, Combined with Locked_Query_16 & Renamed	LQ_ROP_ERS_PFRS_RETRO_RGS_EXT	ERS/PFRS: Retro RGS, RGO & EXT	
LOCKED_QUERY_15	ERS_RGS_EXT_RETRO_ARC	Updated, Combined with Locked_Query_17 & Renamed	LQ_ROP_ERS_PFRS_ARCH_RETRO	ERS/PFRS: Arch Retro RGS RGOEXT	
LOCKED_QUERY_16	ERS_RGS_RETRO	Deleted & Combined with Locked_Query_14	LQ_ROP_ERS_PFRS_RETRO_RGS_EXT	ERS/PFRS: Retro RGS, RGO & EXT	
LOCKED_QUERY_17	ERS_RGS_RETRO_ARC	Deleted & Combined with Locked_Query_15	LQ_ROP_ERS_PFRS_ARCH_RETRO	ERS/PFRS: Arch Retro RGS RGOEXT	
LOCKED_QUERY_18	HOURS_EARNINGS_WITH_UNION	Updated & Renamed	LQ_PCD_REG_AND_OTHER_EARNINGS	Regular & Other Earnings	
LOCKED_QUERY_19	INDIVIDUAL_HISTORY	Updated & Renamed	LQ_JDA_EE_INDIVIDUAL_HISTORY	Individual History	
LOCKED_QUERY_2	ADDL_PAY	Updated & Renamed	LQ_ADL_ADDITIONAL_PAY	Additional Pay	

Locked Query Descriptions

Old Query Name	Query Description Name	Action	New Query Name	New Query Description Name	Notes
LOCKED_QUERY_20	JOB_APPROVAL_PANEL_MASTER	Updated, Combined with Locked_Query_21 & Renamed	LQ_JOA_JOB_APPROVAL_STATUS	Job Approval Status	
LOCKED_QUERY_21	JOB_APPROVALS_WITH_UNION	Deleted & Combined with Locked_Query_20	LQ_JOA_JOB_APPROVAL_STATUS	Job Approval Status	
LOCKED_QUERY_22	NATIONAL_ID_EMPLID_RECON	Updated & Renamed	LQ_PRD_ACTIVE_EE_WITH_NO_SS	No National ID for A_L_P EEs	Report should show zero results for most agencies.
LOCKED_QUERY_22	NATIONAL_ID_EMPLID_RECON	Newly add: Looks for employees paid with no National ID	LQ_PRD_PAID_EE_NO_SS	EE paid with no National ID	Report should show zero results for most agencies.
LOCKED_QUERY_23	OT_BY_PAY_PERIOD	Updated & Renamed	LQ_PCD_OT_EXT_BY_PP_ERN_CATEGO	OT or EXT by PP Ern Category	
LOCKED_QUERY_24	PAY_BY_MAIL_DROP	Updated & Renamed	LQ_PCD_PAYCHECK_BY_MAIL_DROP	Paycheck by Mail Drop ID	
LOCKED_QUERY_27	TIME_ENTRY_DUPLICATES	Updated & Renamed	LQ_TIM_TIME_ENTRY_DUPS	Possible Time Entry Duplicates	Run in the morning the day after cutoff (or day after time entry is loaded) for the pay period. Corrections must be completed by noon so OSC can continue their audit. 16C, CVB, O19,C16, C75, C72 and CVO
LOCKED_QUERY_28	Employees promoted between 9/14/2004 and 12/31/2004	Deleted, no longer needed. This was a request from a previous contract.	N/A, no longer needed		
LOCKED_QUERY_29	Deductions By Bargaining Unit	Updated & Renamed	LQ_BEN_DEDUCTIONS_BY_BU	Deductions By Bargain Unit	Does not include Deduction Code 416 (Deferred Comp)
LOCKED_QUERY_3	ARC_DEPT_OTHER_EARNS	Updated & Renamed	LQ_PCD_ARCHIVED_OTHER_EARNINGS	Archived Other Earnings	
LOCKED_QUERY_30	Position – Job Discrepancies	Updated & Renamed	LQ_POS_JOB_POSITION_DIFFERENCE	Job - Position Discrepancies	
LOCKED_QUERY_31	Position – Job Location Discrepancies	Updated & Renamed	LQ_LOC_JOB_POS_LOCATION_DIFFER	Location Discrepancies: Job/Pos	
LOCKED_QUERY_32	Overpayment Awareness	Deleted & Replaced	LQ_OVP_ALL_Q_CODES	Repaid & Outstanding Q Codes	
LOCKED_QUERY_33		Previously Deleted	N/A		
LOCKED_QUERY_34	New/Reh Emps Retired	Updated & Renamed	LQ_RET_NEW_REH_XFR_EE_RTRMNT	New/REH/XFR EE: Rtrmnt Info	
LOCKED_QUERY_35	New/Reh Emp. Addl Tax Info	Updated & Renamed	LQ_TAX_ALPS_EE_FED_STATE_LOCAL	ALPS EE Fed, St & Loc Tax	Results shows all inputted information, current row, under rows and any future dated rows and last four digits of national id. Provides last action user.
LOCKED_QUERY_36	New/Reh No Sal Withholding	Updated & Renamed	LQ_SWH_NO_SALARY_WITHHOLDING	No Salary Withholding Page	Check General Comments to see if employee should have salary withholding taken.
LOCKED_QUERY_37	Benefit Eligible With 9 Flag	Updated & Renamed	LQ_BEN_BENEFIT_ELIG_FLAG_OF_9	Benefit Eligible w/Flag of 9	Review employee's record to determine if employee's benefit flag needs to be corrected.

Locked Query Descriptions

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LOCKED_QUERY_38	Loc Pay Not \$1302	Updated & Renamed	LQ_ADL_REVIEW_ERNCNCD_ANN_AMT	Earn Code Annual Amt Not =	
LOCKED_QUERY_39	Hry With Addl Pay	Updated & Renamed	LQ_ADL_HRY_EE_WITH_ADDL_PAY	HRY with Additional Pay	
LOCKED_QUERY_4	ARC_DEPT_PAYCHECK_DATA	Updated & Renamed	LQ_PCD_ARCHIVED_PAYCHECK_DATA	Archived Pay Check Data	
LOCKED_QUERY_40	100% Emp W. Ext Time Entry	Updated & Renamed	LQ_TIM_FT_EE_TE_EXT	100% EE with EXT in TE	100% EE is determined by earnings end date of the EXT.
LOCKED_QUERY_41	OTT, OTC, OTO, OTW >Gr 23	Deleted no longer accurate	N/A		
LOCKED_QUERY_42	Stand By > Gr. 23	Updated & Renamed	LQ_PCD_SG23_OR_HIGHER_ERNCNCD	SG 23 or higher with Earn Code	
LOCKED_QUERY_43	FIS = \$10-Run Every Oct	Updated & Renamed	LQ_SAL_FIS_SALARY	FIS<> 0 Run Before&After PERF	This should be run in March and September before PERFs are paid to verify and correct values. Also run in April & October after PERFs are paid to ensure information is accurate. EE with FIS = \$10 need to be manually entered into system on appropriate cycle.
LOCKED_QUERY_44	Composite Salary Employees	Updated & Renamed	LQ_SAL_COMPOSITE_SALARIES	Composite Salary Employees	This should be run in March and September before PERFs are paid to determine which employees the agency needs to enter manually. Composite employees work in multiple positions. Only one of the jobs is included in JOB record. Look at General Comments for additional information on employees included in the results
LOCKED_QUERY_45	RPT_CARD_LATE_HIRE	Updated & Renamed	LQ_JDA_REPORT_CARD_LATE_HIRE	Report Card: Late Hire	
LOCKED_QUERY_46	RPT_CARD_POST_TERM	Updated & Renamed	LQ_JDA_REPORT_CARD_POST_TERM	Report Card: Post Term	
LOCKED_QUERY_47	SSG_DRP_REPAY	Updated & Renamed	LQ_DRP_DRP_REPAYMENT	DRP Repayment	All Deficit Reduction Earn Codes except for CSEA FY11-12.
LOCKED_QUERY_48	SSG_11_12_DRP_REPAY_CSEA	Updated & Renamed	LQ_DRP_FY12_CSEA_DRP_REPAYMENT	FY12 CSEA DRP Repayment	
LOCKED_QUERY_49	SSG_Paychk_Earnings_By_Emplid	Updated & Renamed	LQ_PCD_PAYCHECK_EARNINGS_BY_ID	Paycheck Earnings by ID	
LOCKED_QUERY_5	ARC_IND_OTHER_EARNS	Updated, Combined with Locked_Query_6 and Renamed	LQ_PCD_CURRENT_AND_ARCHIVED	Current & Archived Info	
LOCKED_QUERY_50	Active Staff with NYS Emplid	Deleted & Replaced	LQ_JDA_WHO_IN_THIS_DEPTID	A, L, P, S Employees in Deptid	
LOCKED_QUERY_51	NYS Emplid Name Search	Deleted & Replaced	LQ_JDA_WHO_IN_THIS_DEPTID	See Above	
LOCKED_QUERY_52	NYS Emplid All Statuses	Deleted & Replaced	LQ_JDA_WHO_IN_THIS_DEPTID	See Above	

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LOCKED_QUERY_6	ARC_IND_PAYCHECK_DATA	Deleted & Combined with Locked_Query_5	LQ_PCD_CURRENT_AND_ARCHIVED	See Above	
LOCKED_QUERY_7	BIWEEKLY_PAYROLL_DETAILS	Deleted & Replaced by Control D report PAY002	N/A, see Control D report PAY002		
LOCKED_QUERY_8	BIWEEKLY_PAYROLL_SUMMARY	Deleted & Replaced by Control D report PAY002	N/A, see Control D report PAY002		
LOCKED_QUERY_9	DEDUCTION_CODE_PROMPT	Updated & Renamed	LQ_GED_EE_DEDCD	Deduction Code Prompt	
LQ_NYSPO_001_SIGN_INS	Employees Signed In	Updated & Renamed	LQ_NPO_NYSPO_SIGN_INS	Employees Signed In	
LQ_NYSPO_002_FED_EXEMPT	SS Users claimed Fed Exempt	Updated & Renamed	LQ_TAX_NYSPO_FED_EXEMPT	SS Users claimed Fed Exempt	
LQ_NYSPO_003_W_2_CONSENT	Consent for electronic W-2s	Updated & Renamed	LQ_TAX_NYSPO_W_2_CONSENT	Consent for electronic W-2s	
		Newly Added	LQ_ADL_ADDITIONAL_PAY_RECORDS	Additional Pay records?	Does not provide a list of the active additional pay records. Union query with message based on query results are from.
		Newly Added	LQ_ADL_FUTURE_DATED_ADDL_PAY	Future Dated Addl Pay	
		Newly Added	LQ_ADL_PS1_CHANGES_FOR_PP	PS1 CHANGES FOR PP	
		Newly Added	LQ_ADL_SCO_SWH_REVIEW	SCO & SWH review	
		Newly Added	LQ_ADL_WHAT_YEAR_ADDL_PAY	What Year Addl Pay	
		Newly Added	LQ_BEN_NEW_HIRE_ACA_INS_ELIG	ACA Insurance Reporting	
		Newly Added	LQ_DDP_DD_SELECTION_NEEDED	Employees to Make DD Selection	
		Newly Added	LQ_DDP_DD_SELECTION_MADE	Employees Made DD Selection	
		Newly Added	LQ_DDP_NEW_REH_XFR_EE_DD_INFO	New/REH/XFR EE: Direct Deposit	
		Newly Added	LQ_DDP_NO_BAL_ROW	Emplids with no Balance Row	
		Newly Added	LQ_DDP_NO_DD_RCD	EMPLIDS with no DD rcd	
		Newly Added	LQ_GCM_DEF_GENL_COMMENTS	GC Deficiency for Tax & WC	If incorrect comment category is used, employee will not show up in results. Returns General Comments entered from Pay Period Begin Date to present.
		Newly Added	LQ_GED_SUM_SEFA_BY_CAL_YEAR	Sum of SEFA Amts by Cal Yr	Run time is about five minutes. Calendar year is determined by Pay Period end date. For example: A pay period end date of 1/29/14 would be for calendar year 2014.
		Newly Added	LQ_GED_VERIFY_SEFA_DATA	Verify Inputted SEFA Data	

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		Newly Added	LQ_JDA_ACTION_AND_REASONS	Action & Reason descriptions	
		Newly Added	LQ_JDA_FUTURE_DATED_JOB_ROWS	Future Dated Job Rows	
		Newly Added	LQ_JDA_WHAT_YEAR_JOB	What Year Job	
		Newly Added	LQ_LOC_LOCATION_INDICATOR_DESC	Location Indicator Description	Further research is needed to determine if location pay is allowable and the amount associated with the earn code.
		Newly Added	LQ_PCD_ALP_HRY_EE_LAST_CHK	Last Paycheck Date for Hourly	<p>Prompted date should be today's date.</p> <p>Active (A, L, P) hourly employees only</p> <p>Does not provide last paycheck date for archived paychecks.</p> <p>Maximum paycheck date provided for current paychecks.</p> <p>Archived paycheck information is not queried.</p>
		Newly Added	LQ_PCD_ARCHIVED_EE_PAYSTUB	Archived EE Paystub by PP/Comp	
		Newly Added	LQ_PCD_EE_PAYSTUB_BY_PP_COMP	EE Paystub by PP/Compensation	
		Newly Added	LQ_PCD_EE_YTD_EARNINGS	YTD Earnings for EE	<p>Based on when money is received not when it was earned.</p> <p>Use for retirees to ensure they do not go over their maximum allowance for the year.</p>
		Newly Added	LQ_PCD_EE_YTD_ONE_ERNCD	EE YTD Earnings for 1 ERNCD	Use to obtaining Lost Time hours for sick leave at half pay determination.
		Newly Added	LQ_PCD_PAYCHECK_OTHER_EARNINGS	Paycheck Other Earn Codes	<p>Not for RGS and RGH earn codes.</p> <p>Good for determining when Worker's compensation codes were paid</p>
		Newly Added	LQ_PCD_PESH_ARCH_CHK_OTK_HRS	PESH: Archived Chk OTK Hrs Pd	<p>PESH = Public Employee Safety & Health.</p> <p>Use CHECK DATE.</p> <p>Same query as Locked_query_061 only is for Archived paychecks.</p>
		Newly Added	LQ_PCD_PESH_ARCH_RGS_HRS_PD	PESH: Archived RGH HRS Paid	<p>PESH = Public Employee Safety & Health.</p> <p>Use CHECK DATE.</p> <p>Same query as Locked_query_063 only is for Archived paychecks.</p>

Locked Query Descriptions

Old Query Name	Query Description Name	Action	New Query Name	New Query Description Name	Notes
		Newly Added	LQ_PCD_PESH_COUNT_A_FT_ANN_EE	PESH Count Active FT Ann EE	PESH = Public Employee Safety & Health Use CHECK DATE.
		Newly Added	LQ_PCD_PESH_COUNT_EE_CHECK	PESH Count EE non archived chk	PESH = Public Employee Safety & Health Use CHECK DATE.
		Newly Added	LQ_PCD_PESH_TOTAL_CUR_OTK_HRS	PESH: Total Current OTK Hrs Pd	PESH = Public Employee Safety & Health Use CHECK DATE. This is for Current paycheck information.
		Newly Added	LQ_PCD_PESH_TOTAL_RGH_HRS_PD	PESH: Total RGH HRS Paid	PESH = Public Employee Safety & Health. Use CHECK DATE. This is for Current paycheck information.
		Newly Added	LQ_PCD_RGH_IND_HISTORY_NS_GRAD	Ind RGH History for NS Grade	If employee has already been transferred into your agency and the RGH is in an agency not within your department list, OSC needs to run, otherwise the old agency can run the query for you.
		Newly Added	LQ_POS_NHRP723	Remake Control D NHRP723	
		Newly Added	LQ_RET_ERS_RS2050_FORM	Assists with ERS RE-2050 form	Current paycheck information only. Pensionable information not provided for earn codes. Earnings for Pay Period End Date. Provides month/year of where earnings were earned.
		Newly Added	LQ_RET_NO_RETIREMENT_PLAN	No Retirement Plan Elected	
		Newly Added	LQ_SWH_SUM_SALARY_WITHOLDING_0	Sum of Salary Withholding = 0	Check General Comments to see if employee should have salary withholding taken.
		Newly Added	LQ_TAX_CHECK_EE_FICA_STATUS	EE not subject to FICA	If employee should have been subject to FICA, their records must be corrected in PayServ and with Social Security. Contact OSC Deductions for assistance.
		Newly Added	LQ_TAX_CHECK_EE_NYC_TAX_INFO	EE w/NYC taxes & no NYC Zip	Only returns employees whose postal zip code is not NYC and employee is coded for NYC tax. See Query expression for NYC zip code information.
		Newly Added	LQ_TIM_CHECK_RGH_HOURS	RGH GRTR 40 HS Each WK	

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		Newly Added	LQ_TIM_FRB_PEV_EARN_BALANCES	Earn Balances FRB & PEV	The use of the earn code PEV started in December 2013. Previously the earn code of FRB was used.
		Newly Added	LQ_TIM_TIME_ENTRY_AUDIT		16C, CVB, O19,C16, C75, C72 and CVO