The Agency Testing and Training Summary has been compiled to assist staff in logging in to the test environment, completing testing activities, and reporting issues.

All bulletins related to the Payroll Improvement Project may be found at https://www.osc.state.ny.us/state-agencies/payroll-bulletins/payroll-improvement-project.

In order to assist agencies with the transition to PayServ v 9.2, the following materials have been created. Testers may use any or all of these materials to prepare for PayServ v 9.2. Many of the materials will replace 9.1 versions after Go Live, but are also being made available in advance to assist in testing.

- NHRP501 Master File Layout
- NHRP573 Automated Interface Inbound Layout
- NHRP574 Automated Interface Outbound Layout
- Retirement Plan Types Crosswalk
- Pension Benefit Plans Crosswalk
- ORP Benefit Plans Crosswalk
- Automatic Benefit Plan Progression
- 403(b) Conversion Crosswalk
- PayServ 9.2 Navigation Crosswalk
- PayServ Navigation Paths for 9.2
- PS Query Data Dictionary for 9.2
- Data Dictionary Crosswalk
- Testing Job Aids, including
  - Reserve an EMPLID
  - Hire a Person
  - Add an Employment Instance
  - Enter a Rehire
  - Enroll a Pension Plan
  - Enroll an ORP
  - Enroll a 403(b)
  - Enroll a General Deduction
  - Request a Stop Payment
  - Mid Pay Period Proration

Should you have any questions related to the Payroll Improvement Project or PayServ v 9.2, reach out to the project mailbox at any time.

Reserve an EmplID

Purpose

The purpose of this task is to reserve an EmplID.

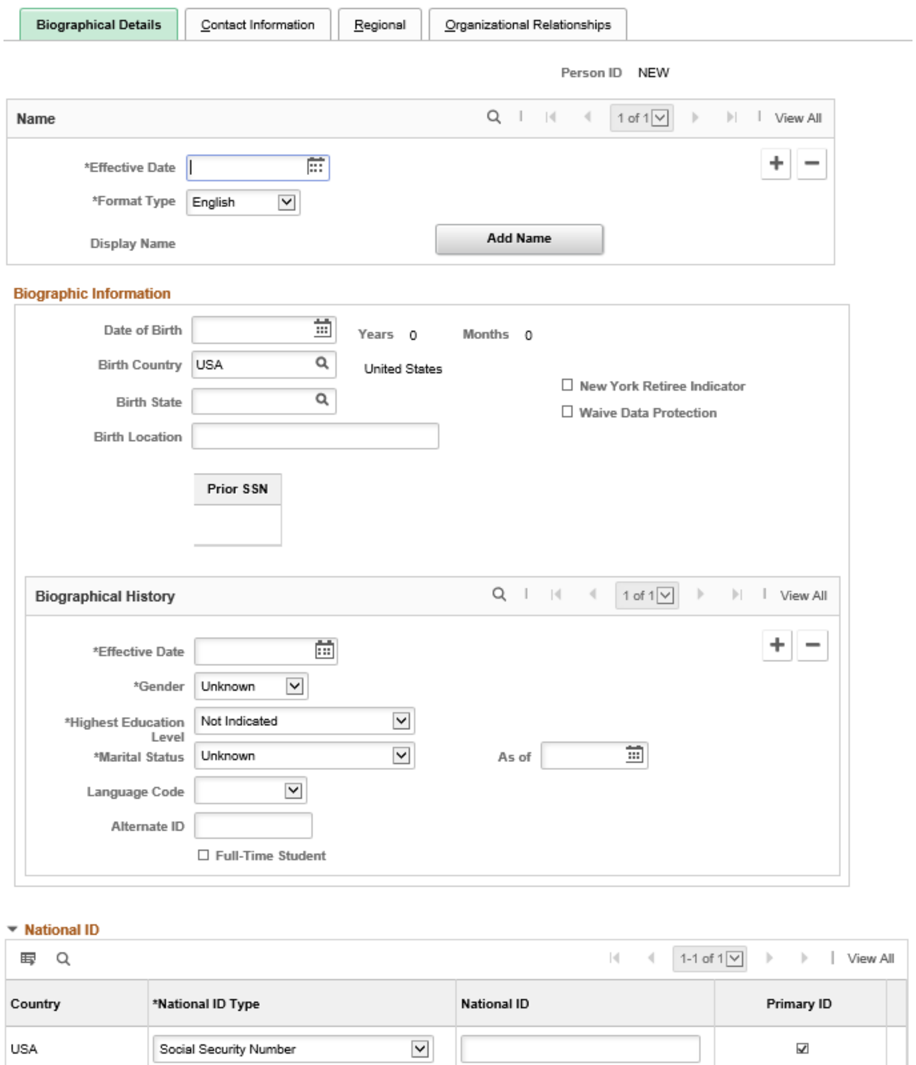
Reserve an EmplID

Navigation Path

Main Menu > Workforce Administration > Personal Information > Add a Person

Steps

1. Click the Add Person button



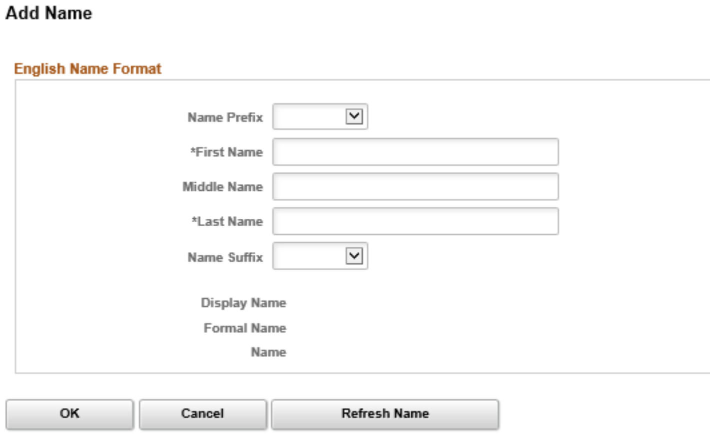
2. Enter or confirm the following fields:

    - Effective Date: the date the Employee ID is requested.
      Note: Future dating is not allowed during the Add a Person process. The Effective Date

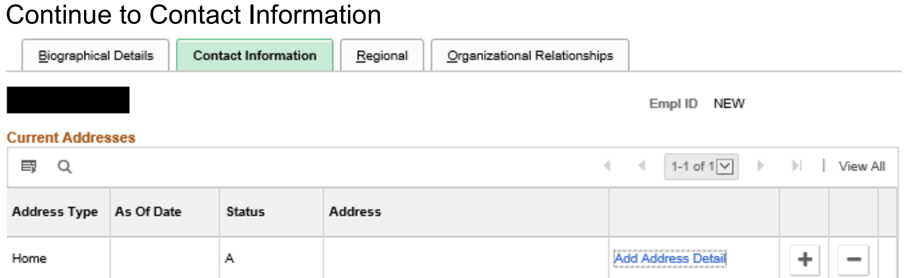
must be equal to or less than the current date. A future date will be allowed on the Job Data page.

- Format Type

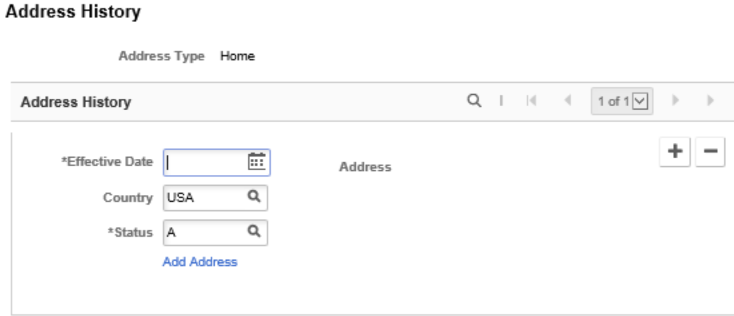
3. Click Add Name



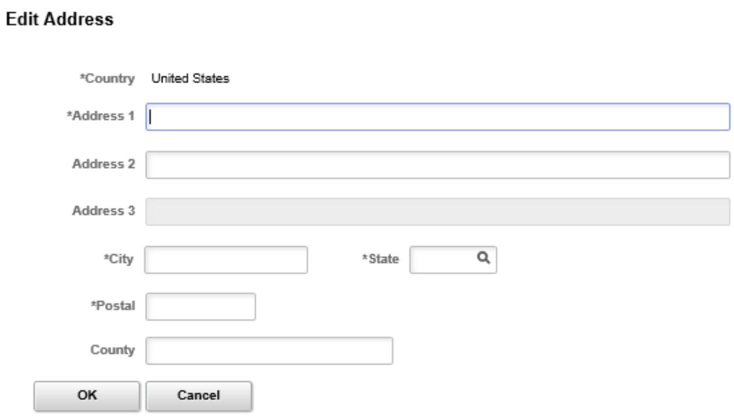
4. Enter the following fields:
   - Name Prefix
   - First Name (required)
   - Middle Name
   - Last Name (required)
   - Name Suffix
5. Click OK
6. Enter the Date of Birth in the Biographic Information section
7. In the Biographical History section, enter the Effective Date. This must be equal to the Effective Date entered in the Name section above.
8. In the National ID section, enter the employee's Social Security number.
9. Continue to Contact Information



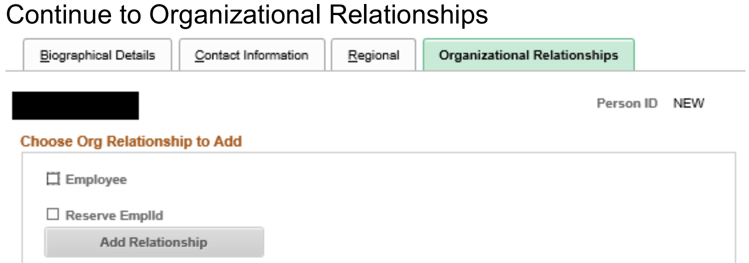
10. Click the Add Address Detail link



11. Enter the Effective Date. The date must equal the Name effective date.
12. Click the Add Address link.

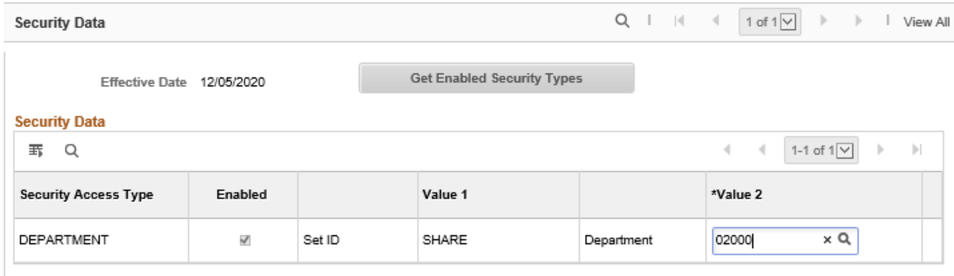


13. Enter the following information:
    - Address: Address 1 field is required. Address 2 and Address 3 may be used if needed.
    - City (required)
    - State (required)
    - Postal (required)
    - County
14. Enter information in the Phone Information, Email Addresses, and Instant Message IDs sections if desired.
15. Continue to Organizational Relationships



16. Select the Reserve Emplid checkbox
17. Click Add Relationship

18. On the Security Data Page, enter the Department ID where the person will be working.



Security Access Type	Enabled		Value 1		*Value 2
DEPARTMENT	☑	Set ID	SHARE	Department	02000

19. Click OK

Result

The Person ID has been created in the Payroll System.

[Return to top]

Hire a Person

Purpose

The purpose of this task is to add a new employee to the Payroll System.

This task assumes that the employee has no record in the Payroll System. (If the employee exists in the Payroll System, use either the Entering a Rehire or Add Employment Instance processes.) The process for adding an employee to the Payroll System includes recording required personal data and maintaining information about the job to which the employee is assigned. The entire set of pages in this process must be completed to add a new employee in the Payroll System.

Helpful Hints

- A hire is only used when there is no record in the Payroll System. (If the employee exists in the Payroll System, use either the Entering a Rehire or Add Employment Instance.)
- The hire can be entered before, on, or after the actual hire date.
- If a NYS Empl ID has been previously reserved for this employee, the system will display the pre-assigned Empl ID upon completion of the Hire Process.

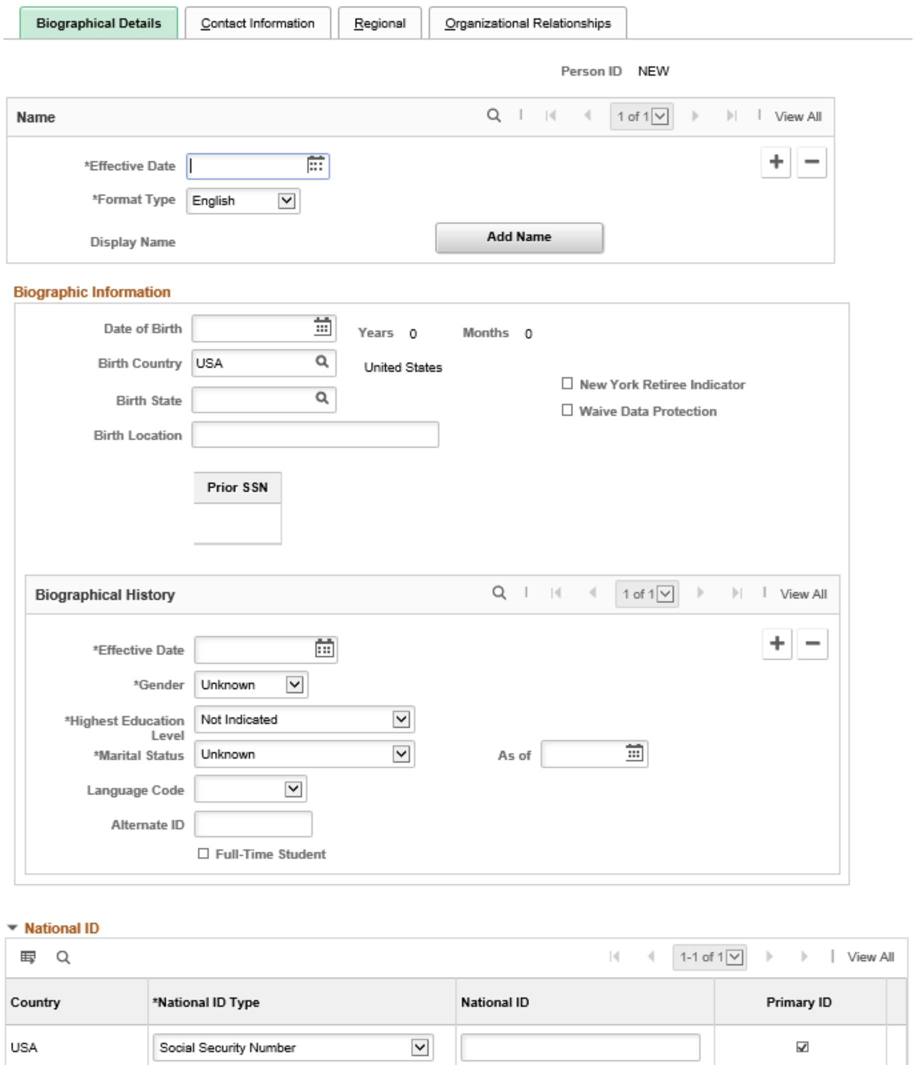
Hire a Person

Navigation Path

Main Menu > Workforce Administration > Personal Information > Add a Person

Steps

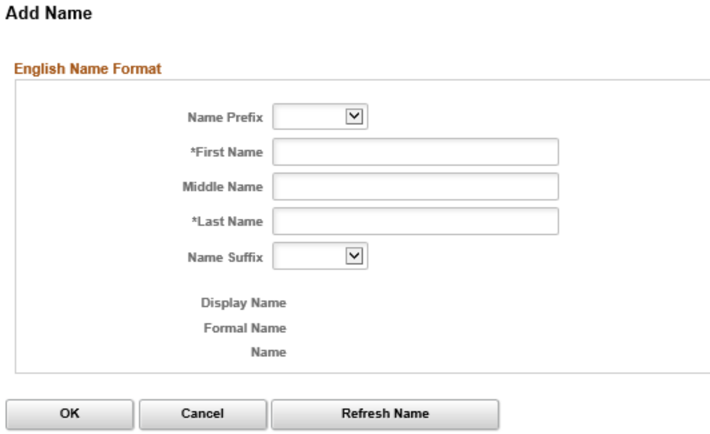
1. Click the Add Person button



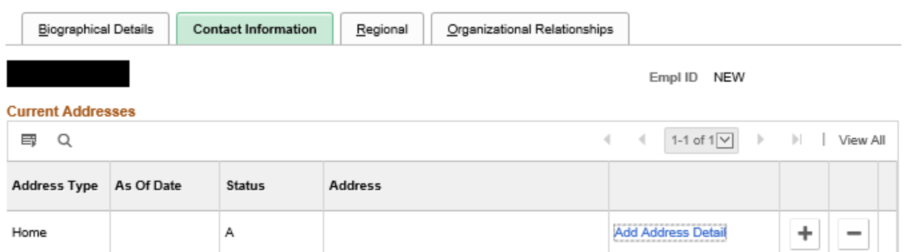
2. Enter or confirm the following fields:

   - Effective Date: the date the employee starts working at the job.
     Note: Future dating is not allowed during the Hire process. The Effective Date must be equal to or less than the current date. A future date will be allowed on the Job Data page.
   - Format Type

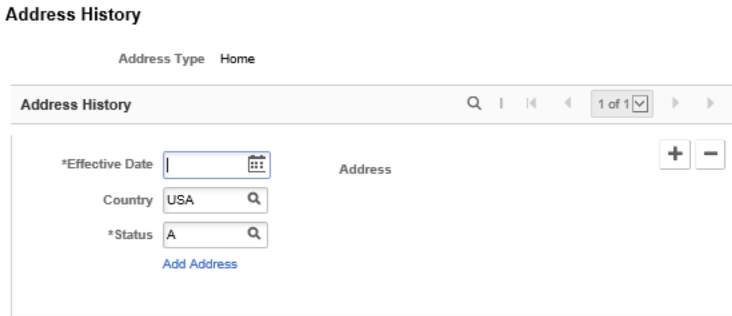
3. Click Add Name



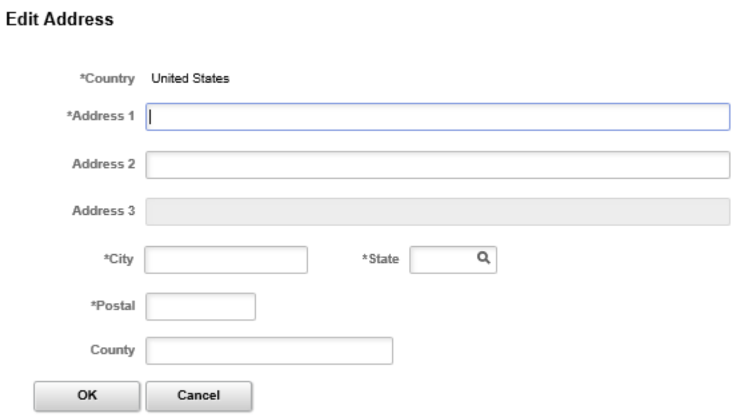
4. Enter the following fields:
   - Name Prefix
   - First Name (required)
   - Middle Name
   - Last Name (required)
   - Name Suffix
5. Click OK
6. Enter the Date of Birth in the Biographic Information section
7. In the Biographical History section, enter the Effective Date. This must be equal to the Effective Date entered in the Name section above.
8. In the National ID section, enter the employee's Social Security number, if available, in the National ID field.
9. Continue to Contact Information



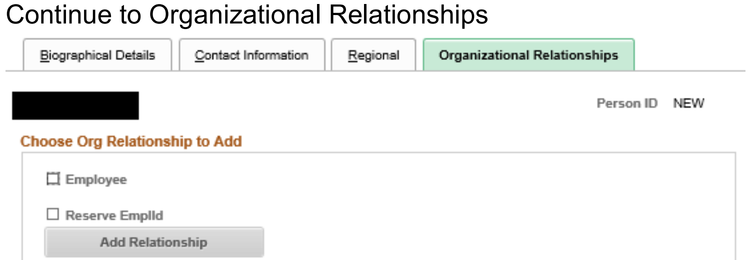
10. Click the Add Address Detail link



11. Enter the Effective Date. The date must equal the Name effective date.
12. Click the Add Address link.

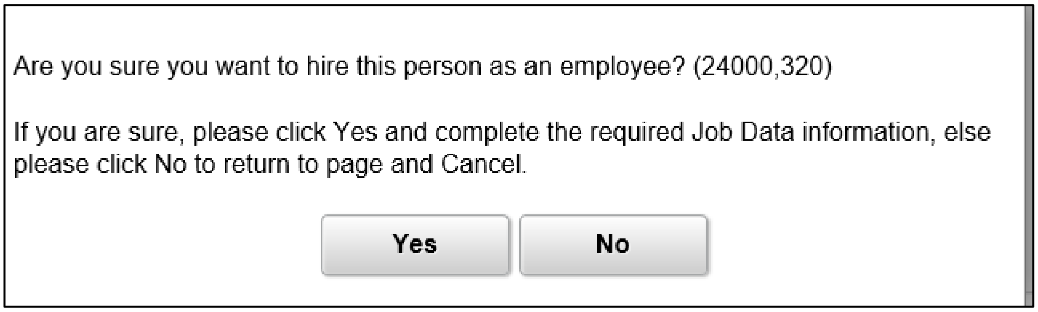


13. Enter the following information:
    - Address: Address 1 field is required. Address 2 and Address 3 may be used if needed.
    - City (required)
    - State (required)
    - Postal (required)
    - County
14. Enter information in the Phone Information, Email Addresses, and Instant Message IDs sections if desired.
15. Continue to Organizational Relationships



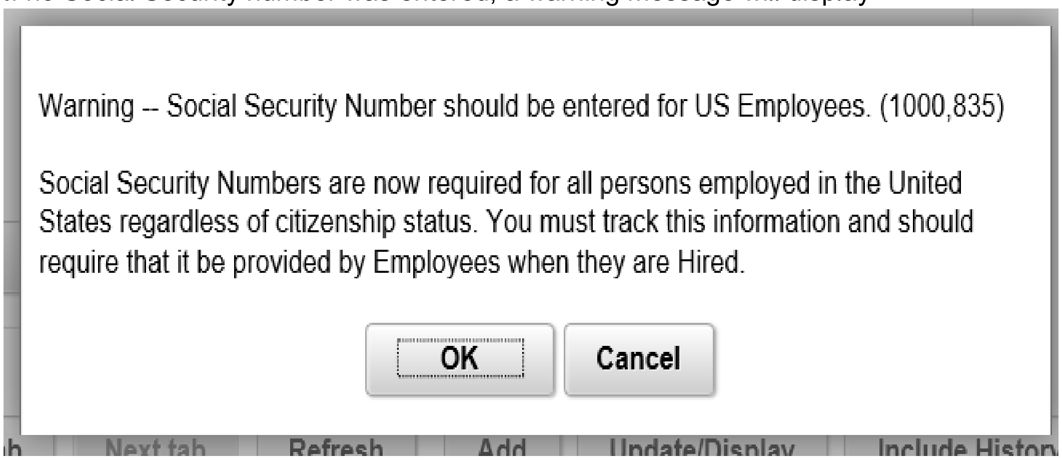
16. Select the Employee checkbox
17. Click Add Relationship

18. A message will display



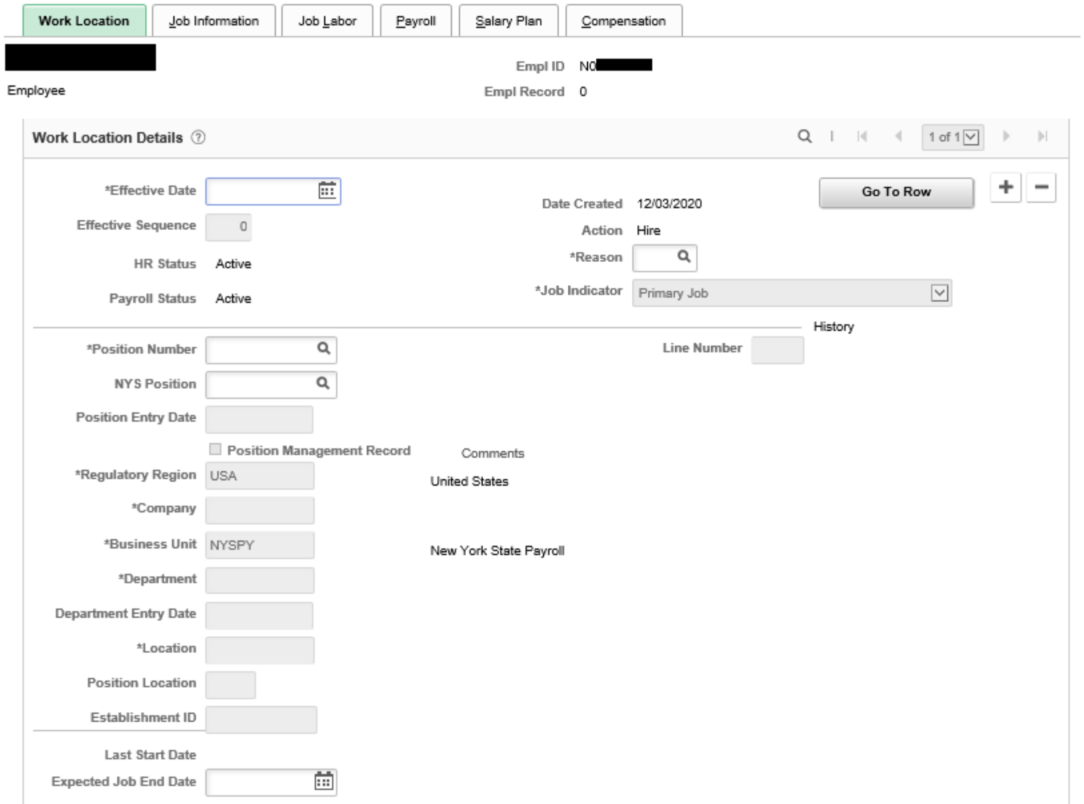
19. Click Yes

20. If no Social Security number was entered, a warning message will display



21. Click OK

22. The Empl ID is assigned. If an Empl ID was reserved for the employee, this is the pre-assigned Empl ID.



23. Enter or confirm the following fields:

24. Effective Date: This must be equal to or greater than the effective dates entered on the Personal Data page. Job Data rows can be future dated.

25. Effective Sequence: This should be 0

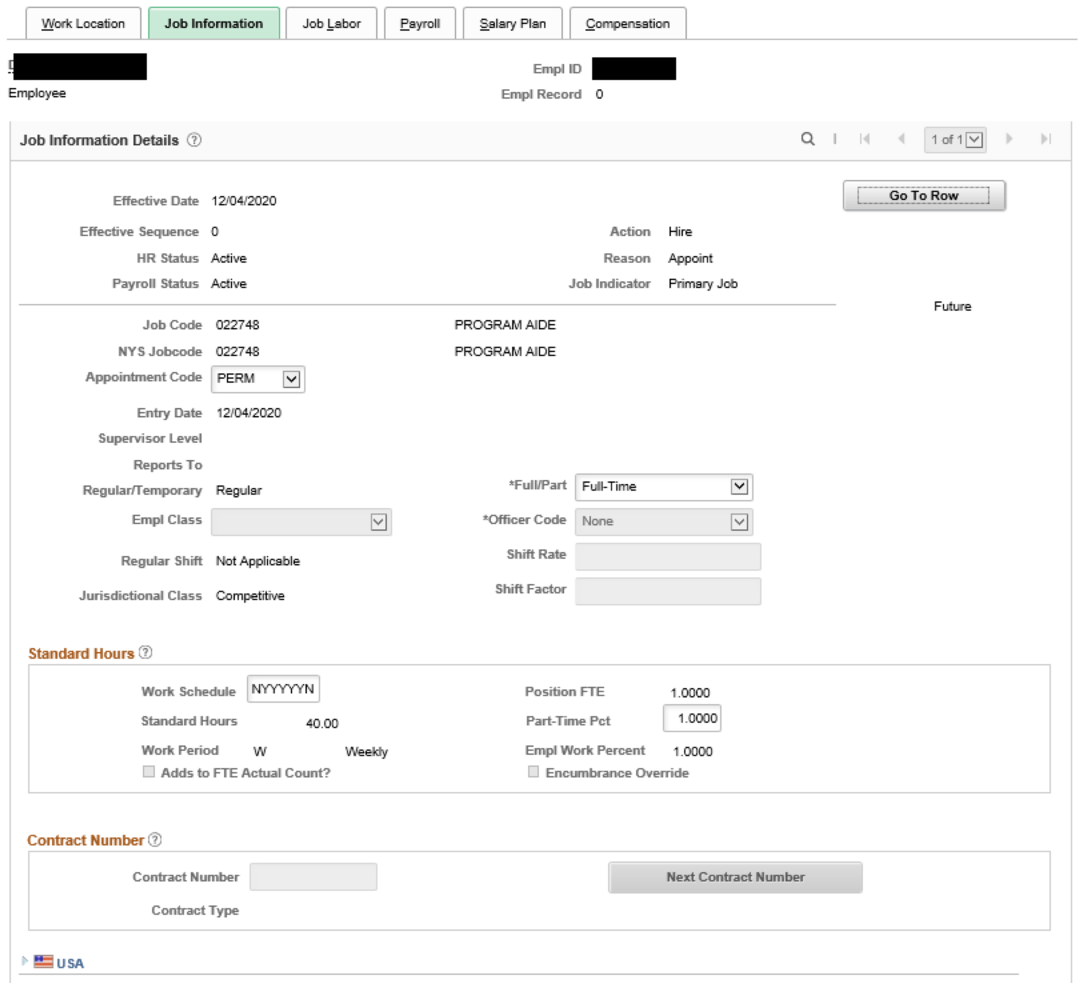
26. Action: The Action is “Hire”

27. Reason

28. Position Number: When you tab out of this field, the remaining fields in the tab populate.

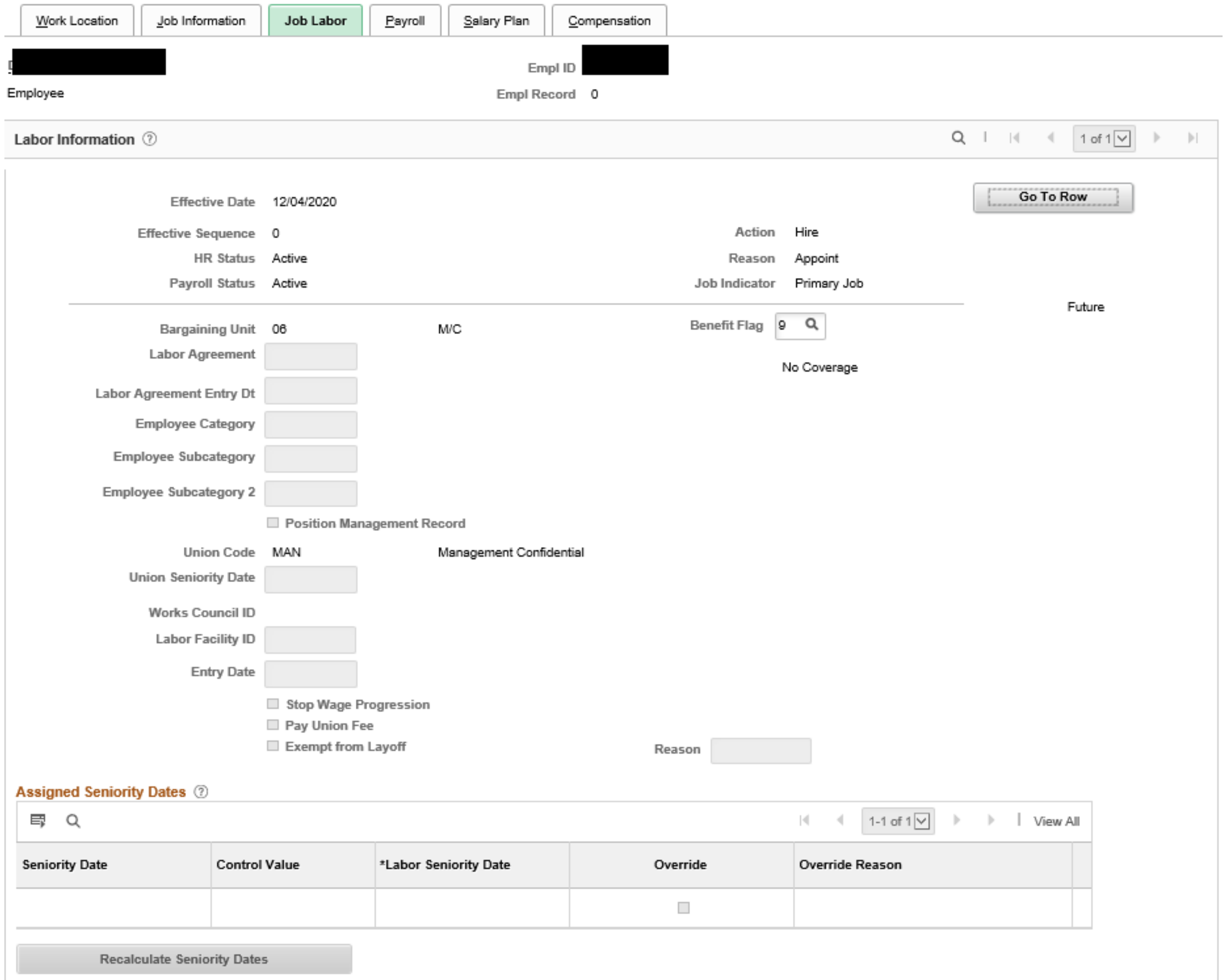
29. NYS Position: Update the NYS Position if applicable.

30. Continue to the Job Information page

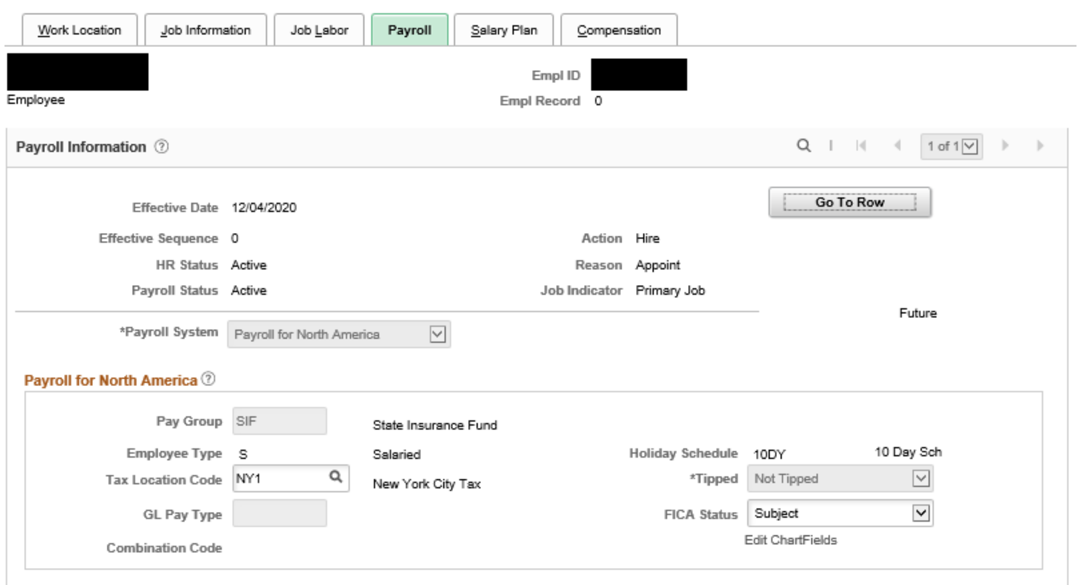


31. Enter or confirm the following fields:
    - Appointment Code: Confirm the default or select the Appointment Code for this employee.
    - Work Schedule: Confirm the default Work Schedule or enter the days the employee will work.
    - Full/Part: If necessary, update the Full/Part field by selecting a value from the drop down list.
32. Part-Time Pct: If necessary, type the percentage indicating the ratio of work time for the employee.
    NOTE: If the employee’s Pay Basis Code is FEE (Fee), HRY (Hourly), or AJT (Adjunct) the default value of "1.0000" cannot be modified.

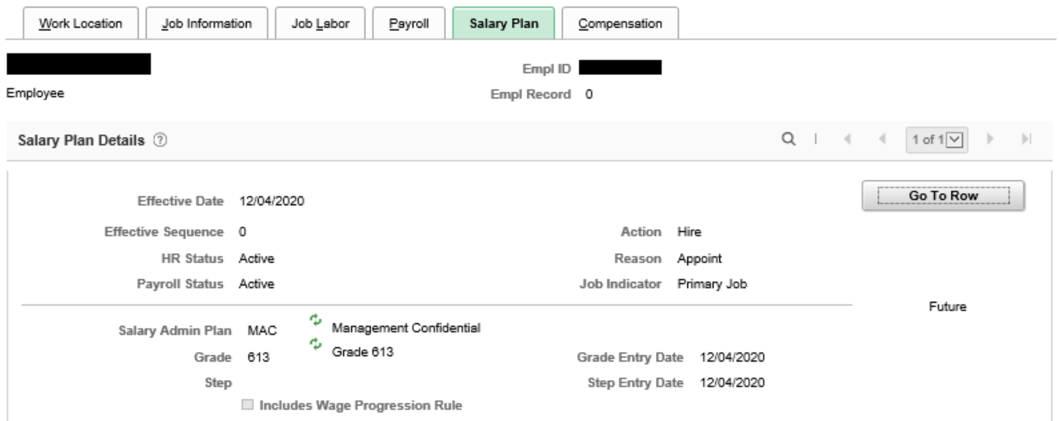
33. Continue to the Job Labor Page



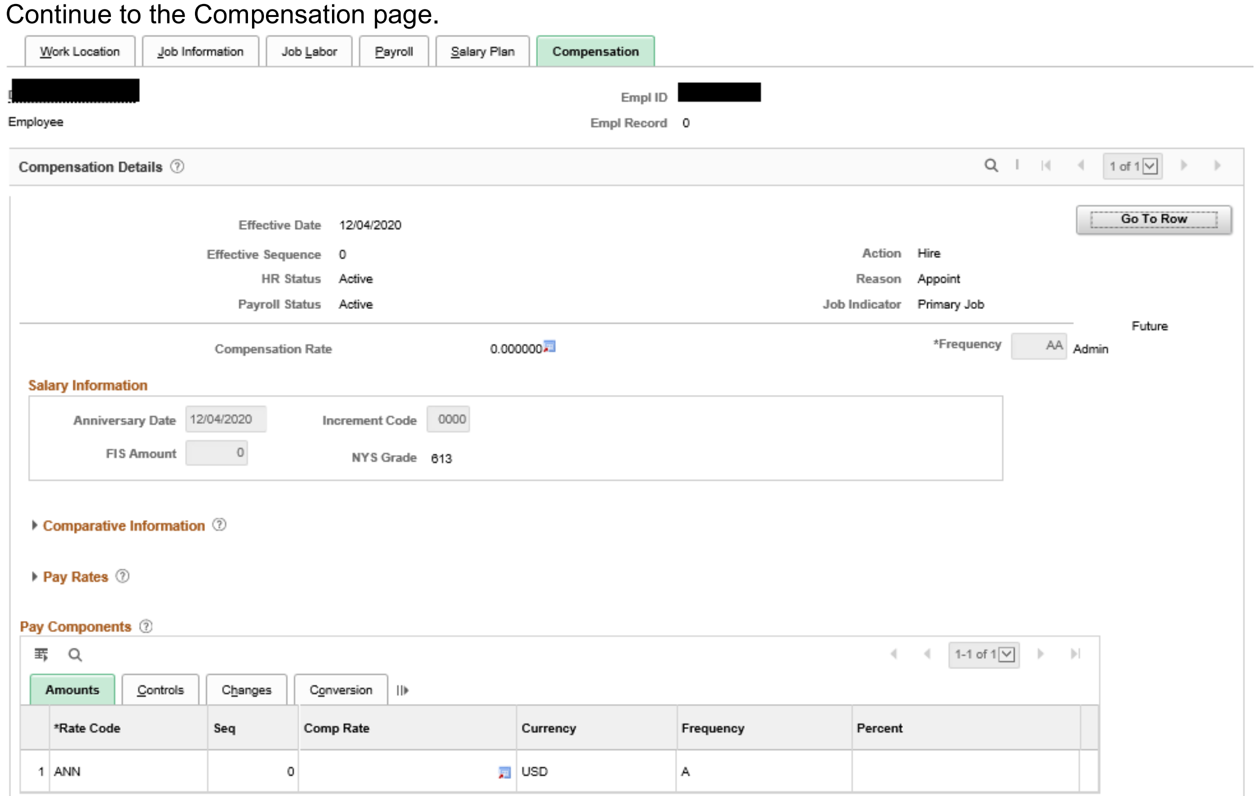
34. Enter the Benefit Flag value that is applicable for the employee's position.
    NOTE: If the employee is in an extra service position, confirm "9", indicating no coverage.
35. Continue to the Payroll page.



36. Enter or confirm the following fields:
    - Tax Location Code: Confirm the default or enter the state and local tax jurisdiction for this position.
    - FICA Status: If necessary update the employee’s FICA (Federal Insurance Contribution Act) Status as a participant in Social Security and Medicare, by selecting a value from the drop down list.
37. Continue to the Salary Plan page.



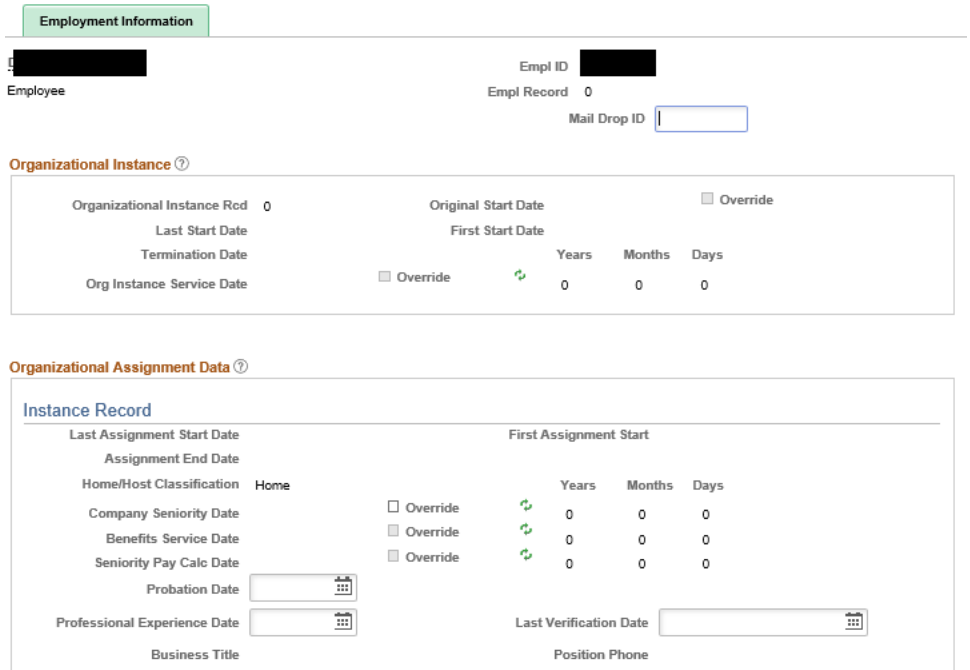
38. Confirm the following fields, which are based on the attributes of the position:
    - Salary Administration Plan
    - Grade
    - Grade Entry Date
39. Continue to the Compensation page.



40. Verify that the Comp Rate Code is correct.
41. Review the following fields:
    - Increment Code: Defaults to zero.
    - FIS Amount: Defaults to zero.

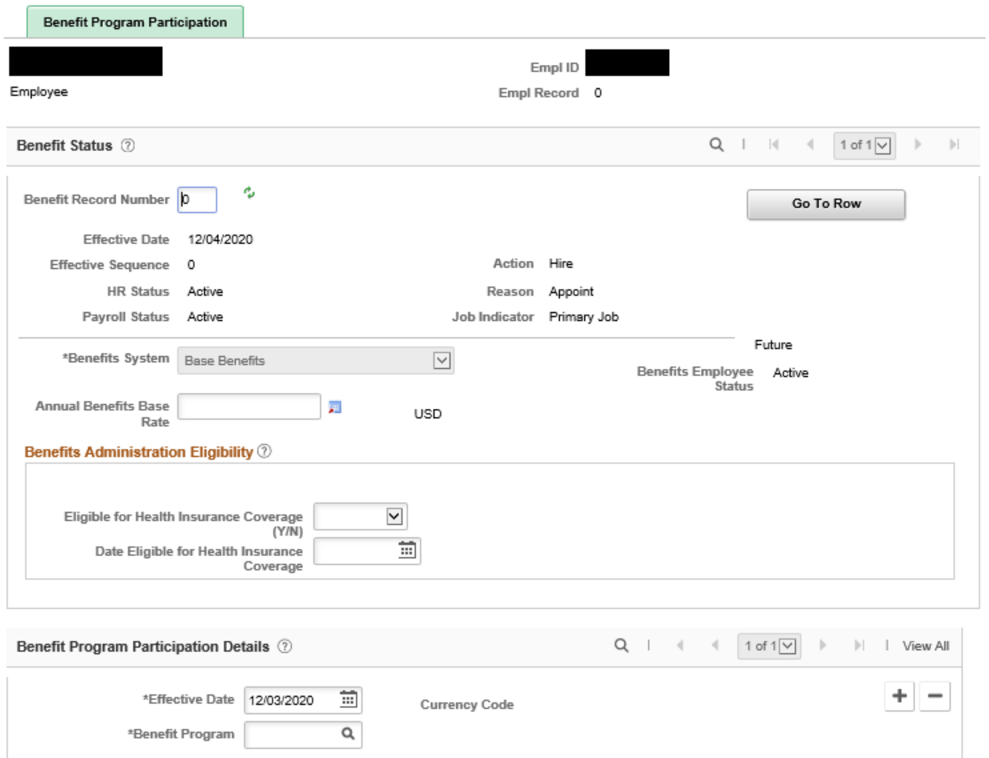
- Anniversary Date: The field defaults to the effective date of the Hire but is updated after the Job Action Request has been approved.
- Compensation Rate: The field is automatically populated after the Salary has been approved.
  NOTE: Salary is entered on the Job Action Requests page

42. Continue to the Employment Data page.



43. Enter the Mail Drop ID. This is a location code defined by your agency for sorting checks and check advices for distribution.

44. Continue to the Benefits Program Participation page



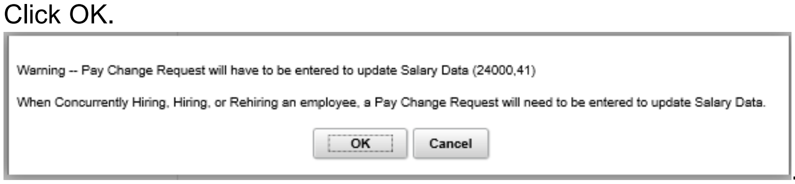
45. Enter or confirm the following fields:

- Benefit Record Number: Confirm this is equal to the Empl Record number.
- Effective Date: Confirm this is equal to the date the employee was hired and the date the employee's benefit program becomes active.
- Eligible for Health Insurance Coverage: Select Y or N.
- Date Eligible for Health Insurance Coverage
- Benefit Program Participation Details: update the Effective Date, indicating the date on which the employee's benefit program becomes active.
- Benefit Program: Select the program for which the employee is eligible, or use the Lookup Benefit Program (Alt + 5) button and select an entry in the Benefit Program column.

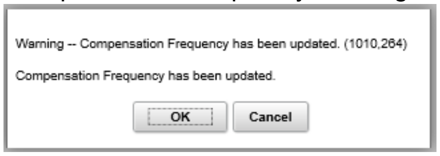
46. Click the OK button.

47. Various warning messages will be received:

- Pay Change Request warning: This is a reminder that you have to submit a Job Request. Click OK.



- Compensation Frequency warning: Click OK.



Result

The employee has been hired into the Payroll System.

Return to top

Add an Employment Instance

Purpose

In PayServ v 9.2, Concurrent Hire functionality is replaced by the delivered Add Employment Instance process.

The purpose of this task is to Add an Employment Instance in the Payroll System. A concurrent job is used to establish a new record number when an employee is being hired into a different company. It is also used to set up dual employment or extra service records when no existing records can be used.

This task assumes the employee currently exists in the Payroll System.

Helpful Hints

- Use Statewide Job Summary to determine if any existing records can be used for this transaction.
  - The Agency must have both the NYS Empl ID and the National ID in order to complete a Concurrent Hire/Add Employment Instance.
  - In many cases, existing records can be used for a rehire or transfer transaction.
- Concurrent records are set up to be independent of existing records. Each concurrent record must be set up with its own unique employment information.
- For dual employment and extra service positions, pertinent documentation must be provided.

Add Employment Instance

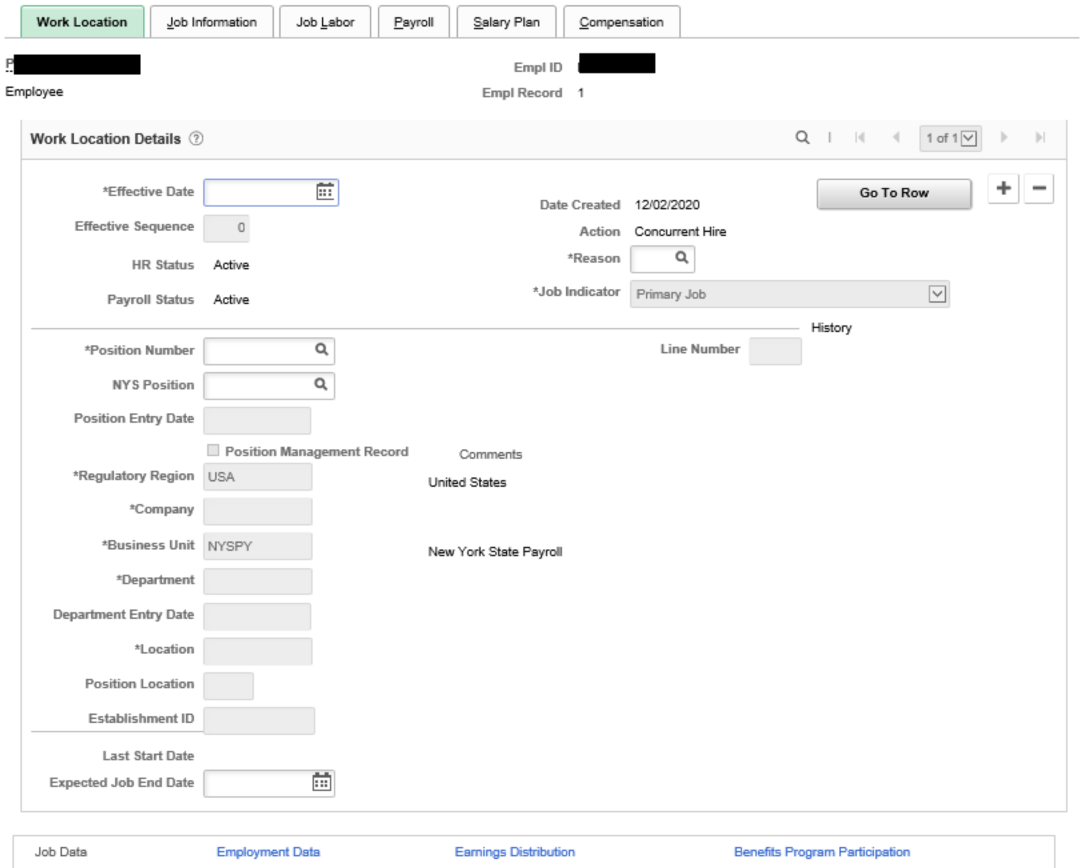
Navigation Path

Main Menu > Workforce Administration > Job Information > Add Employment Instance

Steps

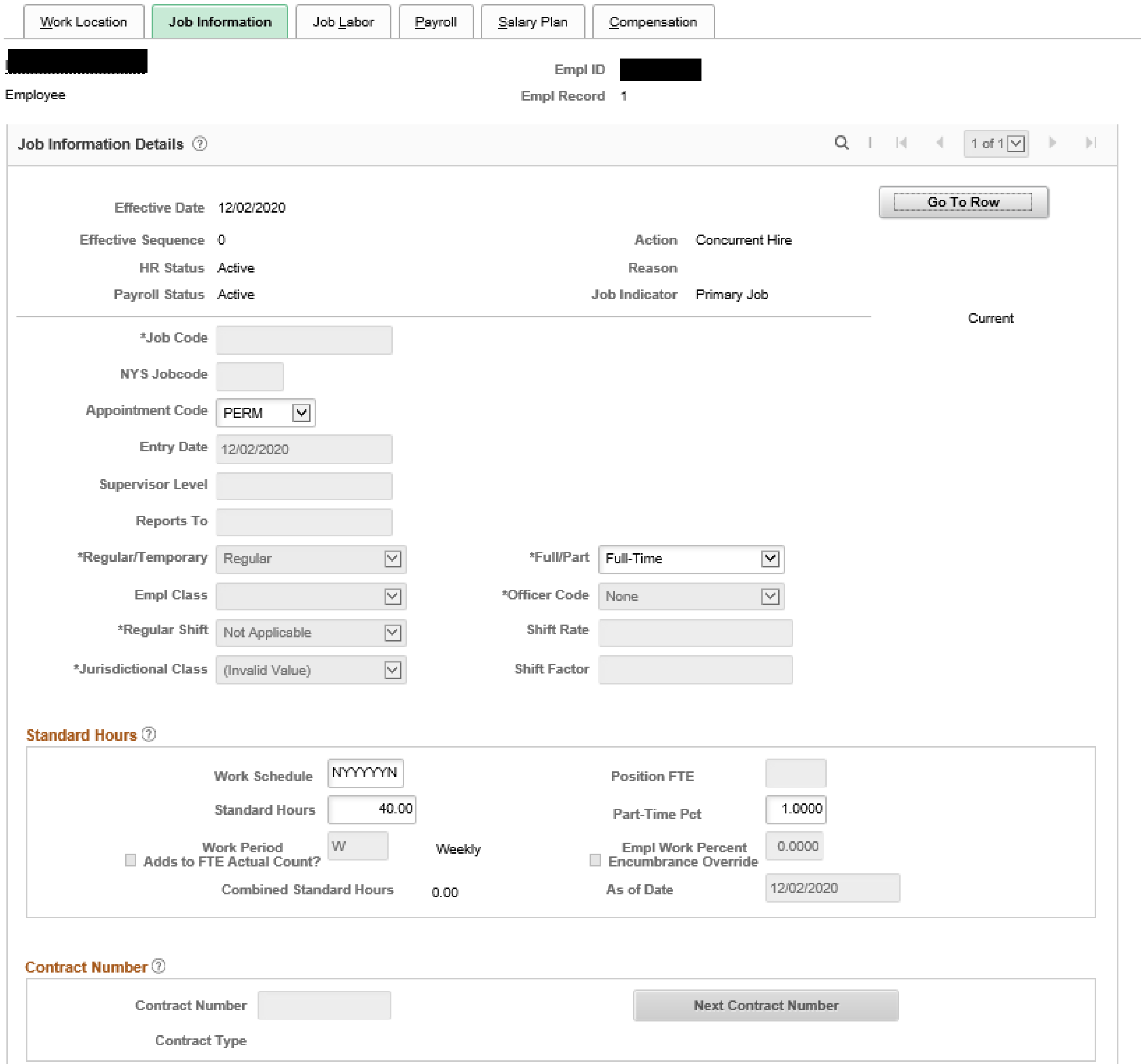
1. Enter the Empl ID, Empl Rcd Nbr, and National ID.
   NOTE: If Empl Rcd Nbr is left as the default value of "0", the system will automatically assign the employee the next valid Empl Rcd Nbr.

2. Click Add Relationship.



3. Enter or confirm the following fields:
   - Effective Date: The date the employee starts working at the concurrent job.
   - Effective Sequence: Confirm the default of "0".
   - Action: The field will automatically be populated with "Concurrent Hire".
   - Reason
     NOTE: The Reason must be "EXS" for an extra service job.
   - Position Number and NYS Position: Defaults to the regular Position Number. If necessary, update the NYS Position.
     NOTE: Position Number and NYS Position number will be the same, unless the employee is in an under-filled position.

4. Continue to the Job Information page.



Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

[redacted]

Employee

Empl ID [redacted]

Empl Record 1

Job Information Details

1 of 1

Go To Row

Effective Date 12/02/2020

Effective Sequence 0

Action Concurrent Hire

HR Status Active

Reason

Payroll Status Active

Job Indicator Primary Job

Current

*Job Code

NYS Jobcode

Appointment Code PERM

Entry Date 12/02/2020

Supervisor Level

Reports To

*Regular/Temporary Regular

*Full/Part Full-Time

Empl Class

*Officer Code None

*Regular Shift Not Applicable

Shift Rate

*Jurisdictional Class (Invalid Value)

Shift Factor

Standard Hours

Work Schedule NYYYYYN

Position FTE

Standard Hours 40.00

Part-Time Pct 1.0000

Work Period W Weekly

Adds to FTE Actual Count?

Empl Work Percent 0.0000

Encumbrance Override

Combined Standard Hours 0.00

As of Date 12/02/2020

Contract Number

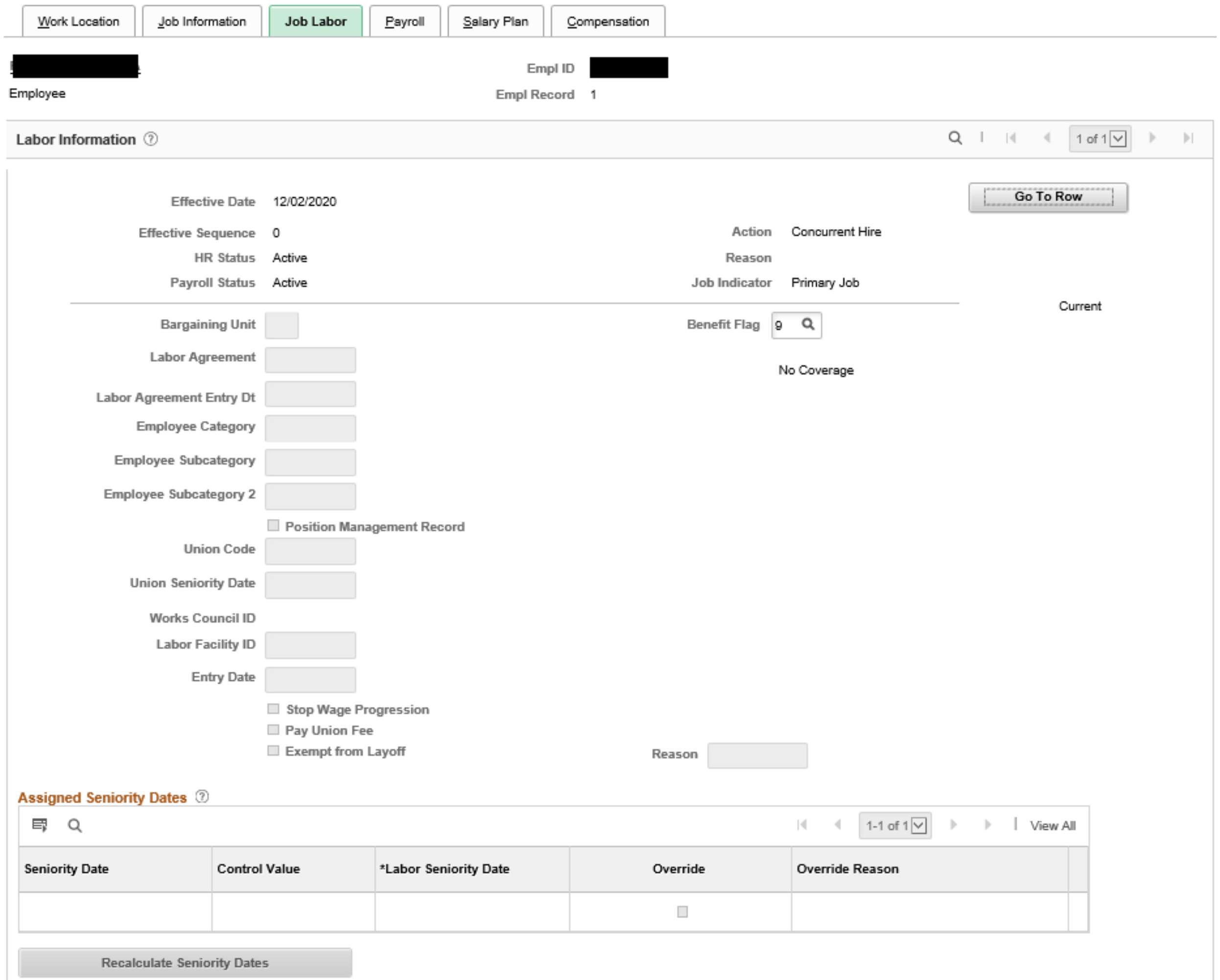
Contract Number

Next Contract Number

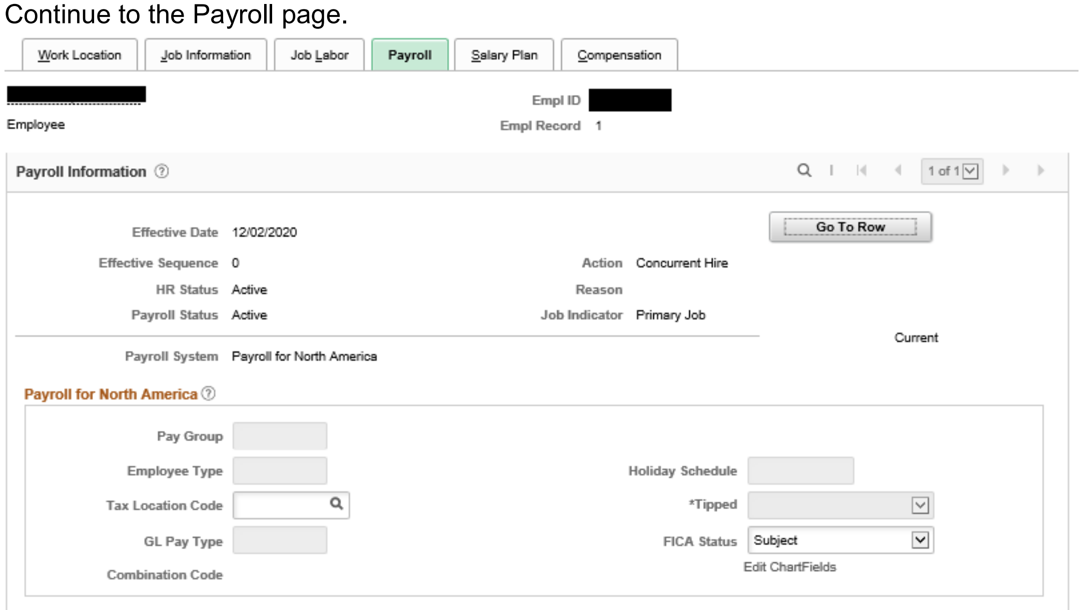
Contract Type

5. Enter or confirm the following fields:
   - Appointment Code: Confirm the default or select the Appointment Code for this employee.
     NOTE: If the employee is in an extra service position, the Appointment Code should be set to "N/A”
   - Work Schedule: Confirm the default Work Schedule or enter the days the employee will work.
   - Full/Part: If necessary, update the Full/Part field by selecting a value from the drop down list.
     NOTE: If the employee is in an extra service position, confirm the Full/Part is “Full”.
   - Part-Time Pct: If necessary, type the percentage indicating the ratio of work time for the employee.
     NOTE: If the employee is in an extra service position, confirm the percentage is "1.0000".

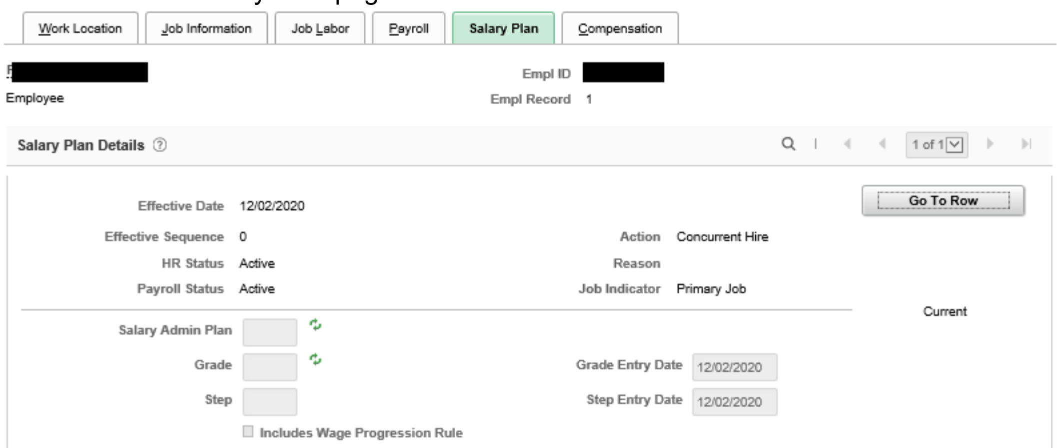
6. Continue to the Job Labor page.



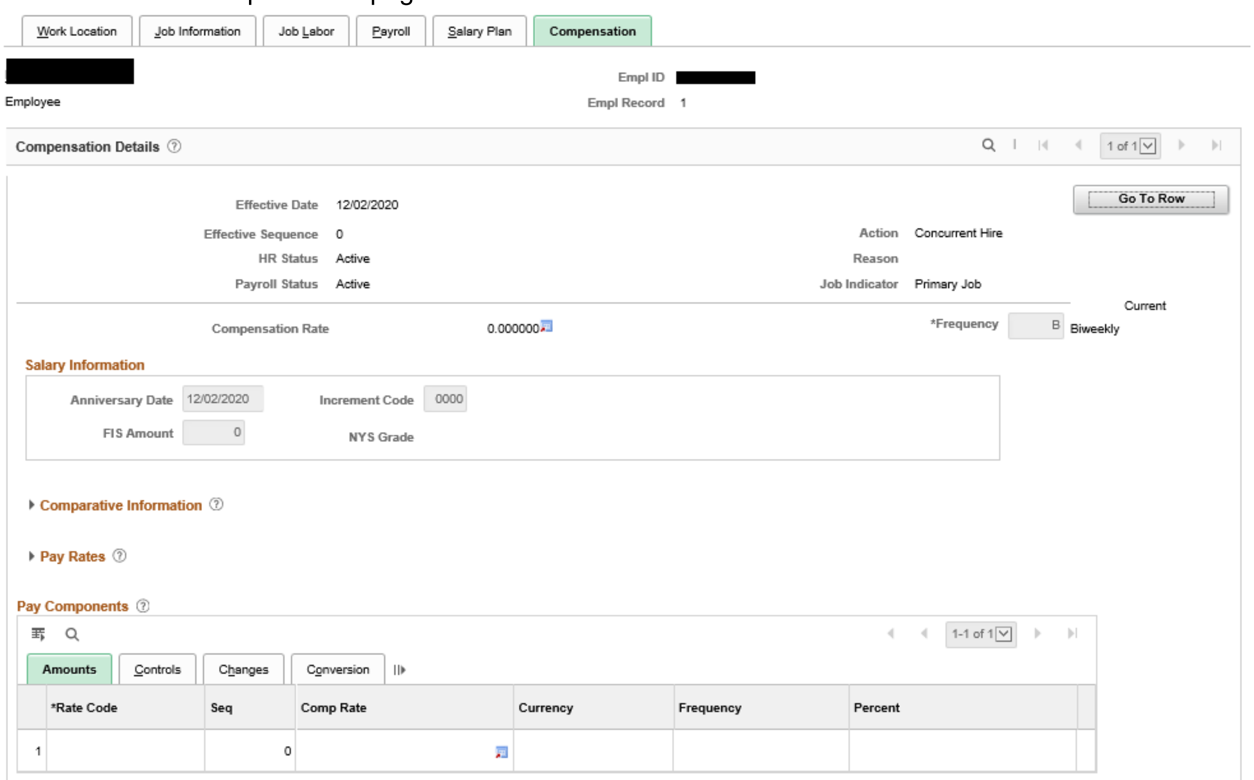
7. Enter the Benefit Flag value that is applicable for the employee's position.
NOTE: If the employee is in an extra service position, confirm "9", indicating no coverage.
8. Continue to the Payroll page.



9. Enter or confirm the following fields:
    - Tax Location Code: Confirm the default or enter the state and local tax jurisdiction for this position.
    - FICA Status: If necessary update the employee's FICA (Federal Insurance Contribution Act) Status as a participant in Social Security and Medicare, by selecting a value from the drop down list.
10. Continue to the Salary Plan page.



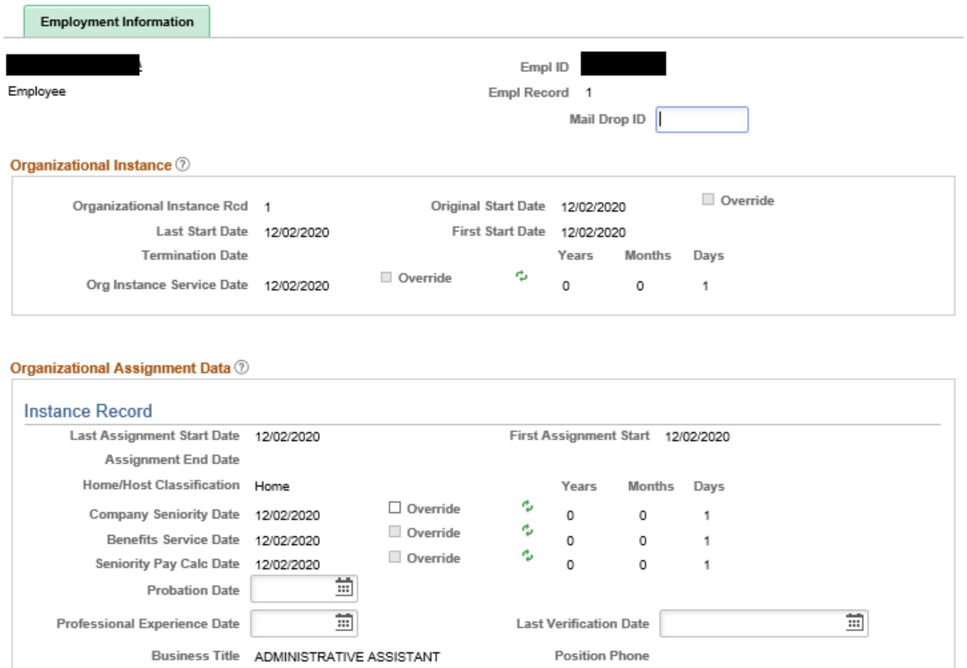
11. Enter or confirm the following fields, which are based on the attributes of the position:
    - Salary Administration Plan
    - Grade
    - Grade Entry Date
12. Continue to the Compensation page.



13. Verify that the Comp Rate Code is correct.
14. Review the following fields:
    - Increment Code: Defaults to zero.

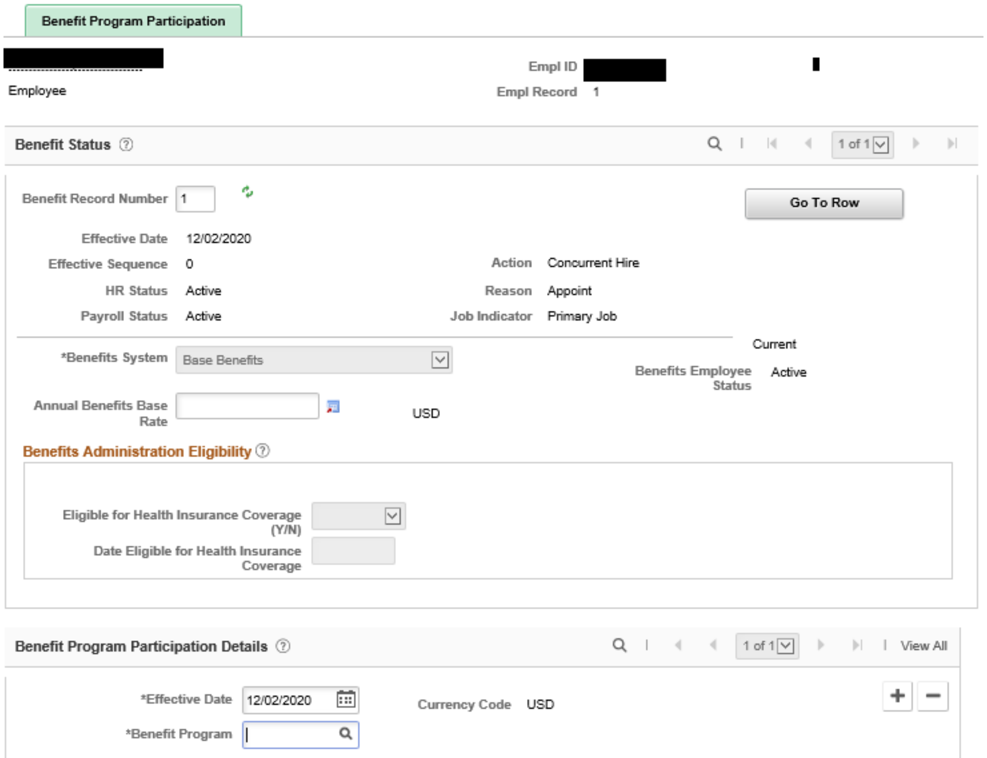
- FIS Amount: Defaults to zero.
- Anniversary Date: The field defaults to the effective date of the Concurrent Hire but is updated after the Job Action Request has been approved.
- Compensation Rate: The field is automatically populated after the Salary has been approved.
  NOTE: Salary is entered on the Job Action Requests page (see Entering Salary Data for a New Hire, Rehire or Concurrent Hire)

15. Continue to the Employment Data page.

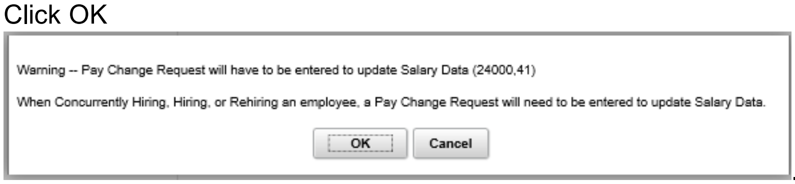


16. Enter the desired information into the Mail Drop ID field.
    NOTE: Earnings Distribution page is not used during this process.

17. Continue to the Benefit Program Participation page.

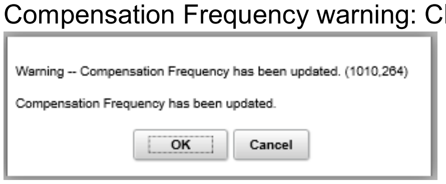


18. Enter the following fields:
    - Benefit Record Number: Change this field to match the Empl Rcd #.
    - Eligible for Health Insurance Coverage: Select coverage.
      NOTE: Select N for Extra Service.
    - Date Eligible: If N was selected in Eligible for Health Insurance Coverage, this field is grayed out. If Y was selected, enter the eligible date.
    - Benefit Program Participation Details: Update to the Concurrent Hire effective date, the date on which the employee's benefit program becomes active.
    - Benefit Program: Select the program for which the employee is eligible.
19. Click the OK button.
20. Various warning messages will be received:
    - Pay Change Request warning: This is a reminder that you have to submit a Job Request. Click OK

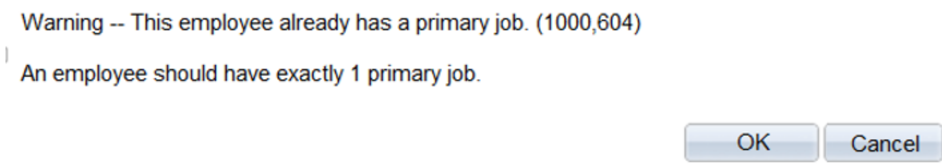


.

    - Compensation Frequency warning: Click OK.



- Primary Job warning: This is a reminder that an employee may have only one Primary Job. Click OK.



Result

An employment instance has been added for the employee.

[Return to top](#)

Enter a Rehire

Purpose

The purpose of this task is to rehire an employee who has a record in the Payroll System. The rehire's salary must be submitted by the agency and approved by OSC. It may be necessary to enter salary withholding information, additional salary factors, or contract pay information, as needed.

Helpful Hints

- The rehire process updates the job information for the employee. The agency should also verify that the employee's personal data is still accurate.
- The agency must have both the NYS Empl ID and the Social Security number in order to complete a Rehire.
- With rehires, the agency must verify that the Employee Tax Data, Direct Deposit, and General Deduction Data pages are still valid for the employee.

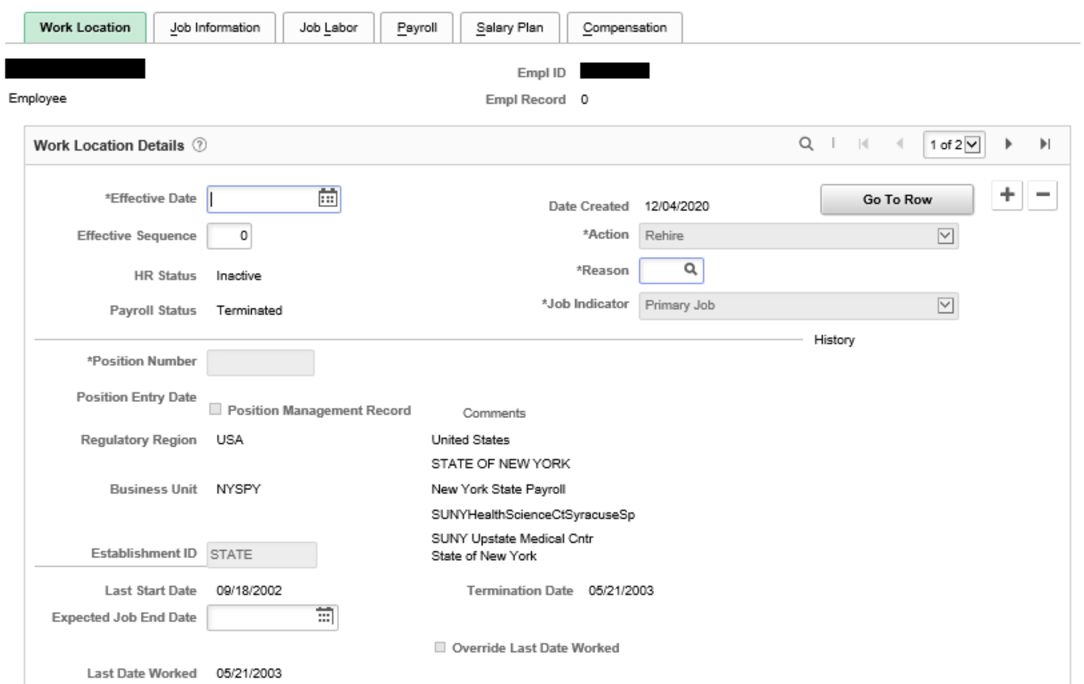
Enter a Rehire

Navigation Path

Main Menu > Workforce Administration > Job Information > Rehire

Steps

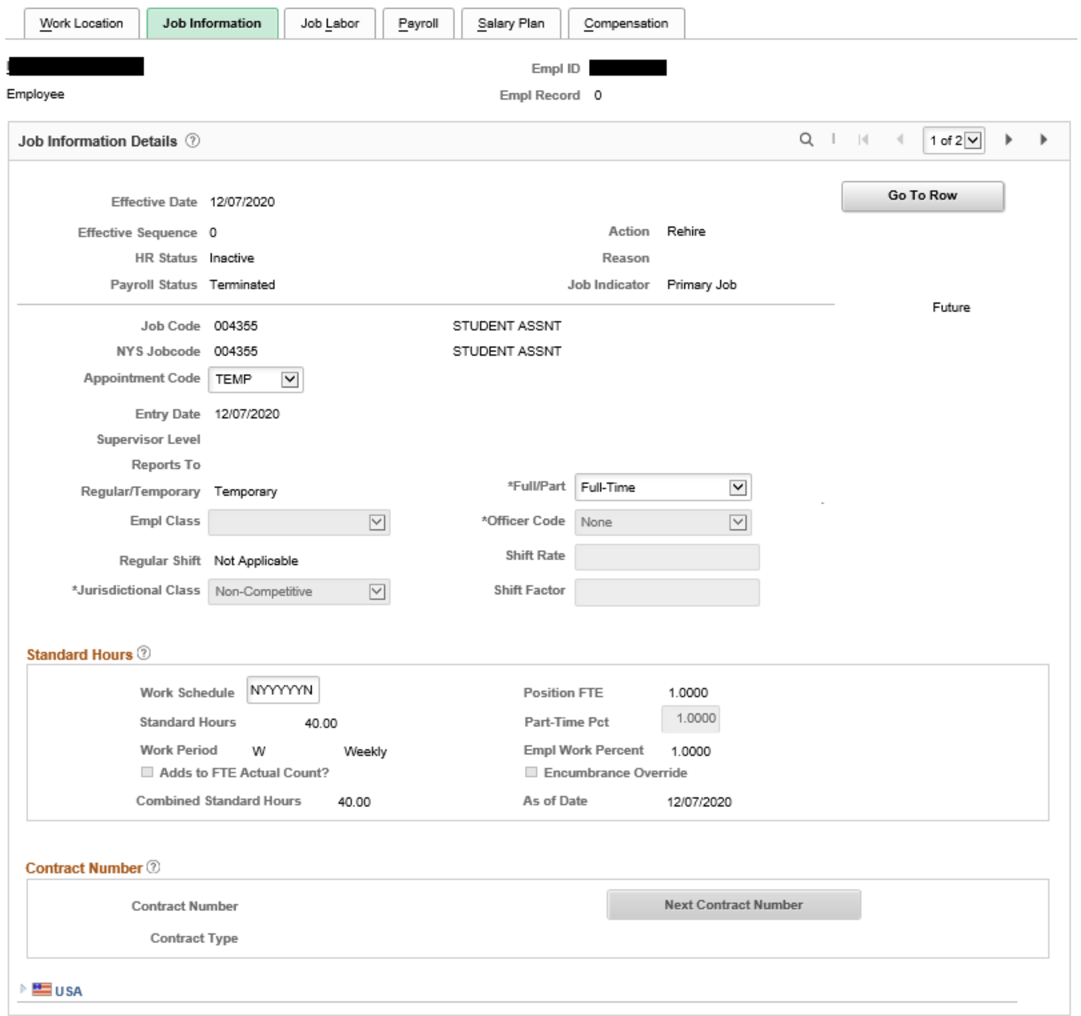
1. Enter the EmplID in Emplid and Social Security number in National ID
2. Click the Search button



3. Enter or confirm the following fields:
   - Effective Date: The date the employee will begin working.
   - Effective Sequence: This should be 0

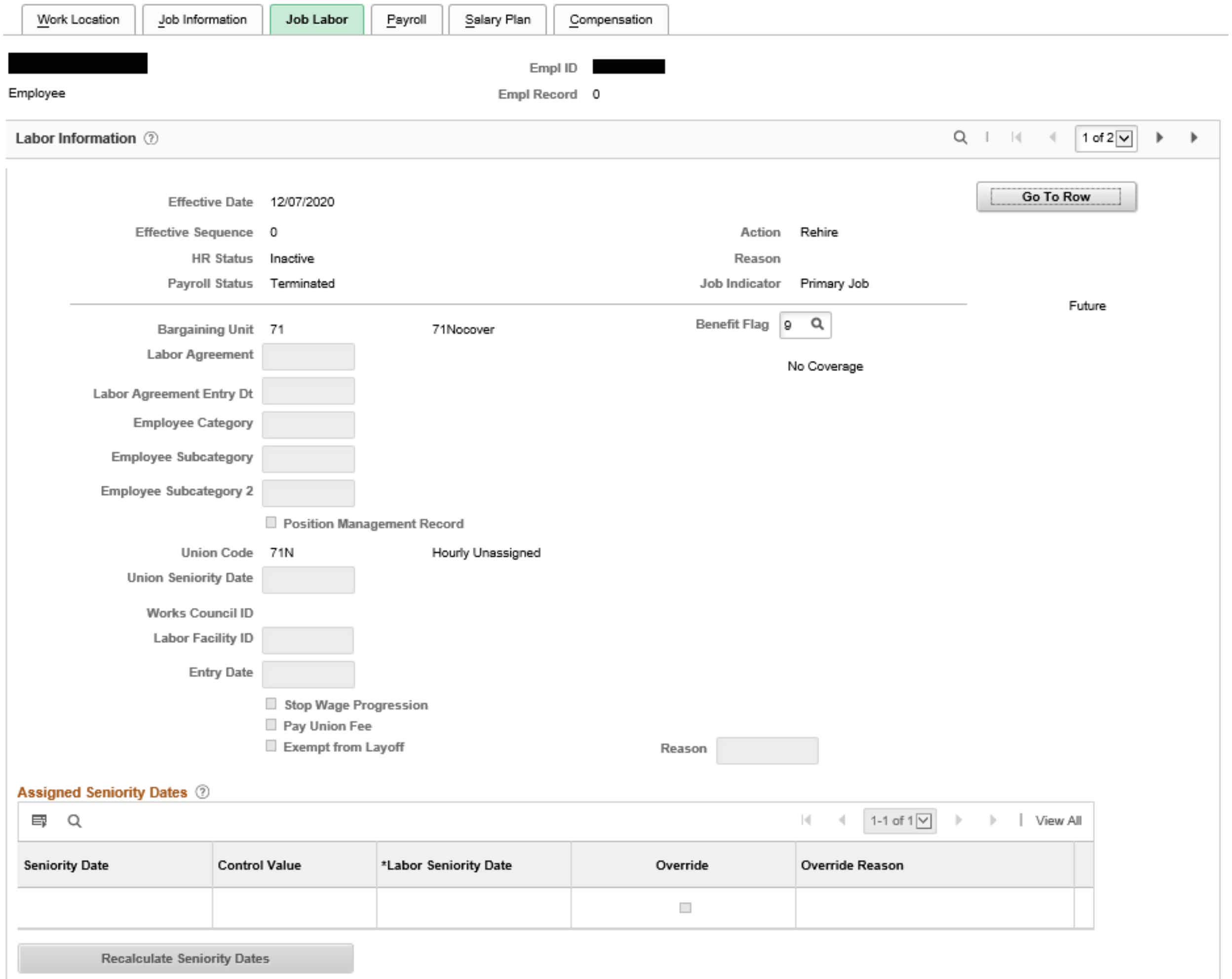
- Action: The Action is “Rehire”
- Reason
- Position Number: When you tab out of this field, the remaining fields in the tab populate.
- NYS Position: Update the NYS Position if applicable.

4. Continue to the Job Information page

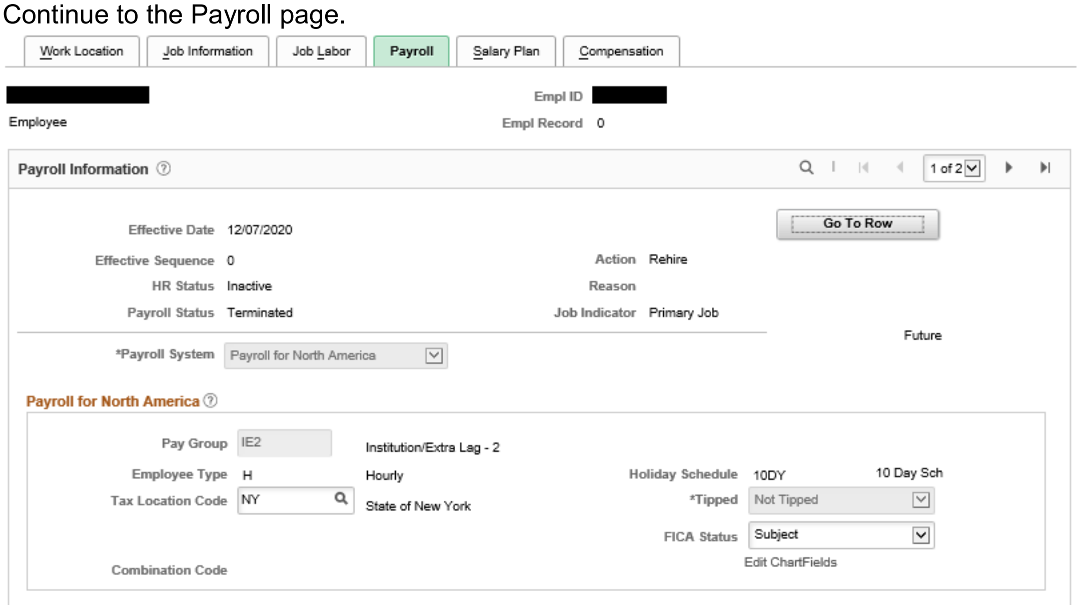


5. Enter or confirm the following fields:
   - Appointment Code: Confirm the default or select the Appointment Code for this employee.
   - Work Schedule: Confirm the default Work Schedule or enter the days the employee will work.
   - Full/Part: If necessary, update the Full/Part field by selecting a value from the drop down list.
   - Part-Time Pct: If necessary, type the percentage indicating the ratio of work time for the employee.
     NOTE: If the employee’s Pay Basis Code is FEE (Fee), HRY (Hourly), or AJT (Adjunct) the default value of "1.0000" cannot be modified.

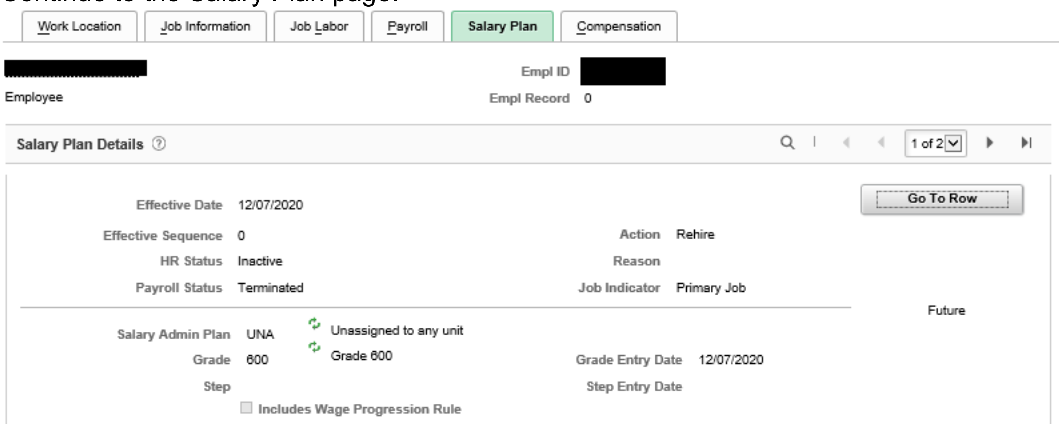
6. Continue to the Job Labor Page



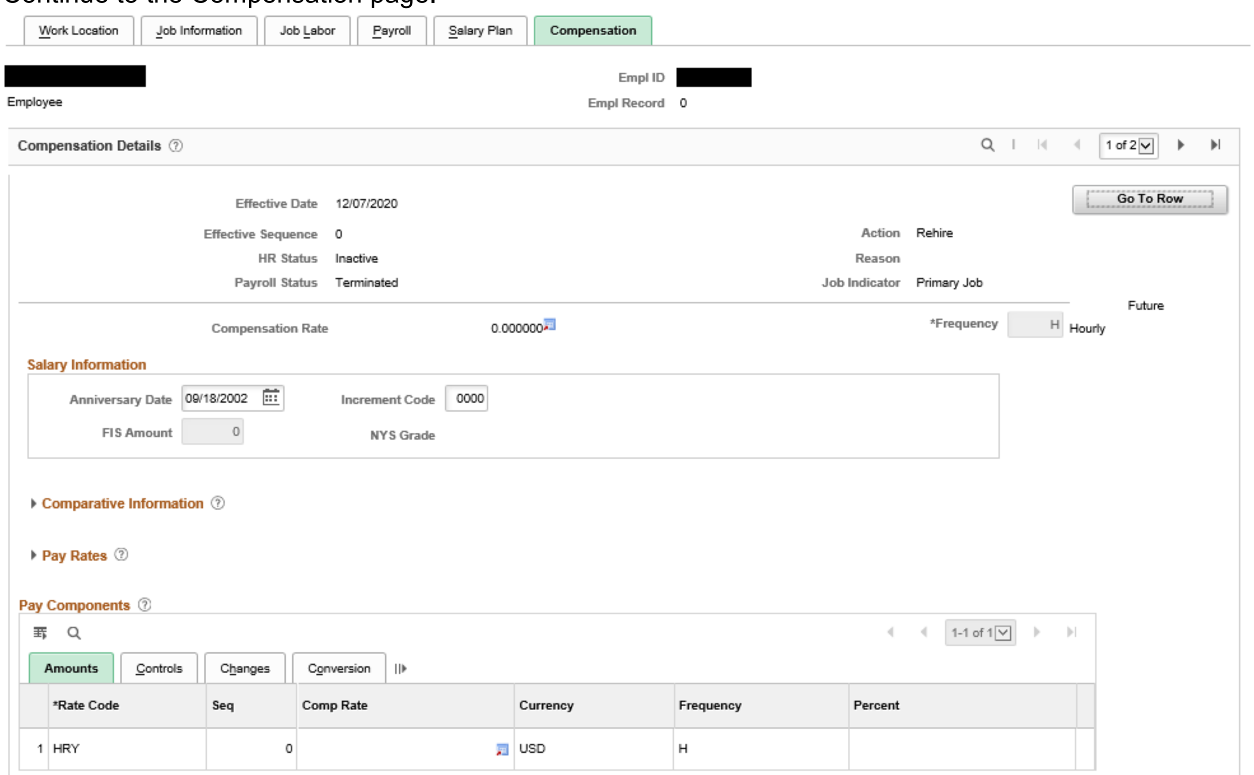
7. Enter the Benefit Flag value that is applicable for the employee's position.
   NOTE: If the employee is in an extra service position, confirm "9", indicating no coverage.
8. Continue to the Payroll page.



9. Enter or confirm the following fields:
    - Tax Location Code: Confirm the default or enter the state and local tax jurisdiction for this position.
    - FICA Status: If necessary update the employee's FICA (Federal Insurance Contribution Act) Status as a participant in Social Security and Medicare, by selecting a value from the drop down list.
10. Continue to the Salary Plan page.



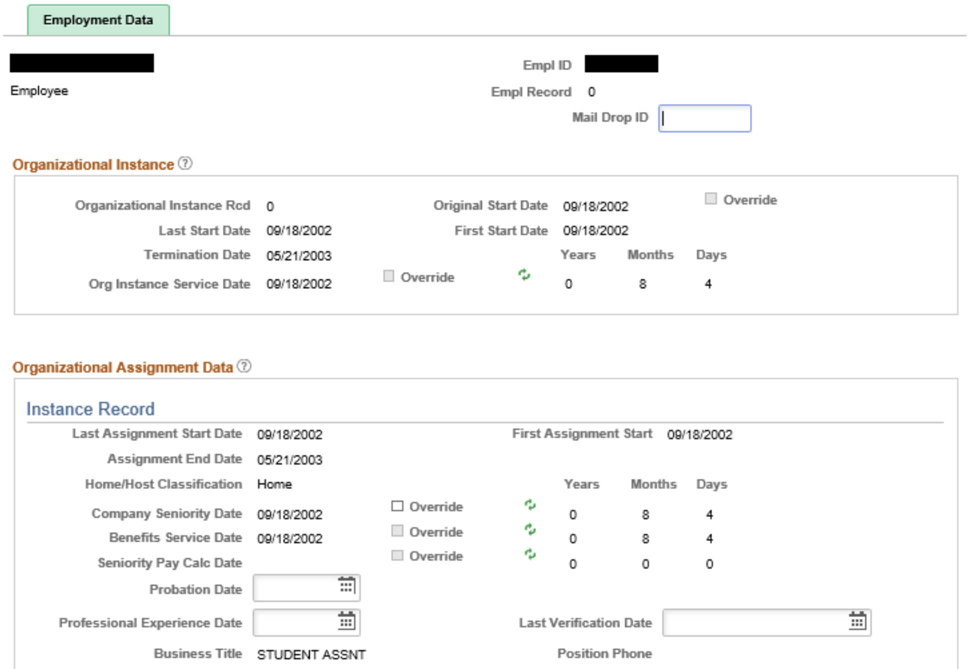
11. Confirm the following fields, which are based on the attributes of the position:
    - Salary Administration Plan
    - Grade
    - Grade Entry Date
12. Continue to the Compensation page.



13. Verify that the Comp Rate Code is correct.
14. Review the following fields:
    - Increment Code: Defaults to zero.
    - FIS Amount: Defaults to zero.

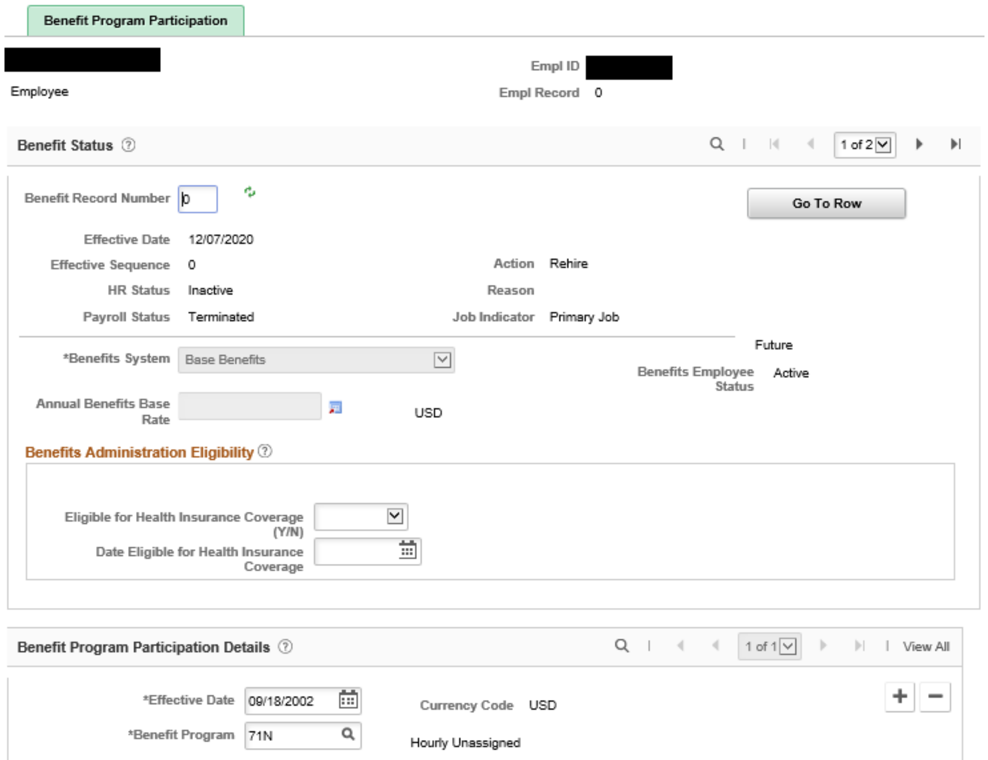
- Anniversary Date: The field defaults to the effective date of the rehire but is updated after the Job Action Request has been approved.
- Compensation Rate: The field is automatically populated after the Salary has been approved.
  NOTE: Salary is entered on the Job Action Requests page

15. Continue to the Employment Data page.



16. Enter the Mail Drop ID. This is a location code defined by your agency for sorting checks and check advices for distribution.

17. Continue to the Benefits Program Participation page

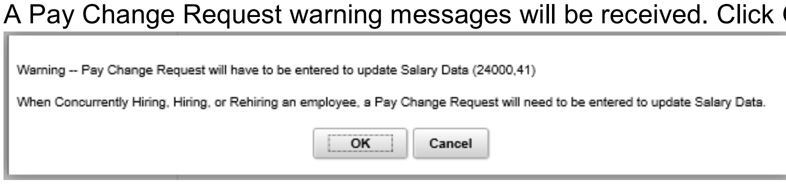


18. Enter or confirm the following fields:

- Benefit Record Number: Confirm this is equal to the Empl Record number.
- Effective Date: Confirm this is equal to the date the employee was hired and the date the employee's benefit program becomes active.
- Eligible for Health Insurance Coverage: Select Y or N.
- Date Eligible for Health Insurance Coverage
- Benefit Program Participation Details: update the Effective Date, indicating the date on which the employee’s benefit program becomes active.
- Benefit Program: Select the program for which the employee is eligible, or use the Lookup Benefit Program (Alt + 5) button and select an entry in the Benefit Program column.

19. Click the OK button.

20. A Pay Change Request warning messages will be received. Click OK.



Result

The employee has been rehired into the Payroll System.

[Return to top](#)

Enroll Employee in Pension Plan

Purpose

PayServ will transition enrollment and plan information from the PeopleSoft Retirement Tables to the US Pension Tables in 9.2 because the tables for US Pension, as delivered, are more flexible and better meet the requirements than the Retirement tables.

The purpose of this document is to provide step by step instructions for enrolling an employee in a US Pension Plan.

Helpful Hints

In order to utilize the USA-Pension Plan enrollment functionality, changes were required to Plan Types and some Benefit Plans. Below is a crosswalk of these changes (NOTE: 7R will not be used in 9.2).

9.1		9.2	
Plan Type	**Benefit Plan**	**Plan Type**	**Benefit Plan**
7S	NYTCA6	82	NYTBT6
7S	NYTCAA	82	NYTAFT
7S	NYTCAB	82	NYTBEF
7S	NYTCN6	82	NYTBT6
7S	NYTCNA	82	NYTAFT
7S	NYTCNB	82	NYTBEF
7S	NYTNC6	82	NYTBT6
7S	NYTNCA	82	NYTAFT
7S	NYTNCB	82	NYTBEF
7T	NBECA6	83	NBEBT6
7T	NBECAA	83	NBEAFT
7T	NBECAB	83	NBEBEF
7T	NBECN6	83	NBEBT6
7T	NBECNA	83	NBEAFT
7T	NBECNB	83	NBEBEF
7U	NYECA6	84	NYEBT6
7U	NYECAA	84	NYEAFT
7U	NYECAB	84	NYEBEF
7U	NYECN6	84	NYEBT6
7U	NYECNA	84	NYEAFT
7U	NYECNB	84	NYEBEF
7U	NYENC6	84	NYEBT6
7U	NYENCA	84	NYEAFT
7U	NYENCB	84	NYEBEF
7W	PAFAFT	85	PAFAFT
7W	PAFAT3	85	PAFBT3
7W	PAFAT5	85	PAFBT5

9.1		9.2	
Plan Type	**Benefit Plan**	**Plan Type**	**Benefit Plan**
7W	PAFAT6	85	PAFBT6
7X	TRSAFT	86	TRSAFT
7X	TRSBEF	86	TRSBEF
7X	TRSBT5	86	TRSBT5
7X	TRSBT6	86	TRSBT6
7Y	ERSAFT	87	ERSAFT
7Y	ERSBEF	87	ERSBEF
7Y	ERSBT5	87	ERSBT5
7Y	ERSBT6	87	ERSBT6

All active employees with an active Retirement Enrollment record in 9.1 were converted to the applicable Plan Type and Benefit Plan as shown in the table above. Additionally, an employee terminated on or after January 1, 2015 with an active Retirement Enrollment was also converted. The Retirement Enrollment pages will no longer be updatable, but are available as display only. This ensures all history is available for viewing and reporting from query.

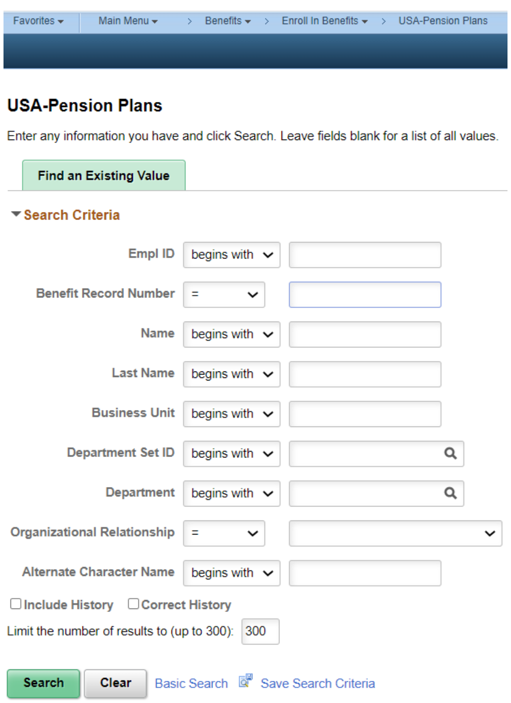
USA-Pension Plans

Navigation Path

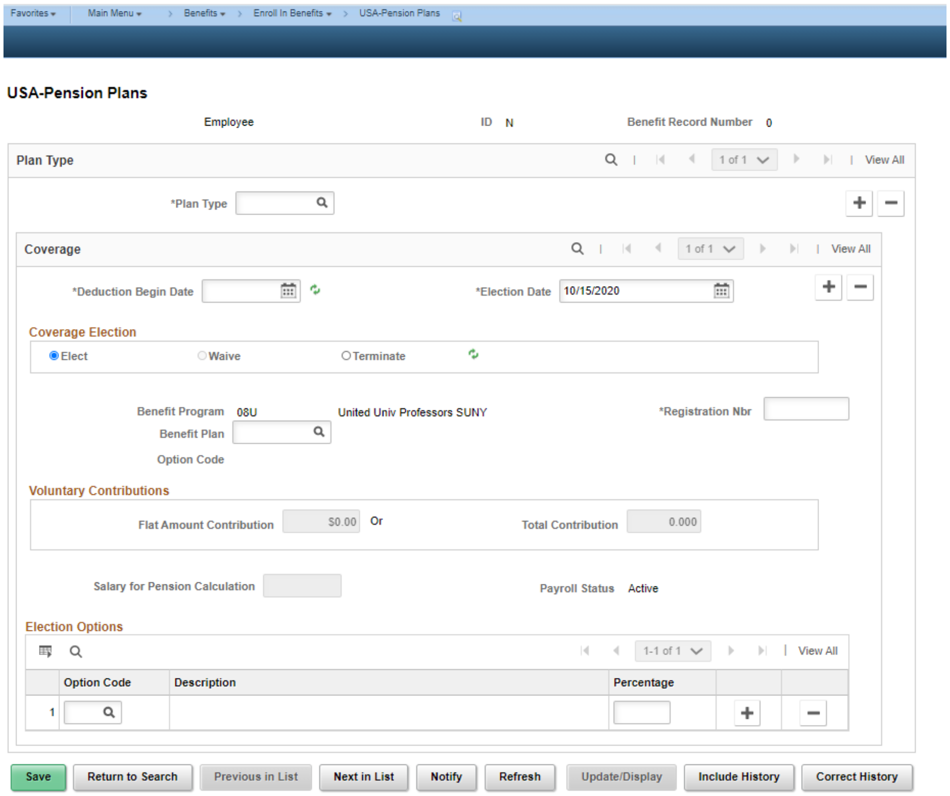
Main Menu > Benefits > Enroll in Benefits > USA-Pension Plans

Steps

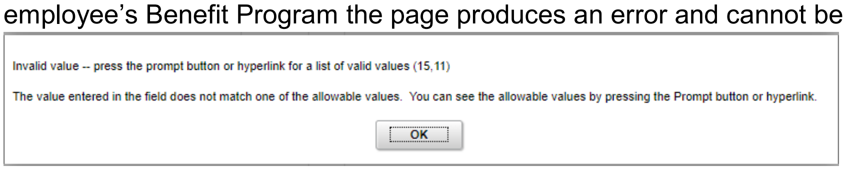
1. Enter Empl ID and, if the employee has multiple records, the Benefit Record Number. Click Search.



The employee's Name, Empl ID and Benefit Record Number display at the top.



2. Enter the following required fields:
    - Plan Type: Refer to the crosswalk under Helpful Hints. You can click the magnifying glass to view all allowed Plan Types for the employee.
    - Deduction Begin Date
    - Election Date
    - Coverage Election: This field defaults to 'Elect' and is the value to use for an enrollment.
    - Benefit Program: This value is displayed from the Employee's JOB Component (Benefits Participation page). If this field is blank you cannot enroll the employee in a Pension Plan and you should contact Payroll Operations – Deductions.
    - Benefit Plan: Select the Benefit Plan in which the employee is enrolling. You can click the magnifying glass to view all allowed Benefit Plans for the Plan Type entered. NOTE: If the Plan Type and Benefit Plan combination entered is not valid for the employee's Benefit Program the page produces an error and cannot be saved.



    - Registration NBR: This is the employee's Retirement Registration number and is required in order to save the page.
    - Election Options: Enter the Option Code(s) for the enrollment along with the corresponding % for each option. Only the Option Codes allowed for the Plan Type and Benefit Plan selected can be entered. At least one Option Code and corresponding % is required to save the page. See table below for allowed Options Codes. NOTE: When entering an Option Code with an adjustment %, the system will automatically do the calculation. For example, if you enter 4% for Option Code ITN, the

system will use 2% when calculating the % for the deduction amount. If an Option Code is SEO, you cannot enter a 0 %.
- Total Contribution: When the page is saved, the system adds the %'s from the Option Codes that are designated to include in the deduction calculation, applying adjustment % where applicable, and populates the Total Contribution field with the sum. This field is greyed and cannot be changed. This is the % that will be applied to the employee's calculated base on each paycheck. To change this amount, you must change the applicable Option Codes %'s.

3. Click Save.

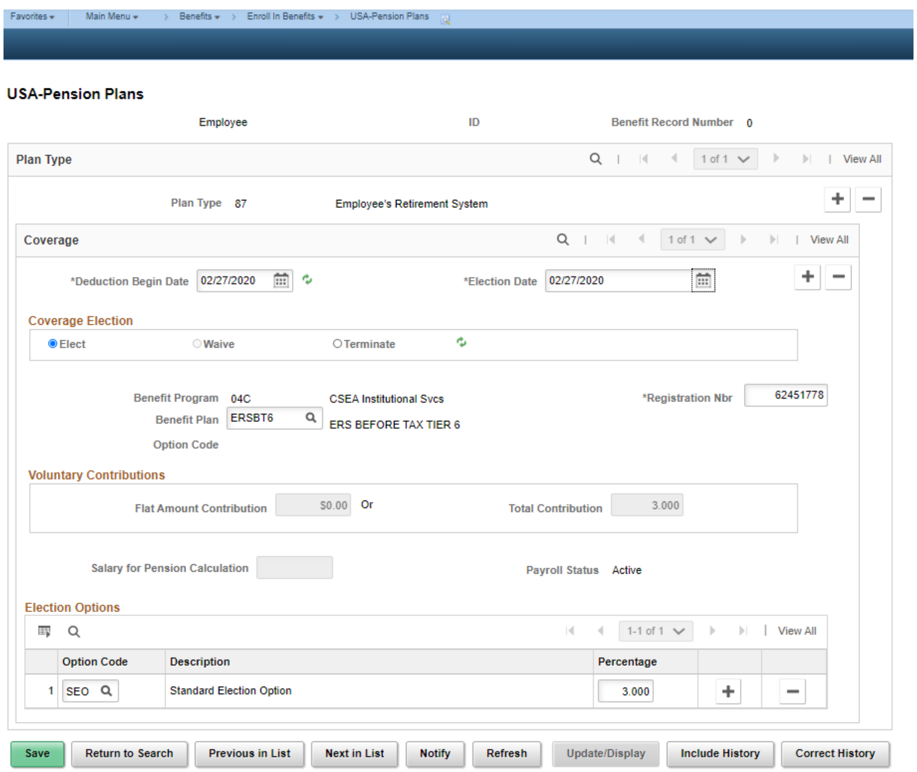
Allowed Options Codes by Plan Type, Benefit Plan:

PLAN TYPE	BNEFIT PLAN	OPTION CD	DESCR	Included in Deduction %	Adj %
82	NYTAFT	FRO	FICA Reduction Election Option	No	None
		ITT	ITHP for NYT Option	Yes	-2.5
		SEO	Standard Election Option	Yes	None
		SNC	Standard No Calculation Option	No	None
	NYTBEF	ITT	ITHP for NYT Option	Yes	-2.5
		SEO	Standard Election Option	Yes	None
		SNC	Standard No Calculation Option	No	None
	NYTBT6	SEO	Standard Election Option	Yes	None
83	NBEAFT	FRO	FICA Reduction Election Option	No	None
		ITN	ITHP for NBE/NYE Option	Yes	-2.0
		SEO	Standard Election Option	Yes	None
		SNC	Standard No Calculation Option	No	None
	NBEBEF	ACO	Additional Compensation Option	Yes	None
		ITN	ITHP for NBE/NYE Option	Yes	-2.0
		PTO	Physically Taxing Option	Yes	None
		SEO	Standard Election Option	Yes	None
		SNC	Standard No Calculation Option	No	None
	NBEBT6	SEO	Standard Election Option	Yes	None
84	NYEAFT	50%	50% Additional Annuity Option	No	None
		FRO	FICA Reduction Election Option	No	None
		ITN	ITHP for NBE/NYE Option	Yes	-2.0
		SEO	Standard Election Option	Yes	None
		SNC	Standard No Calculation Option	No	None
	NYEBEF	ACO	Additional Compensation Option	Yes	None
		ITN	ITHP for NBE/NYE Option	Yes	-2.0
		PTO	Physically Taxing Option	Yes	None
		SEO	Standard Election Option	Yes	None
		SNC	Standard No Calculation Option	No	None
	NYEBT6	ACO	Additional Compensation Option	Yes	None
		SEO	Standard Election Option	Yes	None
85	PAFAFT	21L	21L Election Option	Yes	None
		CWC	Conservation Warden Credit Opt	No	None
		SEO	Standard Election Option	Yes	None

PLAN TYPE	BNEFIT PLAN	OPTION CD	DESCR	Included in Deduction %	Adj %
		SNC	Standard No Calculation Option	No	None
	PAFBT3	SEO	Standard Election Option	Yes	None
	PAFBT5	SEO	Standard Election Option	Yes	None
	PAFBT6	SEO	Standard Election Option	Yes	None
86	TRSAFT	SAO	Special Annuity Option	No	None
		SEO	Standard Election Option	Yes	None
		SNC	Standard No Calculation Option	No	None
	TRSBEF	SEO	Standard Election Option	Yes	None
	TRSBT5	SEO	Standard Election Option	Yes	None
	TRSBT6	SEO	Standard Election Option	Yes	None
87	ERSAFT	21L	21L Election Option	Yes	None
		CWC	Conservation Warden Credit Opt	No	None
		SEO	Standard Election Option	Yes	None
		SNC	Standard No Calculation Option	No	None
	ERSBEF	SEO	Standard Election Option	Yes	None
	ERSBT5	SEO	Standard Election Option	Yes	None
	ERSBT6	SEO	Standard Election Option	Yes	None

Result

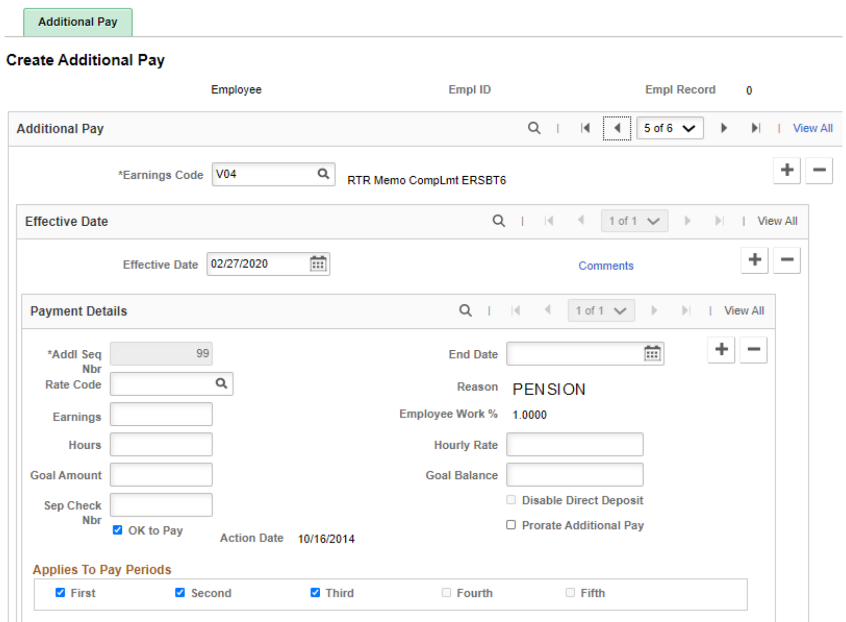
The employee's deduction for Pension will begin in the pay cycle based upon the Deduction Begin Date. Below is an example of a new enrollment that has been saved successfully:

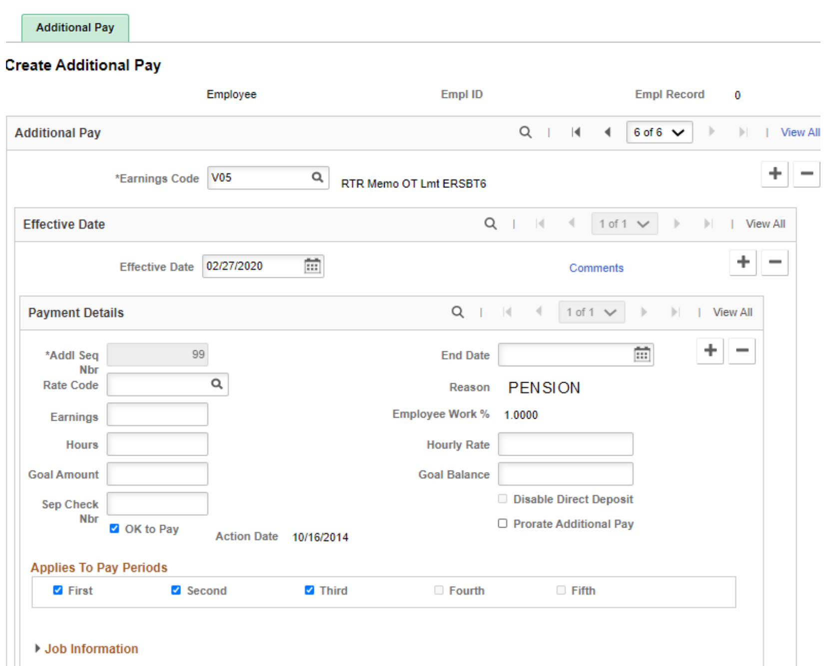


Validation of Additional Pay Records

In order for the system to monitor and enforce plan limits, each Pension Plan enrollment must have corresponding Additional Pay records. The system automatically generates these when an enrollment record is saved. After successfully saving the Pension Enrollment record, the Additional Pay Records should be reviewed to ensure processing completed successfully. Plans which impose limits on both total pensionable compensation and overtime compensation will have two Additional Pay records generated.

Below are examples of the Additional Pay records that would have been generated by the above enrollment page (V04 for Limit on Pensionable Compensation and V05 for Limit on Overtime Pensionable earnings).





Navigation Path

Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

Steps

1. Validate the following fields:
    - Earnings Code: see table below
    - Effective Date: same as the enrollment Deduction Begin and Election Date
    - Add'l Seq Nbr: 99
    - Reason: PENSION
    - Prorate Additional Pay: Unchecked
    - OK to Pay: Checked
    - Applies To Pay Periods: First, Second, Third

   The table below lists the required Additional Pay Earnings Code by Plan Type and Benefit Plan.

Plan Type/Benefit Plan	ERNCD
87 ERSBEF	V01
87 ERSBT5	V02
87 ERSBT5	V03
87 ERSBT6	V04
87 ERSBT6	V05
85 PAFBT3	V01
85 PAFBT5	V06
85 PAFBT5	V07
85 PAFBT6	V08
85 PAFBT6	V09
86 TRSBEF	V10
86 TRSBT5	V11
86 TRSBT5	V12
86 TRSBT6	V13
86 TRSBT6	V14
84 NYEBT6	V16
84 NYEBT6	V15
84 NYEAFT	V17
84 NYEBEF	V17
83 NBEBT6	V15
83 NBEBT6	V16
83 NBEBEF	V17
83 NBEAFT	V17
82 NYTAFT	V17
82 NYTBEF	V17
82 NYTBT6	V15
82 NYTBT6	V16

2. If the additional pay records are not correct, contact Payroll Operations – Deductions.

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Enroll Employee in ORP Plan

Purpose

PayServ will transition enrollment and plan information from the PeopleSoft Retirement Tables to the Savings Plan Tables for ORP (Optional Retirement Plan) (formerly Plan Type 7Z) in 9.2 because the tables for Savings Plans are more flexible and better meet the requirements of the Optional Retirement Plans as delivered than the Retirement tables.

The purpose of this document is to provide step by step instructions for enrolling an employee in ORP.

Helpful Hints

In order to utilize the Savings Plan enrollment functionality, changes were required to Plan Types and some Benefit Plans. Below is a crosswalk of these changes. Many plans were consolidated and three new Benefit Plans were added for employees during the 366 day suspense period. The employee's participation % will be entered on their enrollment page and no longer determined by the Benefit Plan.

9.1 PLAN TYPE	9.1 BENEFIT PLAN	Participation in an ORP	9.2 PLAN TYPE	9.2 BENEFIT PLAN
7Z	**	366 Suspense Period	4Z	CNYSUS
7Z	**	366 Suspense Period	4Z	SNYSUS
7Z	**	366 Suspense Period	4Z	VDCSUS
7Z	T6CNYA	N/A	4Z	T2CUAX
7Z	TSYEDA	N/A	4Z	T2SUAX
7Z	T6CNYB	N/A	4Z	T3CUBX
7Z	T6SNYB	N/A	4Z	T3SUBX
7Z	T5CNYB	< = 7 Years	4Z	T5CU08
7Z	T5CNYB	> 7 Years	4Z	T5CU10
7Z	T7CNYB	< = 7 Years	4Z	T5CU11
7Z	T7CNYB	> 7 Years	4Z	T5CU13
7Z	T5SNYB	< = 7	4Z	T5SU08
7Z	T5SNYB	> 7 Years	4Z	T5SU10
7Z	T7SNYB	< = 7 Years	4Z	T5SU11
7Z	T7SNYB	> 7 Years	4Z	T5SU13
7Z	T6C030	< = 7 Years	4Z	T6CU08
7Z	T6C035	< = 7 Years	4Z	T6CU08
7Z	T6C045	< = 7 Years	4Z	T6CU08
7Z	T6C060	< = 7 Years	4Z	T6CU08
7Z	T6C575	< = 7 Years	4Z	T6CU08
7Z	T6C030	> 7 Years	4Z	T6CU10
7Z	T6C035	> 7 Years	4Z	T6CU10
7Z	T6C045	> 7 Years	4Z	T6CU10
7Z	T6C060	> 7 Years	4Z	T6CU10
7Z	T6C575	> 7 Years	4Z	T6CU10
7Z	T6S030	< = 7 Years	4Z	T6SU08
7Z	T6S035	< = 7 Years	4Z	T6SU08
7Z	T6S045	< = 7 Years	4Z	T6SU08
7Z	T6S060	< = 7 Years	4Z	T6SU08
7Z	T6S575	< = 7 Years	4Z	T6SU08
7Z	T6S030	> 7 Years	4Z	T6SU10
7Z	T6S035	> 7 Years	4Z	T6SU10
7Z	T6S045	> 7 Years	4Z	T6SU10

9.1 PLAN TYPE	9.1 BENEFIT PLAN	Participation in an ORP	9.2 PLAN TYPE	9.2 BENEFIT PLAN
7Z	T6S060	> 7 Years	4Z	T6SU10
7Z	T6S575	> 7 Years	4Z	T6SU10
7Z	T6V030	N/A	4Z	T6VDCB
7Z	T6V035	N/A	4Z	T6VDCB
7Z	T6V045	N/A	4Z	T6VDCB
7Z	T6V060	N/A	4Z	T6VDCB
7Z	T6V575	N/A	4Z	T6VDCB

All active employees with an active 4Z Retirement Enrollment record in 9.1 were converted to the applicable Plan Type and Benefit Plan as shown in the table above. Additionally, an employee terminated on or after January 1, 2015 with an active 4Z Retirement Enrollment was also converted. The Retirement Enrollment pages will no longer be updatable, but are available as display only. This ensures all history is available for viewing and reporting from query.

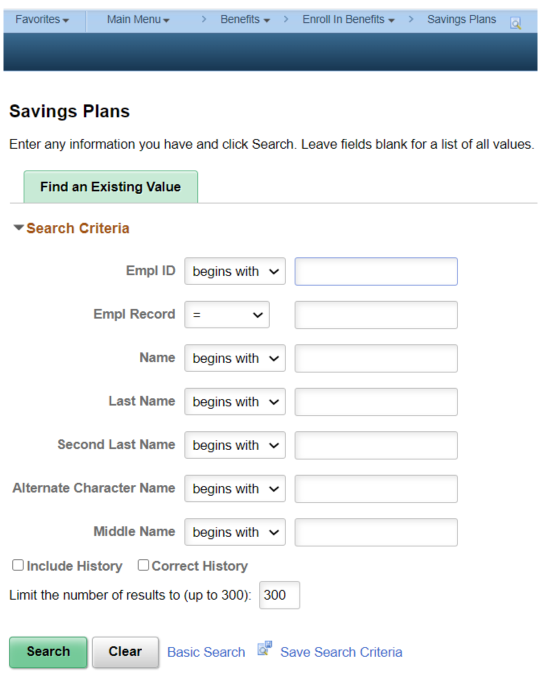
Savings Plans

Navigation Path

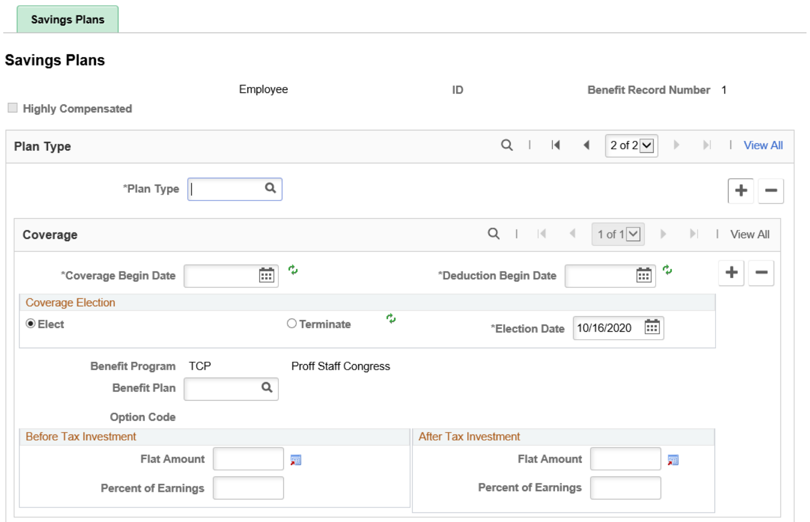
Main Menu > Benefits > Enroll in Benefits > Savings Plans

Steps

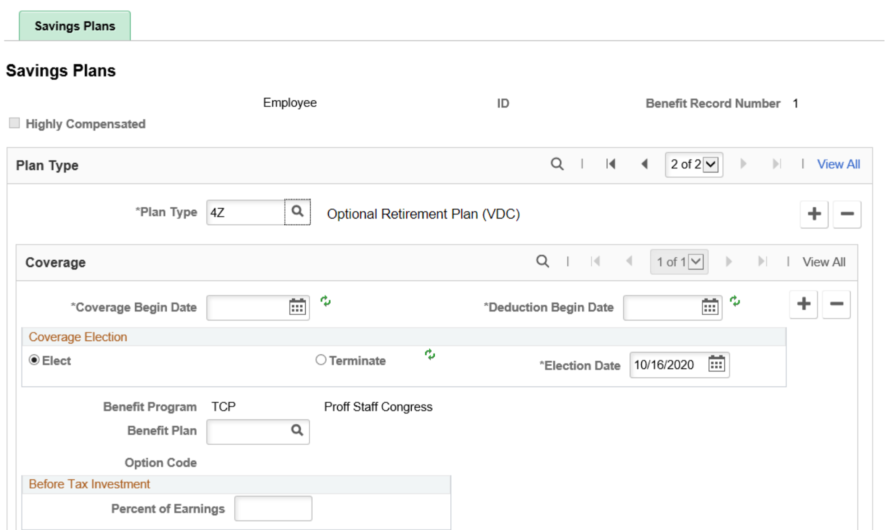
1. Enter Empl ID and, if the employee has multiple records, the Benefit Record Number. Click Search.



The employee's Name, Empl ID and Benefit Record Number display at the top.

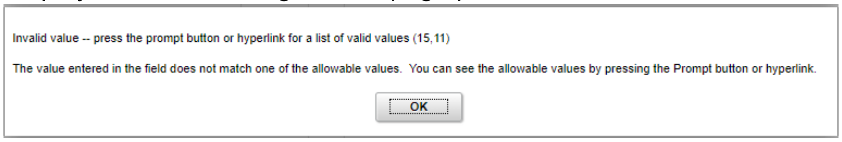


2. Enter the following required fields:
   - Plan Type: 4Z
     NOTE: The Savings Enrollment Record in 9.2 will be used for 457 (Plan Type 48 or 49) and 403(b) (General Deduction in 9.1) in addition to 4Z- ORP. If employee already has an enrollment in 457 or 403(b), you will need to use the + sign to add an additional Plan Type before entering the ORP enrollment.
     Before you enter the 4Z as Plan Type you see the generic Savings Enrollment page (shown on above page). After you enter 4Z as Plan Type and tab out, you will see the page for 4Z only:

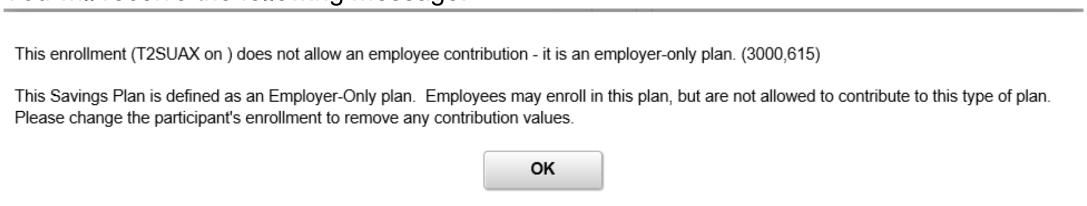


   - Coverage Begin Date
   - Deduction Begin Date
   - Election Date
   - Coverage Election: This field defaults to ‘Elect’ and is the value to use for an enrollment.
   - Benefit Program: This value is displayed from the Employee’s JOB Component (Benefits Participation page). If this field is blank you cannot enroll the employee in an ORP and you should contact Payroll Operations – Deductions.
   - Benefit Plan: From the Table which begins on Page 1, select the Benefit Plan in which the employee is enrolling. You can also use the magnifying glass to view all allowed Benefit Plans for the Plan Type entered above.

NOTE: If the Plan Type and Benefit Plan combination entered is not valid for the employee's Benefit Program the page produces an error and cannot be saved.



- Before Tax Investment: Enter the elected percentage.
  NOTE: For the plans that are Employer Contribution only, this field will not allow entry. You will receive the following message:

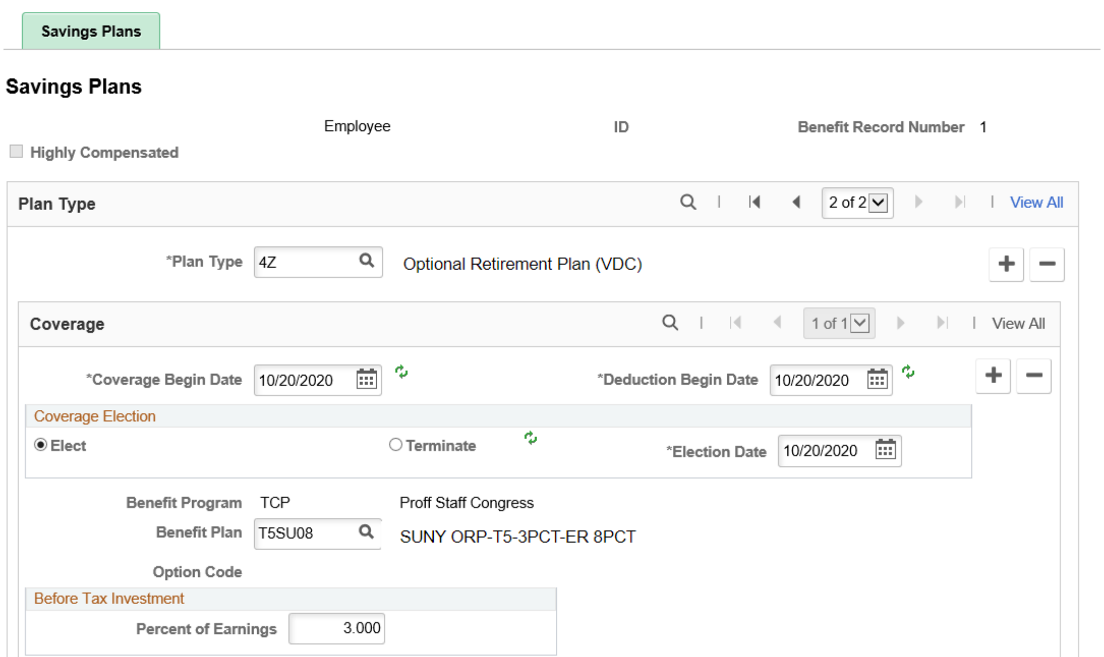


  Employer Contribution only plans are T2CUAX, T2SUAX, T3CUBX, T3SUBX, T5CU11, T5CU13, T5SU11, T5SU13.

3. Click Save.

Result

The employee's deduction for ORP will begin in the pay cycle based upon the Deduction Begin Date. Below is an example of a new enrollment that has been saved successfully:



Processing ORP Annual Limits

By using benefit deductions for the Optional Retirement Plans in 9.2, the annual limits will be administered at the plan level by Payroll Operations and will apply to all Empl Records for the Employee ID.

Suspense Page

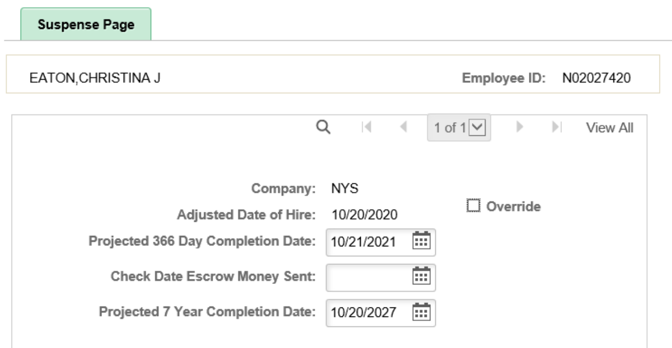
The Suspense Page (previously TIAA/CREF Suspense/NRI) has changed for 9.2 processing and is view only for Agency users and maintained by the system with new processes. Only Payroll Operations – Deductions will have access to correct this page.

Navigation Path

Main Menu > Benefits > Enroll in Benefits > Suspense Page

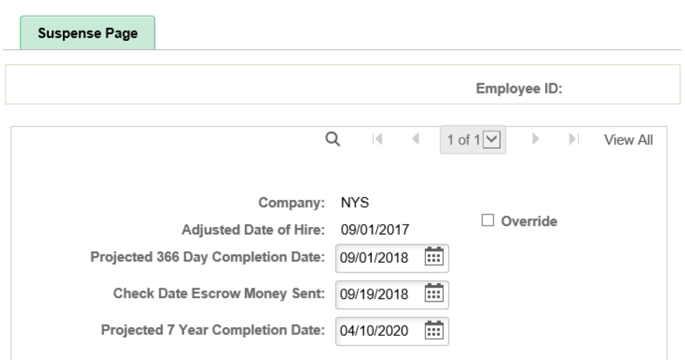
Process Overview

1. When an employee first enrolls in an ORP they should be enrolled in one of the suspense benefit plans. At enrollment, the suspense page will reflect the Election Date in the Adjusted Date of Hire Field. If this requires updating, Payroll Operations – Deductions has the security to make any adjustments.



2. The system calculates the projected 366 completion date and the projected 7 year completion date.
3. Each pay cycle a process runs to identify when an employee reaches their 366 date. Upon reaching the 366 date, the system automatically:
    a. Moves the employee to the appropriate non-suspense Benefit Plan
    b. Initiates the process for the escrow money to be distributed to the employee
    c. Populates the Check Date Escrow Money Sent field on the Suspense Page
4. This same process identifies when an employee has reached their 7 Year completion date or 10 Year completion date—then the system automatically moves the employee to the appropriate over 7 Year Benefit Plan or over 10 Year Benefit Plan.
5. When these new processes run, new effective dated rows are inserted into the Savings Plan Page, providing an audit of the changes in alignment with the information on the Suspense page.
6. If an employee is terminated before they meet the projected 366 completion date or the projected 7 year completion date these dates will be wiped out. If the employee is rehired the agency will need to calculate the new adjusted hire date.

Below is an example of an employee who has reached the over 7 Year status:



Below is the progression of Benefit Plan changes generated by this new process:

Upon reaching 366 Days:

When an employee reaches 366 days, and is in:		Move enrollment to:	
Plan Type	Benefit Plan	Plan Type	Benefit Plan
4Z	SNYSUS	4Z	T6SU08
4Z	CNYSUS	4Z	T6CU08
4Z	VDCSUS	4Z	T6VDCB

Upon reaching 7 Years:

When an employee reaches 7 Years, and is in:		Move enrollment to:	
Plan Type	Benefit Plan	Plan Type	Benefit Plan
4Z	T5CU08	4Z	T5CU10
4Z	T5SU08	4Z	T5SU10
4Z	T5CU11	4Z	T5CU13
4Z	T5SU11	4Z	T5SU13
4Z	T6CU08	4Z	T6CU10
4Z	T6SU08	4Z	T6SU10

Upon reaching 10 Years:

When an employee reaches 10 Years, and is in:		Move enrollment to:		Additional Requirement
Plan Type	Benefit Plan	Plan Type	Benefit Plan	
4Z	T5CU10	4Z	T5CU11	Election date + 10 years, 7yr = N
4Z	T5CU10	4Z	T5CU13	Election date + 10 years, 7yr = Y
4Z	T5SU10	4Z	T5SU11	Election date + 10 years, 7yr = N
4Z	T5SU10	4Z	T5SU13	Election date + 10 years, 7yr = Y

Accruing Escrow Money

During the suspense period, the 9.2 system has been configured to calculate these amounts each pay period using a ‘memo’ or non-taxable benefit deduction code. These deductions codes are setup automatically when an employee enrolls in a suspense plan and inactivate automatically when the employee reaches the 366 date. These are used by the system processes and will never appear on the employee’s advice or paycheck stub. Agency users will be able to see these on the Review Paycheck deduction pages. Here is an example of how the interest deductions will display on these pages:

Deductions

1-5 of 5 | View All

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
683	VDC Suspense	Before-Tax	223.02	
683	VDC Suspense	Nontaxable Btax Benefit	310.30	
666	VDC EMPLOYER INTEREST	Nontaxable Benefit	12.41	
667	VDC EMPLOYEE INTEREST	Nontaxable Benefit	8.92	
HIBTRG	Regular Before Tax Health	Before-Tax	59.51	

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Enroll Employee in 403(b) Plan

Purpose

In 9.1 the 403(b) Plans are configured as General Deductions. In order to provide functionality delivered for processing 403(b) a determination was made to process these as Benefits Deductions.

The purpose of this document is to provide step by step instructions for enrolling an employee in a 403(b) Benefit Plan.

Helpful Hints

The Benefit Plans for 403(b) are shown below along with the crosswalk to the general deduction used in 9.1. A Benefit Plan and the deductions for that Benefit Plan can be either Before or After Tax, so some 9.1 general deductions have been consolidated into one Benefit Plan using the same deduction code. For example, Deduction Codes 400 and 403 will be in 9.2 Benefit Plan CNY403 and use Deduction Code 403 as either Before or After Tax based upon the employee's election. Deduction Code 400 will no longer be used in 9.2.

9.1 Genl Ded DEDCD	DEDCD Descr	Tax Class/Type	9.2 Benefit Plan	Benefit DEDCD Plan Type	Benefit DEDCD	Tax Class/Type
400	CUNY 403(b) ROTH	After/%	CNY403	46 (403b)	403	Pre and After/%
403	Supplemental Ret Ann CUNY	Pre/%	CNY403	46 (403b)	403	Pre and After/%
412	SUNY 403(b) ROTH	After/ Flat Amt	SNY403	46 (403b)	404	Pre and After/Flat Amt
404	SUNY 403(b) Plan	Pre/Flat Amt	SNY403	46 (403b)	404	Pre and After/Flat Amt
414	NYT Tax Deferred Annuity	Pre/%	NYT403	46 (403b)	414	Pre/%
432	ED TDA Copeland	Pre/Flat Amt	SED403	46 (403b)	432	Pre/Flat Amt
413	NBE Tax Deferred Annuity	Pre/%	NBE403	46 (403b)	413	Pre/%

All employees with an active 403(b) general deduction in 9.1 were converted to the applicable Plan Type.

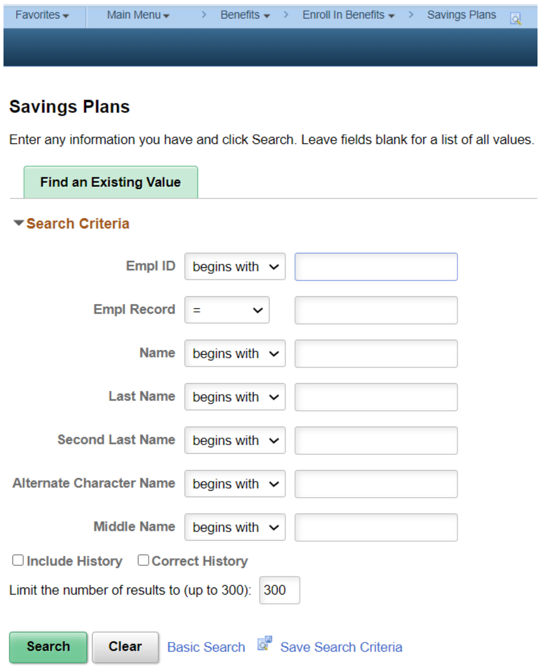
Savings Plans

Navigation Path

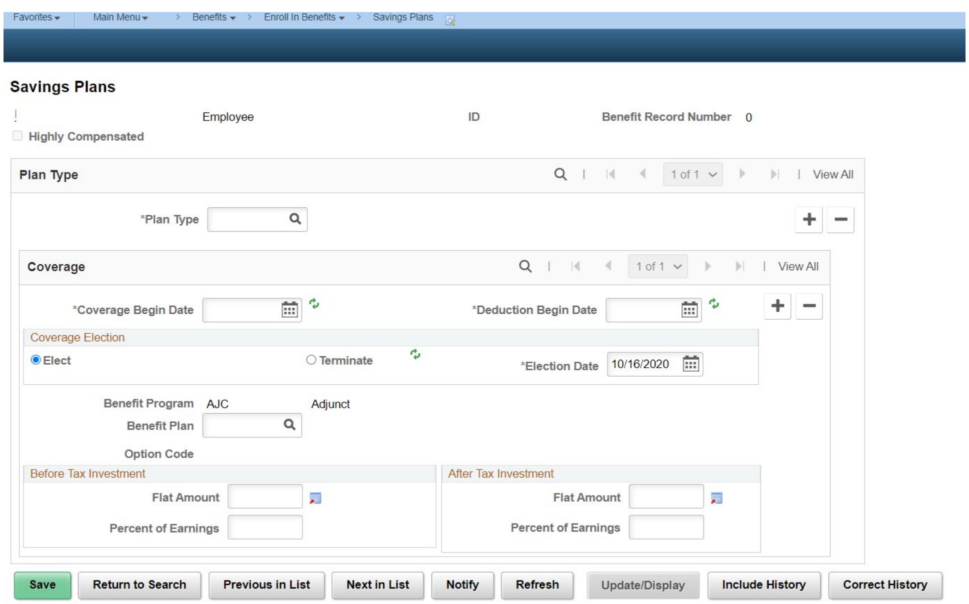
Main Menu > Benefits > Enroll in Benefits > Savings Plans

Steps

1. Enter Empl ID and, if the employee has multiple records, the Benefit Record Number. Click Search.



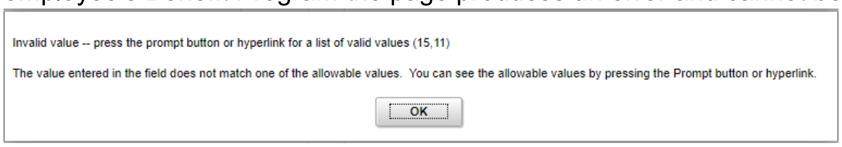
The employee's Name, Empl ID and Benefit Record Number display at the top.



2. Enter the following required fields:
   - Plan Type: For 403(b) the Plan Type is 46 and is required.
     NOTE: The Savings Enrollment Record in 9.2 will be used for 457 (Plan Type 48 or 49) and ORP/VDC (Plan Type 4Z) in addition to 403(b). If the employee already has an

enrollment in 457 or ORP, you will need to use the + sign to add an additional Plan Type before entering the 403(b) enrollment.

- Coverage Begin Date
- Deduction Begin Date
- Election Date
- Coverage Election: This field defaults to 'Elect' and is the value to use for an enrollment.
- Benefit Program: This value is displayed from the Employee's JOB Component (Benefits Participation page). If this field is blank you cannot enroll the employee in a 403(b) Plan and you should contact Payroll Operations – Deductions.
- Benefit Plan: From the table on Page 1, select the Benefit Plan in which the employee is enrolling. You can also use the magnifying glass to view all allowed Benefit Plans for the Plan Type entered above.
  NOTE: If the Plan Type and Benefit Plan combination entered is not valid for the employee's Benefit Program the page produces an error and cannot be saved.


Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

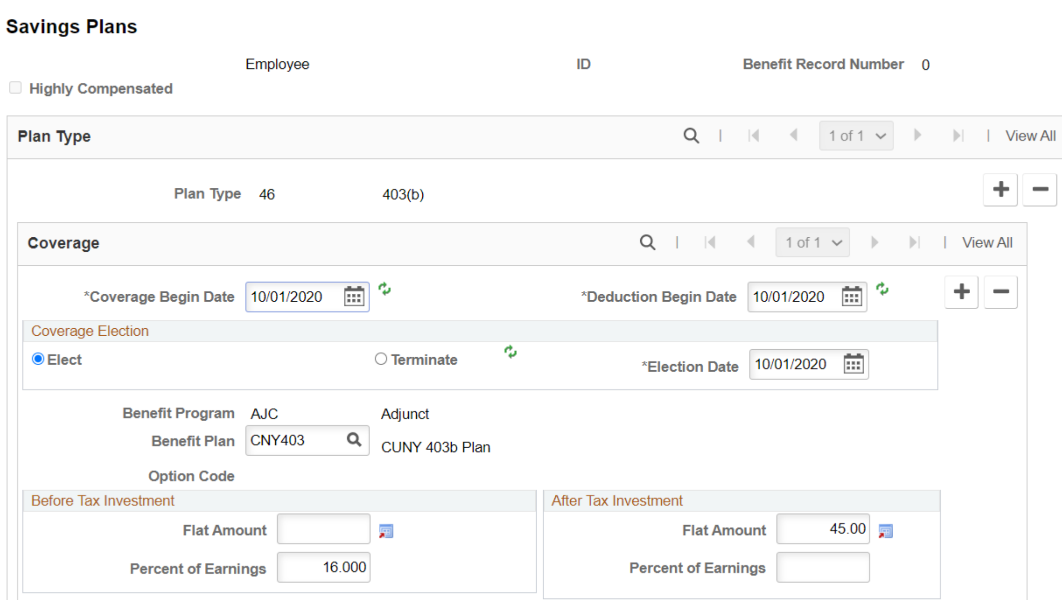
OK

- Before Tax Investment: If employee is electing participation on a pretax basis, enter either the % or the flat amount. Refer to the table on Page 1 to determine what elections are allowed for the Benefit Plan selected.
- After Tax Investment: If employee is electing participation on an after-tax basis, enter either the % or the flat amount. Refer to the table on Page 1 to determine what elections are allowed for the Benefit Plan selected.
  NOTE: Referring to the table on Page 1, Benefit Plans NYT403 and NBE403 allow enrollment in pretax only. All others allow participation in either or both pre and after-tax elections.

3. Click Save.

Result

The employee's deduction for 403(b) will begin in the pay cycle based upon the Deduction Begin Date. Below is an example of a new enrollment that has been saved successfully:


Savings Plans

Employee ID Benefit Record Number 0

Highly Compensated

Plan Type 1 of 1 View All

Plan Type 46 403(b)

Coverage 1 of 1 View All

*Coverage Begin Date 10/01/2020 *Deduction Begin Date 10/01/2020

Coverage Election

Elect Terminate *Election Date 10/01/2020

Benefit Program AJC Adjunct

Benefit Plan CNY403 CUNY 403b Plan

Option Code

Before Tax Investment

Flat Amount

Percent of Earnings 16.000

After Tax Investment

Flat Amount 45.00

Percent of Earnings

Processing 403(b) Annual Limits

By using benefit deductions for the 403(b) plans in 9.2, the annual limits will no longer be entered by the user entering the election. Instead, these annual limits will be administered at the plan level by Payroll Operations and will apply to all Empl Records for the Employee ID. The additional annual amount allowed for employees turning 50 in the current year will be automatically processed based upon the employee's date of birth on their Personal Data record. It is critical to have the correct information in the employee's record. If an eligible employee requests additional catch up limits for the three years preceding retirement the agency should send an email request to payrollretirement@osc.ny.gov.

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Enroll Employee in General Deduction

Purpose

Deductions in PayServ are either a General Deduction or a Benefit Deduction. For Benefit Deductions to be processed, the Benefit Plan, Plan Details, and Deductions must be defined in configuration setup tables. Currently, PayServ processes the following deductions in a Benefit Plan:

- 457
- Retirement
- ORP
- 403(b) Plans (transitioned from General Deductions to Benefit Plans in 9.2 upgrade)

All other deductions are General Deductions. It is the processing of General Deductions that will be defined in this document.

Helpful Hints

Agency users will continue to only be able to enter General Deductions allowed in the employee's Bargaining Unit.

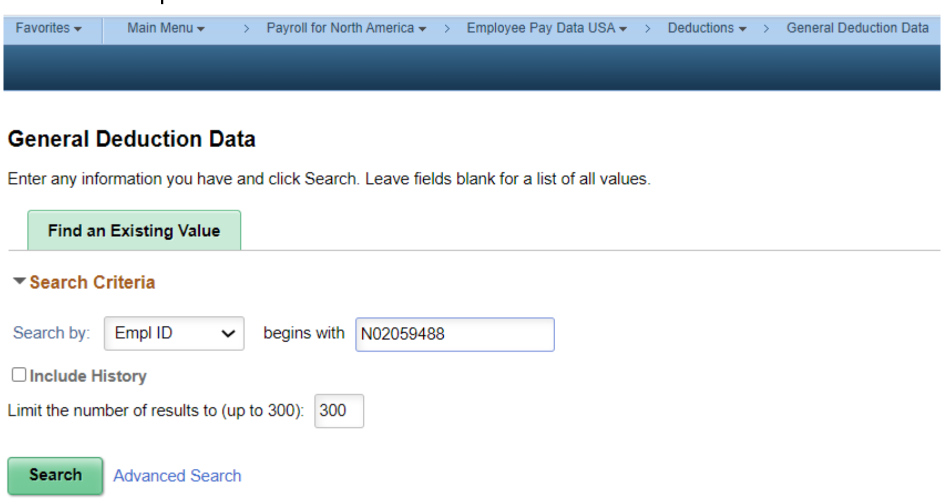
General Deduction Data

Navigation Path

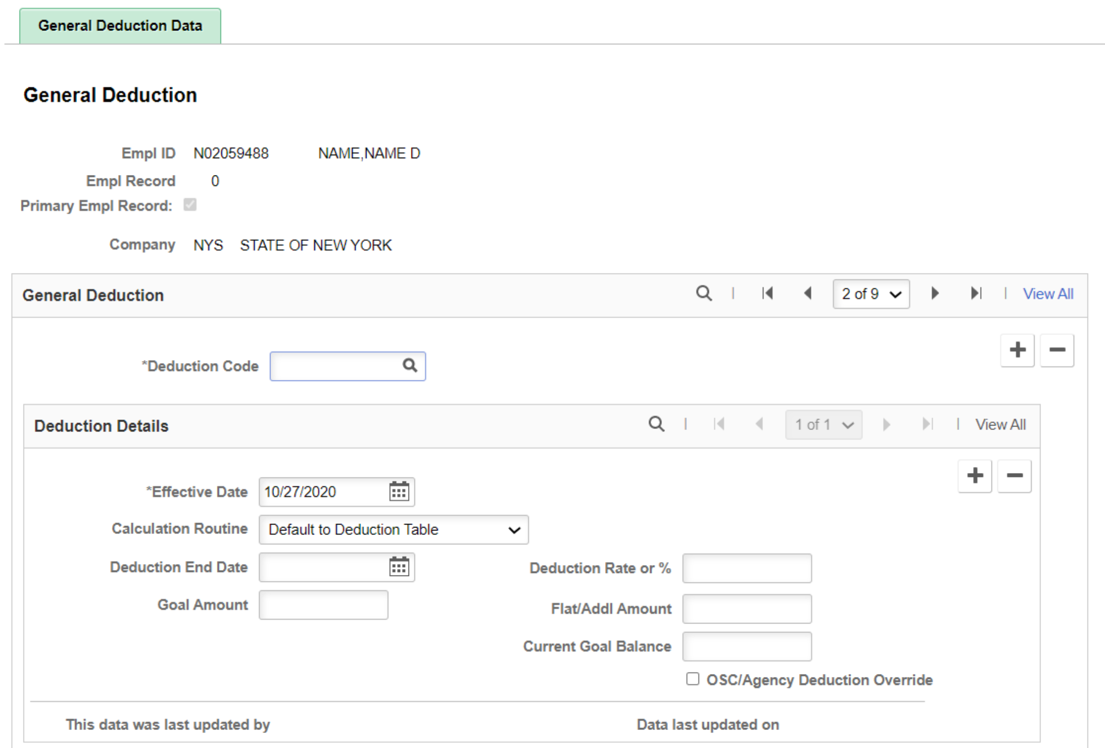
Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > General Deduction Data

Steps

1. Enter the Empl ID and click Search.



2. Add a new Deduction.
NOTE: When the employee does not have any other General Deductions, you may begin entering the new deduction information. If the employee has other existing General Deduction records, you must first click Add (+ sign) and a blank record will appear.



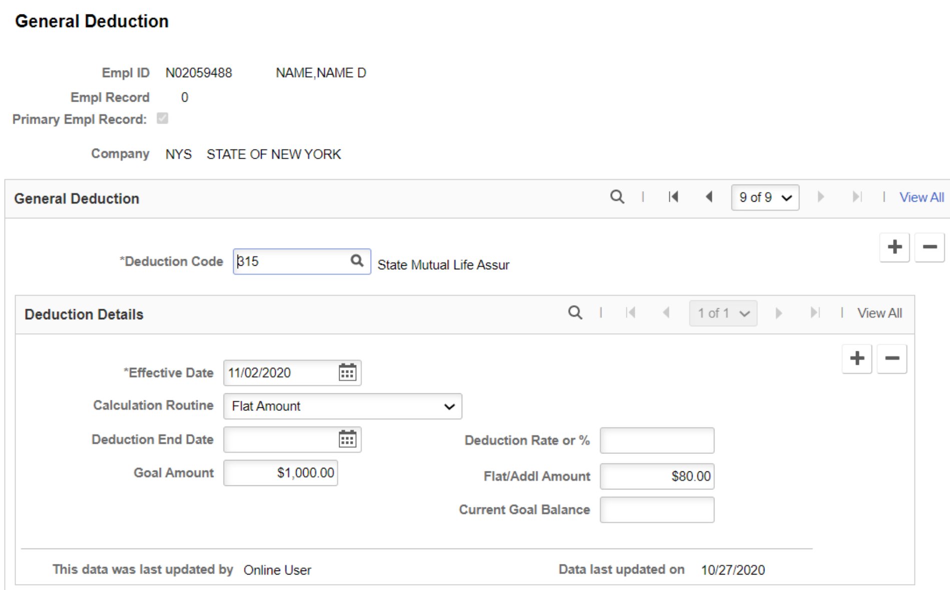
3. Review and/or Enter the following:
    - Displays at the top of the page:
        - EMPL ID and Employee's Name
        - EMPL Record
        - Primary Empl Record Check Box (grayed, for internal processing only)
        - Company
    - Deduction Code: Enter the Deduction Code to be added.
      NOTE: This is a required field. If the Deduction Code entered is not allowed for the employee's Bargaining Unit you cannot save the record. The system uses the Bargaining Unit on the Employee's Job Record, which is located on the Labor Information tab.
    - Effective Date: Enter the correct Effective Date.
      NOTE: This field is required and determines when the deduction will begin.
    - Calculation Routine: This field is required. Select a value from the dropdown list to indicate whether this deduction will be a flat amount, default from the General Deduction Table, or another type of calculation.
    - Deduction End Date: This field is not required. If you want to identify when the deduction will stop, you may enter it at this time.
    - Deduction Rate or %: If appropriate, enter the rate or %.
      NOTE: A rate or % can only be entered if the Calculation Routine has been set to Percentage, Percent of Special Accumulator, or Percent of Total Gross, or if the General Deduction Code has been set to one of these options at the General Deduction Code level.
    - Goal Amount: Optional, enter only if a goal amount should be applied to the deduction.
    - Flat/Additional Amount: If the Calculation Routine has been set to Flat Amount or if the General Deduction Code has been set to Flat Amount at the General Deduction Code level. Enter the amount to be deducted each pay period.
    - Current Goal Balance: This will be set by the system each time a deduction is taken.
      NOTE: You should never enter future effective dated deductions when there is a goal balance. This will cause the deduction to carry forward the current balance and will not include any additional deductions taken before the effective dated pay check.

- When the OSC/Agency Deduction Override applies, it will be displayed only for Agencies.

4. Click Save.

Result

The saved record:



Additional Information

All edits currently on the pages used to setup a general deduction in 9.1 have been brought forward to the 9.2 system.

Date Reminders:

- To process a general deduction for an employee, the system uses two dates from the Create General Deductions page:
  - Effective Date
  - Deduction End Date (optional)
- If the Effective Date of the deduction is before or on the pay period end date, the system takes the deduction.
- If you specify a Deduction End Date, the system takes the deduction only if the Deduction End Date is after or on the pay period end date.

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Request a Stop Payment

Purpose

PayServ 9.2 is using the new online forms feature available in PeopleSoft for the request a Stop Payment process. Using this online form eliminates the need for paper and provides workflow-based approval and audit trail for tracking.

Helpful Hints

Using the online form, request a stop payment to a payroll paycheck and also request if the check should be reissued. Once completed, the form will be routed to the designated role within Payroll Operations.

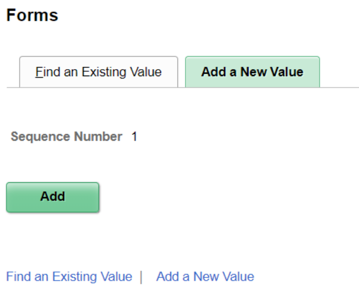
Using the Online Form to Request a Stop Payment

Navigation Path

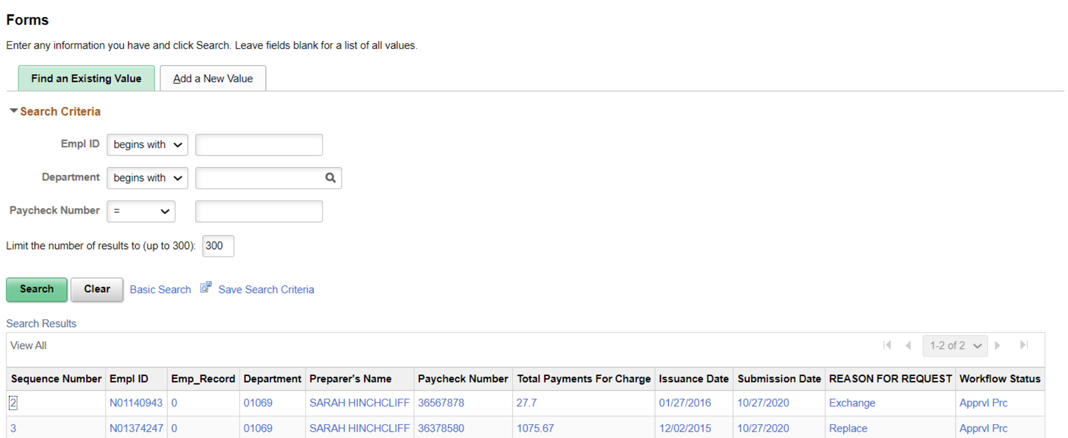
Main Menu > Payroll for North America > Payroll Processing > Produce Payroll > Request Stop Payment

Steps – Agency

1. Click Add.

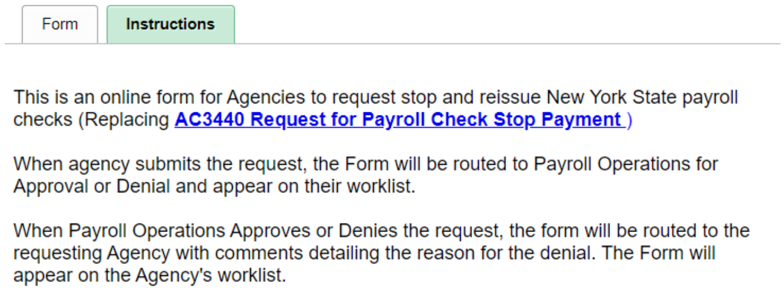


NOTE: By selecting 'Find an Existing Value' in the search record, the submitter can view all requests based upon security.



Sequence Number	Empl ID	Emp_Record	Department	Preparer's Name	Paycheck Number	Total Payments For Charge	Issuance Date	Submission Date	REASON FOR REQUEST	Workflow Status
2	N01140943	0	01069	SARAH HINCHCLIFF	36567878	27.7	01/27/2016	10/27/2020	Exchange	Apprvl Prc
3	N01374247	0	01069	SARAH HINCHCLIFF	36378580	1075.67	12/02/2015	10/27/2020	Replace	Apprvl Prc

2. Click the Instructions tab to view instruction details.


Form | **Instructions**

This is an online form for Agencies to request stop and reissue New York State payroll checks (Replacing **AC3440 Request for Payroll Check Stop Payment**)

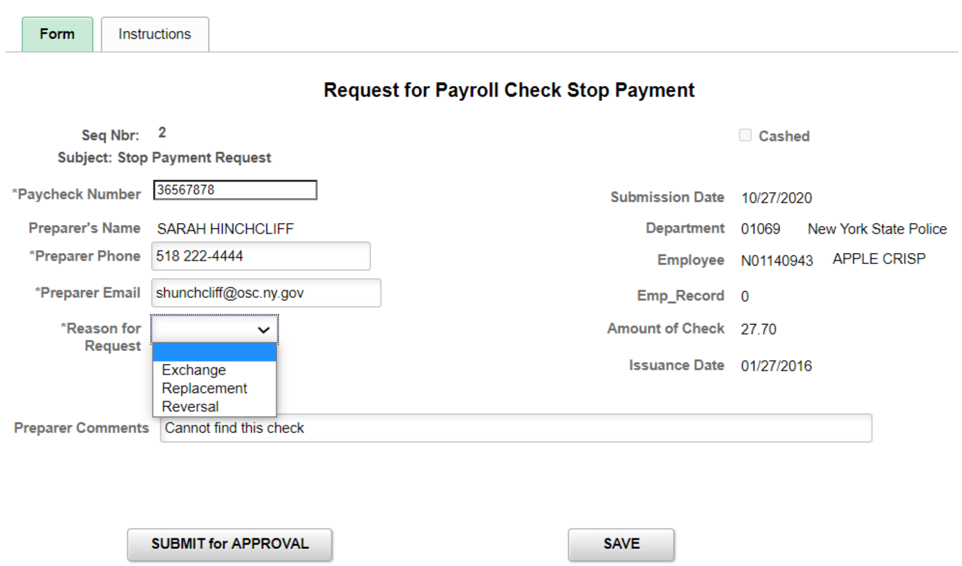
When agency submits the request, the Form will be routed to Payroll Operations for Approval or Denial and appear on their worklist.

When Payroll Operations Approves or Denies the request, the form will be routed to the requesting Agency with comments detailing the reason for the denial. The Form will appear on the Agency's worklist.

3. Click the Form tab. The following fields are on the page:
    a. Seq Nbr: System Generated
    b. Subject: System Generated
    c. Paycheck Number: Paycheck Number for the Stop Payment Request
    d. Preparer's Name: System Generated based upon User ID
    e. Preparer Phone: Required
    f. Preparer Email: Required
    g. Reason for Request: Required (Exchange, Replacement, or Reversal)
    h. Preparer Comments: Optional
    i. Cashed, Submission Date, Department, Employee (EMPLID and Name), Empl Rcd, Amount of Check, Issuance Date: All are system generated and display only based upon Check Number Entered

4. Enter and/or verify the following:
NOTE: Most information is system generated based upon the Check Number entered.
    a. Paycheck Number
    b. Verify the Paycheck Information (Department, EMPLID/Name, Empl Rcd, Amount of Check, Issuance Date) is correct for the check you want to stop.
    c. Verify the Cashed box is unchecked. OSC is not able to stop checks that are cashed.
    d. Enter Preparer Phone Number
    e. Enter Preparer Email
    f. Select Reason for Request (Exchange, Replacement, or Reversal)
    g. Enter Comments if needed.
    h. Save the Request if review is needed prior to submission

Below is how the page looks after entering the required data:

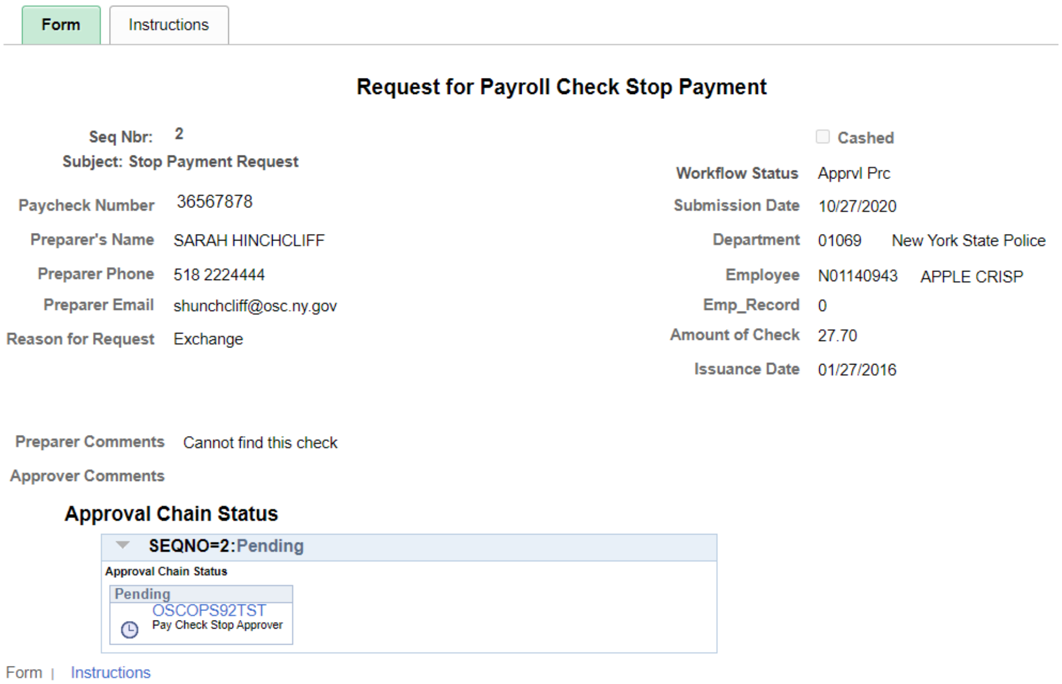

Form | Instructions

Request for Payroll Check Stop Payment

Seq Nbr: 2
Subject: Stop Payment Request
Cashed
*Paycheck Number 36567878
Submission Date 10/27/2020
Preparer's Name SARAH HINCHCLIFF
Department 01069 New York State Police
*Preparer Phone 518 222-4444
Employee N01140943 APPLE CRISP
*Preparer Email shunchcliff@osc.ny.gov
Emp_Record 0
*Reason for Request
Exchange
Replacement
Reversal
Amount of Check 27.70
Issuance Date 01/27/2016
Preparer Comments Cannot find this check

SUBMIT for APPROVAL
SAVE

5. Click SUBMIT for Approval. The Approval Process Status is displayed.



Form | Instructions

Request for Payroll Check Stop Payment

Seq Nbr: 2
Subject: Stop Payment Request

Paycheck Number 36567878
Preparer's Name SARAH HINCHCLIFF
Preparer Phone 518 2224444
Preparer Email shunchcliff@osc.ny.gov
Reason for Request Exchange

Cashed
Workflow Status Apprvl Prc
Submission Date 10/27/2020
Department 01069 New York State Police
Employee N01140943 APPLE CRISP
Emp_Record 0
Amount of Check 27.70
Issuance Date 01/27/2016

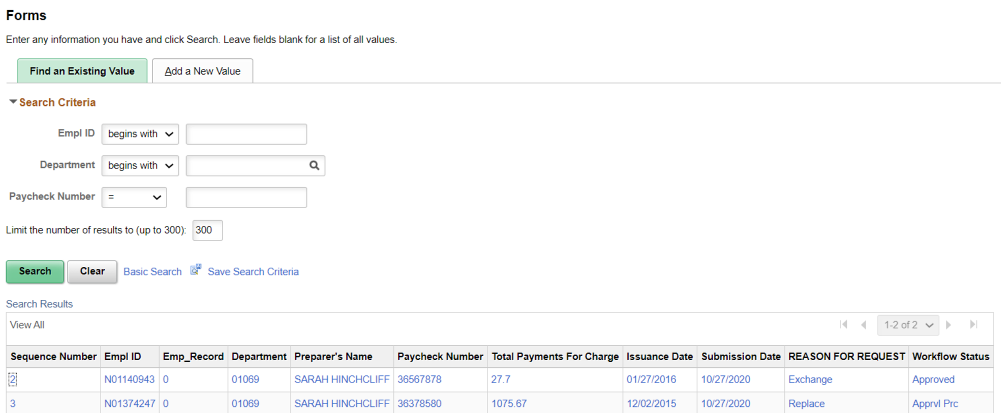
Preparer Comments Cannot find this check
Approver Comments

Approval Chain Status

SEQNO=2:Pending
Approval Chain Status
Pending
OSCOPS92TST
Pay Check Stop Approver

Form | Instructions

6. After the OSC Approver has approved or denied the request, the Requester can view the request and the Approver's comments.
   a. Approved Request:



Forms

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Empl ID begins with
Department begins with
Paycheck Number =

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All 1-2 of 2

Sequence Number	Empl ID	Emp_Record	Department	Preparer's Name	Paycheck Number	Total Payments For Charge	Issuance Date	Submission Date	REASON FOR REQUEST	Workflow Status
2	N01140943	0	01069	SARAH HINCHCLIFF	36567878	27.7	01/27/2016	10/27/2020	Exchange	Approved
3	N01374247	0	01069	SARAH HINCHCLIFF	36378580	1075.67	12/02/2015	10/27/2020	Replace	Apprvl Prc

Form | Instructions

Request for Payroll Check Stop Payment

Seq Nbr:	2		☐ Cashed
Subject:	Stop Payment Request	Workflow Status	Approved
Paycheck Number	36567878	Submission Date	10/27/2020
Preparer's Name	SARAH HINCHCLIFF	Department	01069 New York State Police
Preparer Phone	518 2224444	Employee	N01140943 APPLE CRISP
Preparer Email	shunchcliff@osc.ny.gov	Emp_Record	0
Reason for Request	Exchange	Amount of Check	27.70
		Issuance Date	01/27/2016

Preparer Comments: Cannot find this check

Approver Comments: Exchange check is being reissued as requested.

Approval Chain Status

SEQNO=2:Approved

Approval Chain Status

Approved
OSCOPS92TST
Pay Check Stop Approver
10/27/20 - 10:55 AM

Return to Search

b. Denied Request:

Forms

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Empl ID: begins with

Department: begins with

Paycheck Number: =

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — 1-3 of 3

Sequence Number	Empl ID	Emp_Record	Department	Preparer's Name	Paycheck Number	Total Payments For Charge	Issuance Date	Submission Date	REASON FOR REQUEST	Workflow Status
2	N01140943	0	01069	SARAH HINCHCLIFF	36567878	27.7	01/27/2016	10/27/2020	Exchange	Approved
3	N01374247	0	01069	SARAH HINCHCLIFF	36378580	1075.67	12/02/2015	10/27/2020	Replace	Apprvl Prc
4	N01374247	0	01069	SARAH HINCHCLIFF	40855052	1390.98	12/11/2019	10/27/2020	Replace	Denied

Form | Instructions

Request for Payroll Check Stop Payment

Seq Nbr: 4

Subject: Stop Payment Request

Cashed

Workflow Status	Denied
Paycheck Number	40855052
Submission Date	10/27/2020
Preparer's Name	SARAH HINCHCLIFF
Department	01069 New York State Police
Preparer Phone	518/222-4444
Employee	N01374247 APPLE CRISP
Preparer Email	shinchcliff@osc.ny.gov
Emp_Record	0
Reason for Request	Replacement
Amount of Check	1390.98
Issuance Date	12/11/2019

Preparer Comments: Lost Check

Approver Comments: This check has already been cashed

Approval Chain Status

SEQNO=4:Denied

Approval Chain Status

Denied

OSCOPS92TST

Pay Check Stop Approver

10/27/20 - 11:16 AM

Return to Search

[Return to top](#)

Mid Pay Period Proration

Purpose

When an employee is to receive an Additional Pay earnings that covers a partial pay period, the Additional Pay amount to be paid for that partial pay period is not properly calculated unless there is a change in Pay Status on Job. These issues pertaining to Partial Payments have been addressed in the upgrade to 9.2.

There are three scenarios in PayServ where the new Mid-Pay Period Proration logic has been added:

- Employee Work % Change
- Online changes to include:
    - Changes in dates (Effective Date and Earnings End Date)
    - And/or changes to the earnings amount on Addl Pay
- Programs/Process that insert into or update Additional Pay

The new logic will be applied to additional pay earnings codes defined as Derived Biweekly plus three Biweekly earnings codes: AMP, PS1, and PS3.

Create Additional Pay

Navigation Path

Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

Example

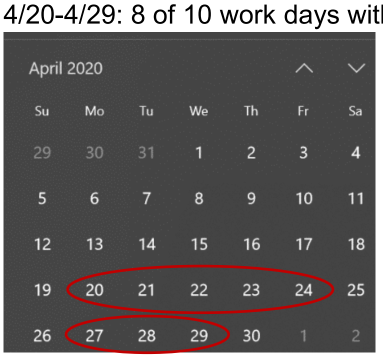
This is an example of an employee to be paid in pay cycle with:

- Pay Period Begin: 04/16/2020
- Pay Period End: 04/29/2020

Employee has a work schedule of: NYYYYYN (Monday through Friday)

Entering a new row on Additional Pay for Earnings Code LOC (Location Pay) with an effective date in the middle of the pay period: 4/20/2020. This will result in the need to prorate the additional pay amount for only 8 days of the pay period.

- 4/16-4/17: 2 of 10 work days with no location pay
- 4/20-4/29: 8 of 10 work days with location pay

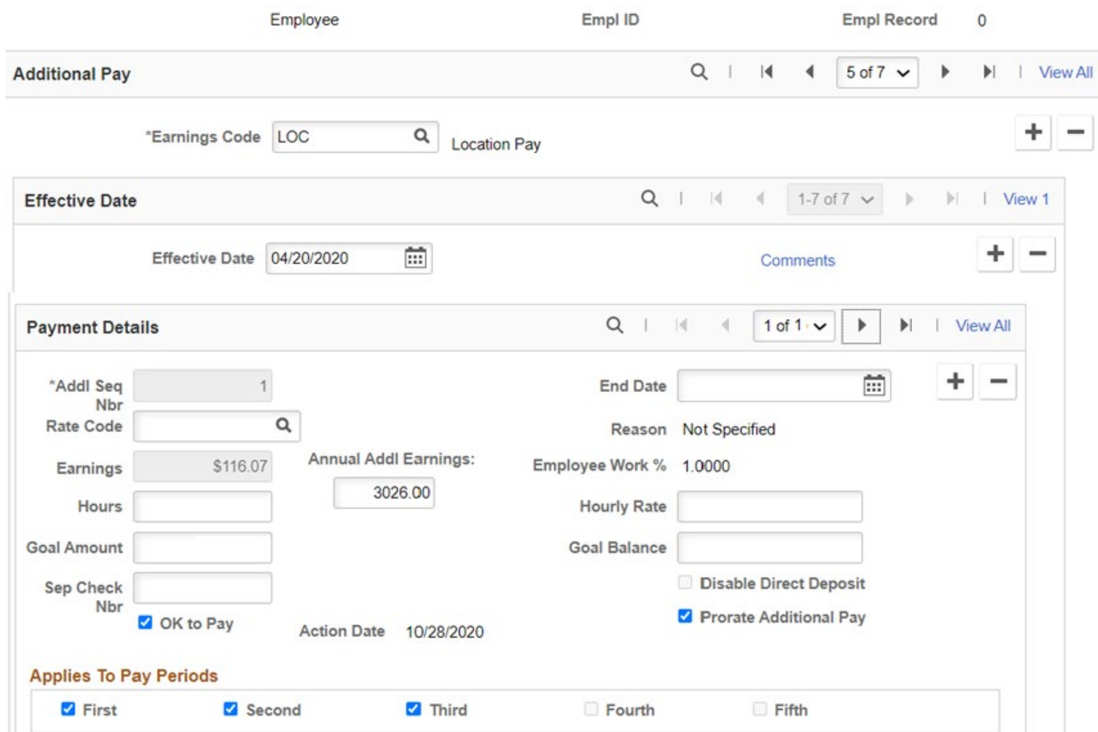


Steps

1. Enter the Empl ID and click Search.

2. Enter the following as applicable for the additional pay changes:
   NOTE: Values noted below are for the above example.

a. Earnings Code: LOC
b. Effective Date: 4/20/2020
c. Addl Seq Nbr: = 1 (system generated, greyed)
d. Annual Addl Earnings Amount: 3026.00
e. Goal Amount: Blank
f. OK to Pay = Checked
g. Prorate Additional Pay: Checked
h. Applies to Pay Periods: First, Second, Third Checked


Employee   Empl ID   Empl Record 0

Additional Pay   5 of 7   View All

*Earnings Code LOC Location Pay

Effective Date   1-7 of 7   View 1

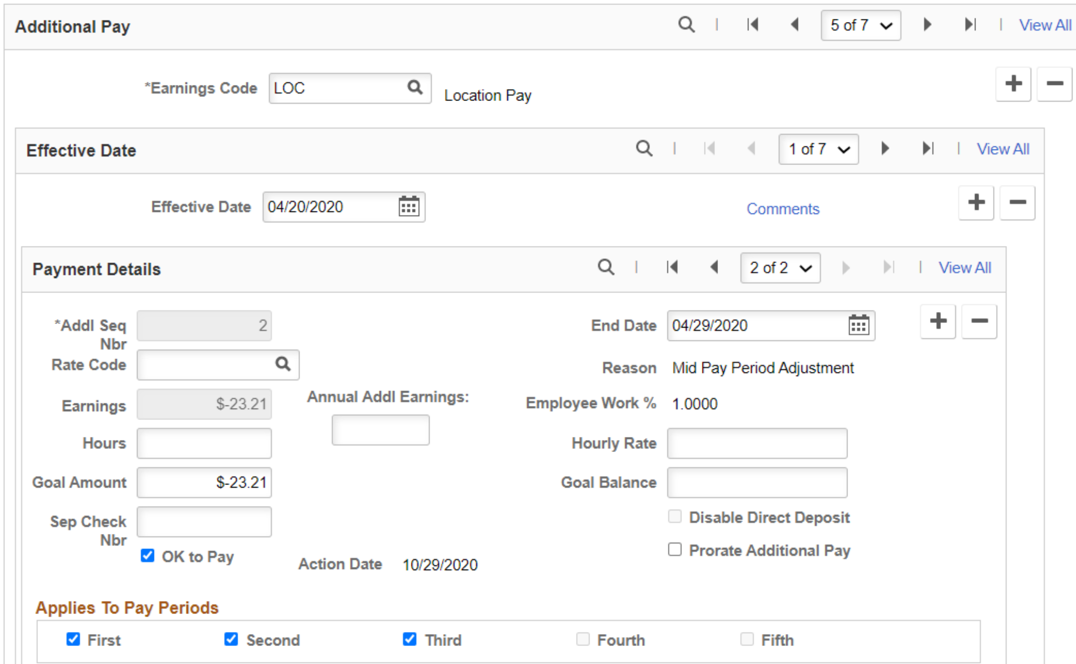
Effective Date 04/20/2020   Comments

Payment Details   1 of 1   View All

*Addl Seq Nbr 1   End Date
Rate Code   Reason Not Specified
Earnings $116.07   Annual Addl Earnings: 3026.00   Employee Work % 1.0000
Hours   Hourly Rate
Goal Amount   Goal Balance
Sep Check Nbr   Disable Direct Deposit
OK to Pay   Action Date 10/28/2020   Prorate Additional Pay

Applies To Pay Periods
First   Second   Third   Fourth   Fifth

3. Click Save.
   a. The Earnings field is filled. Earnings: 116.07 (system generated: Per Pay Period amount, greyed)
4. An additional sequence is generated by the system. This sequence 2 record is the one-time adjustment for the two days the employee is not eligible for the location pay in the pay period (116.07/ 10 = 11.607 X 2 days = $23.21).
   i. The system generates the Additional Pay end date using the current pay period end date
   j. The system generates the goal amount to be equal to the adjustment amount



Additional Pay 5 of 7 View All

*Earnings Code LOC Location Pay

Effective Date 1 of 7 View All

Effective Date 04/20/2020 Comments

Payment Details 2 of 2 View All

*Addl Seq Nbr 2

Rate Code

Earnings $-23.21

Annual Addl Earnings:

Hours

Goal Amount $-23.21

Sep Check Nbr

OK to Pay

Action Date 10/29/2020

End Date 04/29/2020

Reason Mid Pay Period Adjustment

Employee Work % 1.0000

Hourly Rate

Goal Balance

Disable Direct Deposit

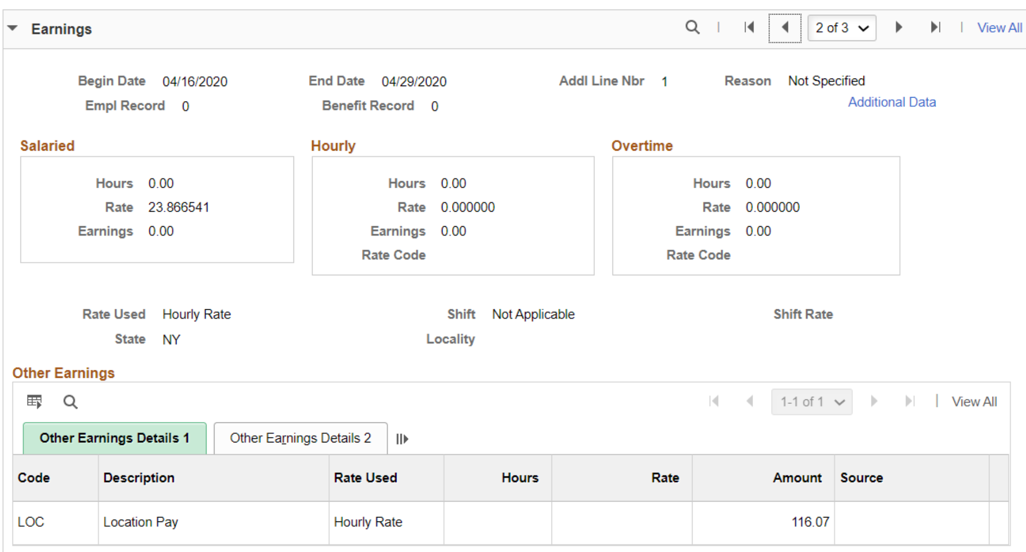
Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Result

After confirm, Review Paycheck:



Earnings 2 of 3 View All

Begin Date 04/16/2020 End Date 04/29/2020 Addl Line Nbr 1 Reason Not Specified

Empl Record 0 Benefit Record 0 Additional Data

Salaried

Hours 0.00
Rate 23.866541
Earnings 0.00

Hourly

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

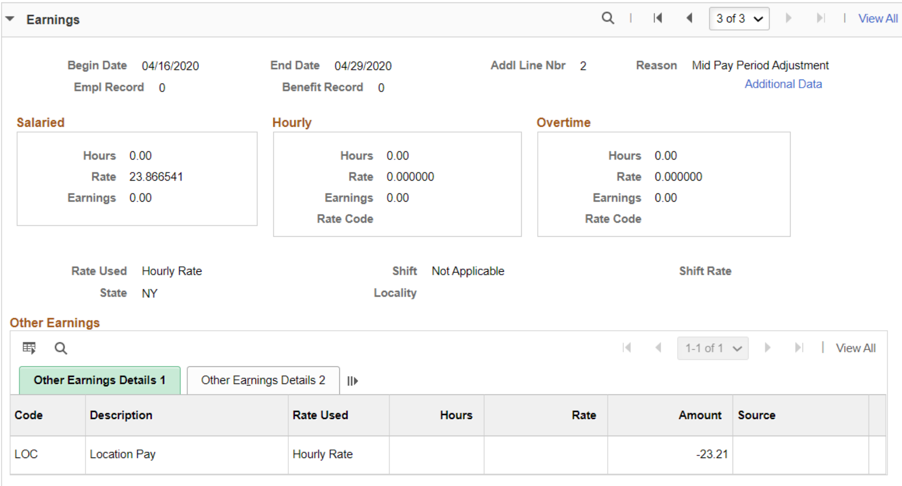
Rate Used Hourly Rate Shift Not Applicable Shift Rate

State NY Locality

Other Earnings 1-1 of 1 View All

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
LOC	Location Pay	Hourly Rate			116.07	



Earnings — 3 of 3 — View All

Begin Date 04/16/2020 | End Date 04/29/2020 | Addl Line Nbr 2 | Reason Mid Pay Period Adjustment
Empl Record 0 | Benefit Record 0 | Additional Data

Salaried		Hourly		Overtime	
Hours	0.00	Hours	0.00	Hours	0.00
Rate	23.866541	Rate	0.000000	Rate	0.000000
Earnings	0.00	Earnings	0.00	Earnings	0.00
		Rate Code		Rate Code	

Rate Used Hourly Rate | Shift Not Applicable | Shift Rate
State NY | Locality

Other Earnings — 1-1 of 1 — View All

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
LOC	Location Pay	Hourly Rate			-23.21	

Location Pay appears on the employee's check/advice as one amount:

Earnings

Description	Hours	Rate	Amount	YTD Amount
Reg Salary	80.00	23.866541	1,909.32	18,710.16
Loc Pay			92.86	92.86

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