

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

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name 1 of 1 | View All

*Effective Date + -

*Format Type English | Add Name

Display Name

Biographic Information

Date of Birth Years 0 Months 0

Birth Country USA | United States

Birth State | New York Retiree Indicator

Birth Location | Waive Data Protection

Prior SSN

Biographical History 1 of 1 | View All

*Effective Date + -

*Gender Unknown |

*Highest Education Level Not Indicated |

*Marital Status Unknown | As of

Language Code

Alternate ID

Full-Time Student

National ID

Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>

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
Add Name

English Name Format

Name Prefix	<input type="text"/>
*First Name	<input type="text"/>
Middle Name	<input type="text"/>
*Last Name	<input type="text"/>
Name Suffix	<input type="text"/>
Display Name	
Formal Name	
Name	

OK Cancel Refresh 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

Biographical Details **Contact Information** Regional Organizational Relationships

Empl ID NEW

Current Addresses

Address Type	As Of Date	Status	Address			
Home		A		Add Address Detail	+	-

10. Click the Add Address Detail link
Address History

Address Type Home

Address History

*Effective Date [] Address + -

Country USA

*Status A

Add Address

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

Edit Address

*Country United States

*Address 1 []

Address 2 []

Address 3 []

*City [] *State []

*Postal []

County []

OK Cancel

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

Biographical Details Contact Information Regional Organizational Relationships

Person ID NEW

Choose Org Relationship to Add

Employee

Reserve EmplId

Add Relationship

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.

The screenshot shows a web interface for 'Security Data'. At the top, there is a search bar and navigation controls. Below that, the 'Effective Date' is 12/05/2020, and there is a button labeled 'Get Enabled Security Types'. The main content area is titled 'Security Data' and contains a table with the following data:

Security Access Type	Enabled	Value 1	*Value 2
DEPARTMENT	<input checked="" type="checkbox"/>	Set ID	SHARE

The *Value 2 field in the table is highlighted with a blue border and contains the text '02000'. There is a small search icon and an 'x' button next to the input field.

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

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name 1 of 1 | View All

*Effective Date + -

*Format Type English | -

Display Name **Add Name**

Biographic Information

Date of Birth Years 0 Months 0

Birth Country USA | United States

Birth State

Birth Location

New York Retiree Indicator

Waive Data Protection

Prior SSN

Biographical History 1 of 1 | View All

*Effective Date + -

*Gender Unknown | -

*Highest Education Level Not Indicated | -

*Marital Status Unknown | -

As of

Language Code

Alternate ID

Full-Time Student

National ID 1-1 of 1 | View All

Country	*National ID Type	National ID	Primary ID
USA	Social Security Number -	<input type="text"/>	<input checked="" type="checkbox"/>

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
Add Name

English Name Format

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Display Name
Formal Name
Name

OK Cancel Refresh 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

Biographical Details **Contact Information** Regional Organizational Relationships

Empl ID NEW

Current Addresses

Address Type	As Of Date	Status	Address			
Home		A		Add Address Detail	+	-

10. Click the Add Address Detail link
Address History

Address Type Home

Address History

*Effective Date []

Country USA

*Status A

Add Address

+

-

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

Edit Address

*Country United States

*Address 1 []

Address 2 []

Address 3 []

*City [] *State []

*Postal []

County []

OK Cancel

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

Biographical Details Contact Information Regional Organizational Relationships

Person ID NEW

Choose Org Relationship to Add

Employee

Reserve EmplId

Add Relationship

16. Select the Employee checkbox
17. Click Add Relationship

18. A message will display

Are you sure you want to hire this person as an employee? (24000,320)

If you are sure, please click Yes and complete the required Job Data information, else please click No to return to page and Cancel.

19. Click Yes

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

Warning -- Social Security Number should be entered for US Employees. (1000,835)

Social Security Numbers are now required for all persons employed in the United States regardless of citizenship status. You must track this information and should require that it be provided by Employees when they are Hired.

h | Next tab | Refresh | Add | Update/Display | Include Histor

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.

Employee XXXXXXXXXX Empl ID XXXXXXXXXX
 Empl Record 0

Work Location Details 1 of 1

*Effective Date <input type="text"/>	Date Created 12/03/2020 <input type="button" value="Go To Row"/>
Effective Sequence <input type="text" value="0"/>	Action Hire
HR Status Active	*Reason <input type="text"/>
Payroll Status Active	*Job Indicator Primary Job

*Position Number <input type="text"/>	Line Number <input type="text"/>
NYS Position <input type="text"/>	History
Position Entry Date <input type="text"/>	<input type="checkbox"/> Position Management Record
*Regulatory Region USA	Comments United States
*Company <input type="text"/>	
*Business Unit NYSPY	New York State Payroll
*Department <input type="text"/>	
Department Entry Date <input type="text"/>	
*Location <input type="text"/>	
Position Location <input type="text"/>	
Establishment ID <input type="text"/>	
Last Start Date <input type="text"/>	
Expected Job End Date <input type="text"/>	

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

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

Employee [REDACTED] Empl ID [REDACTED]
Empl Record 0

Job Information Details 1 of 1

Effective Date	12/04/2020	Go To Row
Effective Sequence	0	Action Hire
HR Status	Active	Reason Appoint
Payroll Status	Active	Job Indicator Primary Job

Job Code	022748	PROGRAM AIDE	Future
NYS Jobcode	022748	PROGRAM AIDE	
Appointment Code	PERM <input type="checkbox"/>		
Entry Date	12/04/2020		
Supervisor Level			
Reports To			
Regular/Temporary	Regular	*Full/Part	Full-Time <input type="checkbox"/>
Empl Class	<input type="text"/>	*Officer Code	None <input type="checkbox"/>
Regular Shift	Not Applicable	Shift Rate	<input type="text"/>
Jurisdictional Class	Competitive	Shift Factor	<input type="text"/>

Standard Hours

Work Schedule	NYYYYYN	Position FTE	1.0000
Standard Hours	40.00	Part-Time Pct	1.0000 <input type="checkbox"/>
Work Period	W Weekly	Empl Work Percent	1.0000
<input type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override	

Contract Number

Contract Number	<input type="text"/>	Next Contract Number
Contract Type	<input type="text"/>	

[USA](#)

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

Employee [Redacted] Empl ID [Redacted]
 Employee [Redacted] Empl Record 0

Labor Information ? 1 of 1

Effective Date 12/04/2020
 Effective Sequence 0
 HR Status Active
 Payroll Status Active
 Action Hire
 Reason Appoint
 Job Indicator Primary Job
 Future

Bargaining Unit 06 M/C Benefit Flag 9
 Labor Agreement No Coverage
 Labor Agreement Entry Dt
 Employee Category
 Employee Subcategory
 Employee Subcategory 2
 Position Management Record
 Union Code MAN Management Confidential
 Union Seniority Date
 Works Council ID
 Labor Facility ID
 Entry Date
 Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff
 Reason

Assigned Seniority Dates ? 1-1 of 1 View All

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			<input type="checkbox"/>	

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.

Employee [Redacted] Empl ID [Redacted]
 Employee [Redacted] Empl Record 0

Payroll Information ? 1 of 1

Effective Date 12/04/2020
 Effective Sequence 0
 HR Status Active
 Payroll Status Active
 Action Hire
 Reason Appoint
 Job Indicator Primary Job
 Future

*Payroll System

Payroll for North America ?

Pay Group SIF State Insurance Fund
 Employee Type S Salaried
 Tax Location Code NY1 New York City Tax
 GL Pay Type
 Combination Code

Holiday Schedule 10DY 10 Day Sch
 *Tipped
 FICA Status
 Edit CharFields

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.

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

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Salary Plan Details ?

Effective Date 12/04/2020 Go To Row

Effective Sequence 0 Action Hire

HR Status Active Reason Appoint

Payroll Status Active Job Indicator Primary Job

Salary Admin Plan MAC Management Confidential

Grade 613 Grade 613

Step Step Entry Date 12/04/2020

Includes Wage Progression Rule

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.

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

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Compensation Details ?

Effective Date 12/04/2020 Go To Row

Effective Sequence 0 Action Hire

HR Status Active Reason Appoint

Payroll Status Active Job Indicator Primary Job

Compensation Rate 0.000000 *Frequency AA Admin

Salary Information

Anniversary Date 12/04/2020 Increment Code 0000

FIS Amount 0 NYS Grade 613

▶ Comparative Information ?

▶ Pay Rates ?

Pay Components ?

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 ANN	0		USD	A	

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.

Employment Information

Employee [REDACTED]

Empl ID [REDACTED]

Empl Record 0

Mail Drop ID

Organizational Instance ?

Organizational Instance Rcd 0	Original Start Date <input type="checkbox"/> Override			
Last Start Date	First Start Date			
Termination Date	Years Months Days	0	0	0
Org Instance Service Date	<input type="checkbox"/> Override			

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	First Assignment Start
Assignment End Date	
Home/Host Classification Home	Years Months Days
Company Seniority Date <input type="checkbox"/> Override	0 0 0
Benefits Service Date <input type="checkbox"/> Override	0 0 0
Seniority Pay Calc Date <input type="checkbox"/> Override	0 0 0
Probation Date <input style="width: 80px;" type="text"/>	
Professional Experience Date <input style="width: 80px;" type="text"/>	Last Verification Date <input style="width: 120px;" type="text"/>
Business Title	Position Phone

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

Benefits Program Participation

[Redacted]

Empl ID [Redacted]

Employee

Empl Record 0

Benefit Status ?
1 of 1

Benefit Record Number

Go To Row

Effective Date	12/04/2020				
Effective Sequence	0	Action	Hire		
HR Status	Active	Reason	Appoint		
Payroll Status	Active	Job Indicator	Primary Job		

*Benefits System Base Benefits

Future

Annual Benefits Base Rate

USD

Benefits Employee Status

Active

Benefits Administration Eligibility ?

Eligible for Health Insurance Coverage (Y/N)

Date Eligible for Health Insurance Coverage

Benefit Program Participation Details ?
1 of 1
View All

*Effective Date

Currency Code + -

*Benefit Program

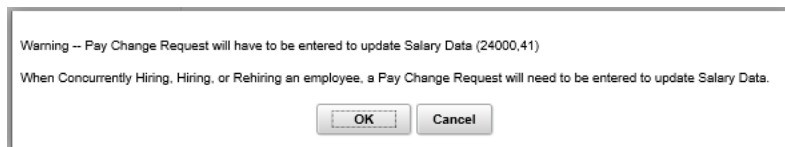
45. Enter or confirm the following fields:

- 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.

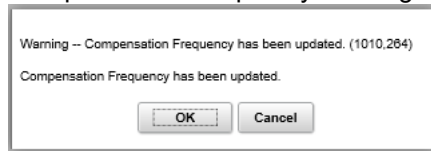
46. Click the OK button.

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.

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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.

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Employee [REDACTED] Empl ID [REDACTED]
Empl Record 1

Work Location Details 1 of 1

*Effective Date [REDACTED] Date Created 12/02/2020 Go To Row + -

Effective Sequence 0 Action Concurrent Hire

HR Status Active *Reason [REDACTED]

Payroll Status Active *Job Indicator Primary Job

*Position Number [REDACTED] Line Number [REDACTED] History

NYS Position [REDACTED]

Position Entry Date [REDACTED]

Position Management Record Comments

*Regulatory Region USA United States

*Company [REDACTED]

*Business Unit NYSPY New York State Payroll

*Department [REDACTED]

Department Entry Date [REDACTED]

*Location [REDACTED]

Position Location [REDACTED]

Establishment ID [REDACTED]

Last Start Date [REDACTED]

Expected Job End Date [REDACTED]

Job Data Employment Data Earnings Distribution Benefits Program Participation

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

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

Supervisor Level

Reports To

*Regular/Temporary Regular

Empl Class

*Regular Shift Not Applicable

*Jurisdictional Class (Invalid Value)

*Full/Part Full-Time

*Officer Code None

Shift Rate

Shift Factor

Standard Hours ?

Work Schedule	<input type="text" value="NYYYYYN"/>	Position FTE	<input type="text"/>
Standard Hours	<input type="text" value="40.00"/>	Part-Time Pct	<input type="text" value="1.0000"/>
Work Period	<input type="text" value="W"/> Weekly	Empl Work Percent	<input type="text" value="0.0000"/>
<input type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override	
Combined Standard Hours	<input type="text" value="0.00"/>	As of Date	<input type="text" value="12/02/2020"/>

Contract Number ?

Contract Number <input type="text"/>	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".

Add an Employment Instance
2 of 62

6. Continue to the Job Labor page.

Employee [Redacted] Empl ID [Redacted]
 Empl Record 1

Labor Information ? 1 of 1

Effective Date 12/02/2020
 Effective Sequence 0 Action Concurrent Hire
 HR Status Active Reason
 Payroll Status Active Job Indicator Primary Job Current

Bargaining Unit Benefit Flag
 Labor Agreement No Coverage
 Labor Agreement Entry Dt
 Employee Category
 Employee Subcategory
 Employee Subcategory 2
 Position Management Record
 Union Code
 Union Seniority Date
 Works Council ID
 Labor Facility ID
 Entry Date
 Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff Reason

Assigned Seniority Dates ? 1-1 of 1 View All

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			<input type="checkbox"/>	

- 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.
- Continue to the Payroll page.

Employee [Redacted] Empl ID [Redacted]
 Empl Record 1

Payroll Information ? 1 of 1

Effective Date 12/02/2020
 Effective Sequence 0 Action Concurrent Hire
 HR Status Active Reason
 Payroll Status Active Job Indicator Primary Job Current

Payroll System Payroll for North America

Payroll for North America ?

Pay Group Holiday Schedule
 Employee Type *Tipped
 Tax Location Code FICA Status
 GL Pay Type Edit CharFields
 Combination Code

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.

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

Employee [Redacted] Empl ID [Redacted]
Empl Record 1

Salary Plan Details 1 of 1

Effective Date 12/02/2020 Go To Row

Effective Sequence 0 Action Concurrent Hire

HR Status Active Reason

Payroll Status Active Job Indicator Primary Job Current

Salary Admin Plan

Grade Grade Entry Date 12/02/2020

Step Step Entry Date 12/02/2020

Includes Wage Progression Rule

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.

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

Employee [Redacted] Empl ID [Redacted]
Empl Record 1

Compensation Details 1 of 1

Effective Date 12/02/2020 Go To Row

Effective Sequence 0 Action Concurrent Hire

HR Status Active Reason

Payroll Status Active Job Indicator Primary Job Current

Compensation Rate 0.000000 *Frequency B Biweekly

Salary Information

Anniversary Date 12/02/2020 Increment Code 0000

FIS Amount 0 NYS Grade

▶ Comparative Information ?

▶ Pay Rates ?

Pay Components ?

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1	0				

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.

Employment Information

Employee [REDACTED]

Empl ID [REDACTED]

Empl Record 1

Mail Drop ID

Organizational Instance ?

Organizational Instance Rcd	1	Original Start Date	12/02/2020	<input type="checkbox"/> Override	
Last Start Date	12/02/2020	First Start Date	12/02/2020		
Termination Date		Years	Months	Days	
Org Instance Service Date	12/02/2020	<input type="checkbox"/> Override	0	0	1

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	12/02/2020	First Assignment Start	12/02/2020		
Assignment End Date					
Home/Host Classification	Home	Years	Months	Days	
Company Seniority Date	12/02/2020	<input type="checkbox"/> Override	0	0	1
Benefits Service Date	12/02/2020	<input type="checkbox"/> Override	0	0	1
Seniority Pay Calc Date	12/02/2020	<input type="checkbox"/> Override	0	0	1
Probation Date	<input type="text"/>				
Professional Experience Date	<input type="text"/>	Last Verification Date	<input type="text"/>		
Business Title	ADMINISTRATIVE ASSISTANT	Position Phone			

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.

The screenshot displays the 'Benefit Program Participation' page. At the top, there is a header with 'Benefit Program Participation' and 'Empl ID [redacted]'. Below this, the employee's name and 'Empl Record 1' are visible. The main section is titled 'Benefit Status' and contains several fields: 'Benefit Record Number' (1), 'Effective Date' (12/02/2020), 'Effective Sequence' (0), 'HR Status' (Active), and 'Payroll Status' (Active). It also shows 'Action' (Concurrent Hire), 'Reason' (Appoint), and 'Job Indicator' (Primary Job). A 'Go To Row' button is present. Below this, there are dropdowns for '*Benefits System' (Base Benefits) and 'Annual Benefits Base Rate'. A section for 'Benefits Administration Eligibility' includes a dropdown for 'Eligible for Health Insurance Coverage (Y/N)' and a date field. The bottom section, 'Benefit Program Participation Details', shows '*Effective Date' (12/02/2020) and '*Benefit Program'.

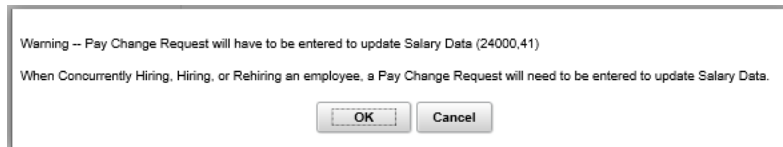
18. Enter the following fields:

- 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.

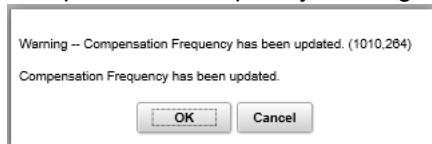
19. Click the OK button.

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.

Warning -- This employee already has a primary job. (1000,604)

| An employee should have exactly 1 primary job.

OK

Cancel

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

The screenshot shows a web-based form for 'Work Location Details'. At the top, there are navigation tabs: 'Work Location' (highlighted), 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, there are fields for 'Empl ID' and 'Employee', both containing redacted information. The main form area is titled 'Work Location Details' and contains several sections of data entry fields and dropdown menus. The fields include: *Effective Date (calendar icon), Effective Sequence (0), HR Status (Inactive), Payroll Status (Terminated), Date Created (12/04/2020), *Action (Rehire), *Reason (search icon), *Job Indicator (Primary Job), *Position Number, Position Entry Date, Regulatory Region (USA), Business Unit (NYSKY), Establishment ID (STATE), Last Start Date (09/18/2002), Expected Job End Date (calendar icon), Termination Date (05/21/2003), and Last Date Worked (05/21/2003). There are also checkboxes for 'Position Management Record' and 'Override Last Date Worked'. A 'Go To Row' button and a search icon are visible in the top right corner of the form area.

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

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

[REDACTED]

Empl ID [REDACTED]

Employee
Empl Record 0

Job Information Details ?
1 of 2

Effective Date 12/07/2020	Action Rehire
Effective Sequence 0	Reason
HR Status Inactive	Job Indicator Primary Job
Payroll Status Terminated	Future

Job Code 004355	STUDENT ASSNT
NYS Jobcode 004355	STUDENT ASSNT
Appointment Code TEMP	
Entry Date 12/07/2020	
Supervisor Level	
Reports To	
Regular/Temporary Temporary	*Full/Part Full-Time
Empl Class [REDACTED]	*Officer Code None
Regular Shift Not Applicable	Shift Rate [REDACTED]
*Jurisdictional Class Non-Competitive	Shift Factor [REDACTED]

Standard Hours ?

Work Schedule NYYYYYN	Position FTE 1.0000
Standard Hours 40.00	Part-Time Pct 1.0000
Work Period W Weekly	Empl Work Percent 1.0000
<input type="checkbox"/> Adds to FTE Actual Count?	<input type="checkbox"/> Encumbrance Override
Combined Standard Hours 40.00	As of Date 12/07/2020

Contract Number ?

Contract Number	Next Contract Number
Contract Type	

USA

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.

Enter a Rehire
1 of 62

6. Continue to the Job Labor Page

Employee [Redacted] Empl ID [Redacted]
 Empl Record 0

Labor Information 1 of 2

Effective Date 12/07/2020 Go To Row
 Effective Sequence 0
 HR Status Inactive
 Payroll Status Terminated
 Action Rehire
 Reason
 Job Indicator Primary Job
 Future

Bargaining Unit 71 71Nocover
 Labor Agreement
 Labor Agreement Entry Dt
 Employee Category
 Employee Subcategory
 Employee Subcategory 2
 Position Management Record
 Union Code 71N Hourly Unassigned
 Union Seniority Date
 Works Council ID
 Labor Facility ID
 Entry Date
 Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff
 Benefit Flag
 No Coverage
 Reason

Assigned Seniority Dates 1 of 1 View All

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			<input type="checkbox"/>	

- 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.
- Continue to the Payroll page.

Employee [Redacted] Empl ID [Redacted]
 Empl Record 0

Payroll Information 1 of 2

Effective Date 12/07/2020 Go To Row
 Effective Sequence 0
 HR Status Inactive
 Payroll Status Terminated
 Action Rehire
 Reason
 Job Indicator Primary Job
 Future

*Payroll System

Payroll for North America

Pay Group IE2 Institution/Extra Lag - 2
 Employee Type H Hourly
 Tax Location Code NY State of New York
 Holiday Schedule 10DY 10 Day Sch
 *Tipped
 FICA Status
 Combination Code
 Edit ChartFields

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.

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

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Salary Plan Details 1 of 2

Effective Date 12/07/2020 Go To Row

Effective Sequence 0 Action Rehire
HR Status Inactive Reason
Payroll Status Terminated Job Indicator Primary Job

Salary Admin Plan UNA Unassigned to any unit
Grade 600 Grade 600
Step Step Entry Date
 Includes Wage Progression Rule

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.

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

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Compensation Details 1 of 2

Effective Date 12/07/2020 Go To Row

Effective Sequence 0 Action Rehire
HR Status Inactive Reason
Payroll Status Terminated Job Indicator Primary Job

Compensation Rate 0.000000 *Frequency H Hourly

Salary Information

Anniversary Date 09/18/2002 Increment Code 0000
FIS Amount 0 NYS Grade

▶ Comparative Information ?

▶ Pay Rates ?

Pay Components ?

Amounts | Controls | Changes | Conversion | ||

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 HRV	0		USD	H	

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.

Employment Data

Employee [REDACTED]

Empl ID [REDACTED]

Empl Record 0

Mail Drop ID

Organizational Instance ?

Organizational Instance Rcd	0	Original Start Date	09/18/2002	<input type="checkbox"/> Override
Last Start Date	09/18/2002	First Start Date	09/18/2002	
Termination Date	05/21/2003			
Org Instance Service Date	09/18/2002	<input type="checkbox"/> Override	↻	
		0	8	4

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	09/18/2002		First Assignment Start	09/18/2002
Assignment End Date	05/21/2003			
Home/Host Classification	Home			
Company Seniority Date	09/18/2002	<input type="checkbox"/> Override	↻	0 8 4
Benefits Service Date	09/18/2002	<input type="checkbox"/> Override	↻	0 8 4
Seniority Pay Calc Date		<input type="checkbox"/> Override	↻	0 0 0
Probation Date	<input style="width: 100px;" type="text"/>			
Professional Experience Date	<input style="width: 100px;" type="text"/>		Last Verification Date	<input style="width: 100px;" type="text"/>
Business Title	STUDENT ASSNT		Position Phone	

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

Benefit Program Participation

Employee [REDACTED]

Empl ID [REDACTED]

Empl Record 0

Benefit Status 1 of 2

Benefit Record Number Go To Row

Effective Date 12/07/2020

Effective Sequence 0 Action Rehire

HR Status Inactive Reason

Payroll Status Terminated Job Indicator Primary Job

*Benefits System Base Benefits Future

Benefits Employee Status Active

Annual Benefits Base Rate USD

Benefits Administration Eligibility

Eligible for Health Insurance Coverage (Y/N)

Date Eligible for Health Insurance Coverage

Benefit Program Participation Details 1 of 1

*Effective Date Currency Code USD

*Benefit Program Hourly Unassigned

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.

Warning -- Pay Change Request will have to be entered to update Salary Data (24000.41)

When Concurrently Hiring, Hiring, or Rehiring an employee, a Pay Change Request will need to be entered to update Salary Data.

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	TRSBEP	86	TRSBEP
7X	TRSBT5	86	TRSBT5
7X	TRSBT6	86	TRSBT6
7Y	ERSAFT	87	ERSAFT
7Y	ERSBEP	87	ERSBEP
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.

USA-Pension Plans

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

[Find an Existing Value](#)

▼ Search Criteria

Empl ID begins with

Benefit Record Number =

Name begins with

Last Name begins with

Business Unit begins with

Department Set ID begins with

Department begins with

Organizational Relationship =

Alternate Character Name begins with

Include History Correct History

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

[Basic Search](#)

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

USA-Pension Plans

Employee ID N Benefit Record Number 0

Plan Type

*Plan Type

Coverage

*Deduction Begin Date *Election Date 10/15/2020

Coverage Election

Elect Waive Terminate

Benefit Program 08U United Univ Professors SUNY *Registration Nbr

Benefit Plan

Option Code

Voluntary Contributions

Flat Amount Contribution \$0.00 Or Total Contribution 0.000

Salary for Pension Calculation Payroll Status Active

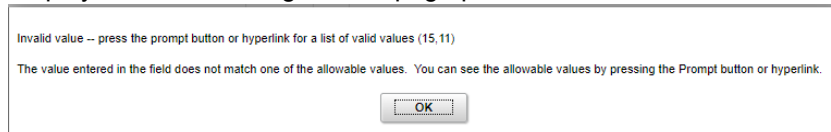
Election Options

Option Code	Description	Percentage
1		

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

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
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:

Favorites + Main Menu + Benefits + Enroll In Benefits + USA-Pension Plans

USA-Pension Plans

Employee ID Benefit Record Number 0

Plan Type 87 Employee's Retirement System

Coverage

*Deduction Begin Date 02/27/2020 *Election Date 02/27/2020

Coverage Election

Elect Waive Terminate

Benefit Program 04C CSEA Institutional Svcs *Registration Nbr 62451778
Benefit Plan ERSBT6 ERS BEFORE TAX TIER 6
Option Code

Voluntary Contributions

Flat Amount Contribution \$0.00 Or Total Contribution 3.000

Salary for Pension Calculation Payroll Status Active

Election Options

Option Code	Description	Percentage
1 SEO	Standard Election Option	3.000

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

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).

Additional Pay

Create Additional Pay

Employee Empl ID Empl Record 0

Additional Pay Q | < | << | 5 of 6 | >> | > | View All

*Earnings Code RTR Memo CompLmt ERSBT6 + -

Effective Date Q | < | << | 1 of 1 | >> | > | View All

Effective Date Comments + -

Payment Details Q | < | << | 1 of 1 | >> | > | View All

*Addl Seq Nbr <input type="text" value="99"/> Rate Code <input type="text"/> Earnings <input type="text"/> Hours <input type="text"/> Goal Amount <input type="text"/> Sep Check Nbr <input type="text"/> <input checked="" type="checkbox"/> OK to Pay Action Date 10/16/2014	End Date <input type="text"/> + - Reason PENSION Employee Work % 1.0000 Hourly Rate <input type="text"/> Goal Balance <input type="text"/> <input type="checkbox"/> Disable Direct Deposit <input type="checkbox"/> Prorate Additional Pay
---	--

Applies To Pay Periods

First
 Second
 Third
 Fourth
 Fifth

Additional Pay

Create Additional Pay

Employee Empl ID Empl Record 0

Additional Pay Q | < | << | 6 of 6 | >> | > | View All

*Earnings Code RTR Memo OT Lmt ERSBT6 + -

Effective Date Q | < | << | 1 of 1 | >> | > | View All

Effective Date Comments + -

Payment Details Q | < | << | 1 of 1 | >> | > | View All

*Addl Seq Nbr <input type="text" value="99"/> Rate Code <input type="text"/> Earnings <input type="text"/> Hours <input type="text"/> Goal Amount <input type="text"/> Sep Check Nbr <input type="text"/> <input checked="" type="checkbox"/> OK to Pay Action Date 10/16/2014	End Date <input type="text"/> + - Reason PENSION Employee Work % 1.0000 Hourly Rate <input type="text"/> Goal Balance <input type="text"/> <input type="checkbox"/> Disable Direct Deposit <input type="checkbox"/> Prorate Additional Pay
---	--

Applies To Pay Periods

First
 Second
 Third
 Fourth
 Fifth

Job Information

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.

[Return to top](#)

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.

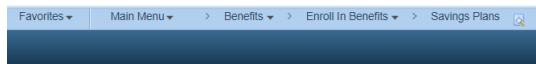
Savings Plans

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.



Savings Plans

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

Find an Existing Value

▼ Search Criteria

Empl ID

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Correct History

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

[Basic Search](#)

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

Savings Plans

Highly Compensated Employee ID Benefit Record Number 1

Plan Type 2 of 2 View All

*Plan Type

Coverage 1 of 1 View All

*Coverage Begin Date *Deduction Begin Date

Coverage Election

Elect Terminate *Election Date 10/16/2020

Benefit Program TCP Proff Staff Congress

Benefit Plan

Option Code

Before Tax Investment **After Tax Investment**

Flat Amount Flat Amount

Percent of Earnings Percent of Earnings

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:

Savings Plans

Highly Compensated Employee ID Benefit Record Number 1

Plan Type 2 of 2 View All

*Plan Type 4Z Optional Retirement Plan (VDC)

Coverage 1 of 1 View All

*Coverage Begin Date *Deduction Begin Date

Coverage Election

Elect Terminate *Election Date 10/16/2020

Benefit Program TCP Proff Staff Congress

Benefit Plan

Option Code

Before Tax Investment

Percent of Earnings

- 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.

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.

- **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:

This enrollment (T2SUAX on) does not allow an employee contribution - it is an employer-only plan. (3000,615)

This Savings Plan is defined as an Employer-Only plan. Employees may enroll in this plan, but are not allowed to contribute to this type of plan. Please change the participant's enrollment to remove any contribution values.

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:

Savings Plans

Savings Plans

Employee ID Benefit Record Number 1

Highly Compensated

Plan Type 2 of 2 | View All

*Plan Type Optional Retirement Plan (VDC) + -

Coverage 1 of 1 | View All

*Coverage Begin Date + -

*Deduction Begin Date + -

Coverage Election

Elect Terminate + -

*Election Date

Benefit Program TCP Proff Staff Congress

Benefit Plan SUNY ORP-T5-3PCT-ER 8PCT

Option Code

Before Tax Investment

Percent of Earnings

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.

The screenshot shows the 'Suspense Page' for employee EATON, CHRISTINA J. (Employee ID: N02027420). The page displays the following information:

- Company: NYS
- Adjusted Date of Hire: 10/20/2020
- Projected 366 Day Completion Date: 10/21/2021
- Check Date Escrow Money Sent: (empty field)
- Projected 7 Year Completion Date: 10/20/2027

There is an 'Override' checkbox which is currently unchecked.

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:

The screenshot shows the 'Suspense Page' for an employee. The page displays the following information:

- Company: NYS
- Adjusted Date of Hire: 09/01/2017
- Projected 366 Day Completion Date: 09/01/2018
- Check Date Escrow Money Sent: 09/19/2018
- Projected 7 Year Completion Date: 04/10/2020

There is an 'Override' checkbox which is currently unchecked.

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

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.

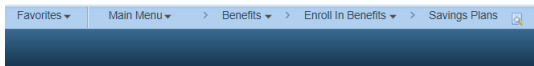
Savings Plans

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.



Savings Plans

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

Find an Existing Value

▼ Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Include History Correct History

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

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

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



Savings Plans

Employee ID Benefit Record Number 0

Highly Compensated

Plan Type 1 of 1 View All

Coverage 1 of 1 View All

*Coverage Begin Date *Deduction Begin Date

Coverage Election Elect Terminate *Election Date 10/16/2020

Benefit Program AJC Adjunct
Benefit Plan

Option Code

Before Tax Investment Flat Amount Percent of Earnings

After Tax Investment Flat Amount Percent of Earnings

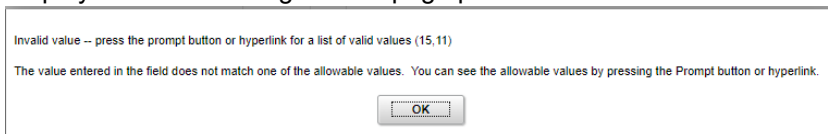
Save **Return to Search** **Previous in List** **Next in List** **Notify** **Refresh** **Update/Display** **Include History** **Correct History**

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.



- 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 46 403(b) + -

Coverage

*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	After Tax Investment
Flat Amount	Flat Amount 45.00
Percent of Earnings 16.000	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.

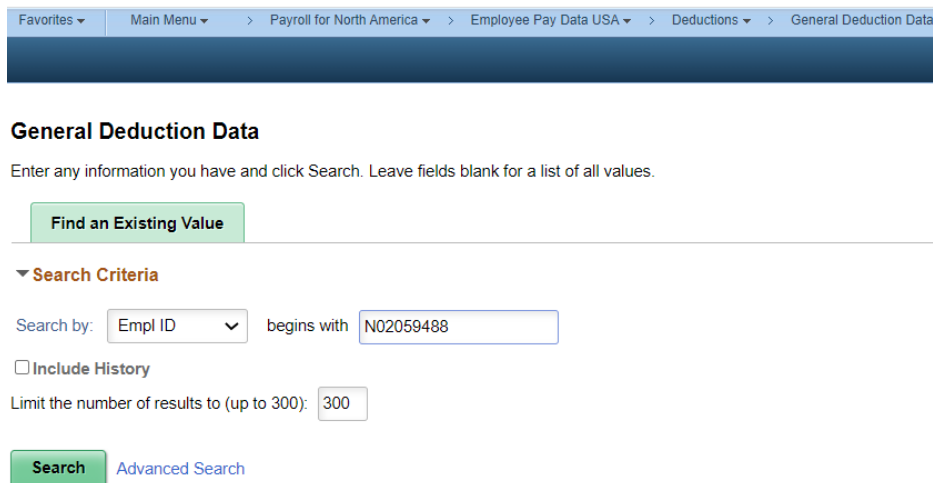
General Deduction Data

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.



The screenshot shows the 'General Deduction Data' search page. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > General Deduction Data. Below this is a dark blue header bar. The main content area is titled 'General Deduction Data' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a green button labeled 'Find an Existing Value'. Below this is a section titled 'Search Criteria' with a dropdown arrow. The search criteria include: 'Search by: Empl ID' (dropdown), 'begins with' (text input containing 'N02059488'), an unchecked checkbox for 'Include History', and a text input for 'Limit the number of results to (up to 300):' containing '300'. At the bottom, there is a green 'Search' button and a link for 'Advanced 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.

General Deduction

Empl ID N02059488 NAME,NAME D
 Empl Record 0
 Primary Empl Record:
 Company NYS STATE OF NEW YORK

General Deduction 2 of 9 | View All

*Deduction Code + -

Deduction Details 1 of 1 | View All

*Effective Date + -

Calculation Routine

Deduction End Date Deduction Rate or %

Goal Amount Flat/Addl Amount

Current Goal Balance

OSC/Agency Deduction Override

This data was last updated by _____ Data last updated on _____

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.

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.

Forms

Find an Existing Value Add a New Value

Sequence Number 1

Add

[Find an Existing Value](#) | [Add a New Value](#)

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

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):

Search Clear Basic Search Save Search Criteria

Search Results

View All

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
1	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.

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 Cashed
 Subject: Stop Payment Request

*Paycheck Number <input type="text" value="36567878"/>	Submission Date 10/27/2020
Preparer's Name SARAH HINCHCLIFF	Department 01069 New York State Police
*Preparer Phone <input type="text" value="518 222-4444"/>	Employee N01140943 APPLE CRISP
*Preparer Email <input type="text" value="shunchcliff@osc.ny.gov"/>	Emp_Record 0
*Reason for Request <input type="text" value="Exchange"/>	Amount of Check 27.70
	Issuance Date 01/27/2016

Preparer Comments

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):

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

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):

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

Request for Payroll Check Stop Payment

Seq Nbr:	4	<input checked="" type="checkbox"/> Cashed	
Subject:	Stop Payment Request	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

A calendar for April 2020. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. A red oval highlights the dates 20, 21, 22, 23, and 24, which are the days with location pay. Another red oval highlights the dates 27, 28, and 29, which are the days with no location pay.

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

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.

Additional Pay 5 of 7 [View All](#)

*Earnings Code Location Pay

Effective Date 1 of 7 [View All](#)

Effective Date Comments

Payment Details 2 of 2 [View All](#)

*Addl Seq Nbr End Date

Rate Code Reason

Earnings Annual Addl Earnings: Employee Work %

Hours

Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr Disable Direct Deposit

OK to Pay Action Date 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 End Date Addl Line Nbr Reason [Additional Data](#)

Empl Record Benefit Record

Salaried

Hours
Rate
Earnings

Hourly

Hours
Rate
Earnings
Rate Code

Overtime

Hours
Rate
Earnings
Rate Code

Rate Used Shift Shift Rate

State Locality

Other Earnings

1-1 of 1 [View All](#)

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 Add'l Line Nbr 2 Reason Mid Pay Period Adjustment
 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			-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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