



PAYROLL IMPROVEMENT PROJECT

Cutover Preparation

March 4, 2021



Goals

- We will review:
 - *What to do between now and cutover*
 - *What to do during cutover / PayServ down time*
 - *What to expect when PayServ v 9.2 goes live*
 - *How to get help with PayServ v 9.2*
 - *Answers to the questions you submitted*

Agenda

1. Information for Agencies

- *Project Bulletins*
- *Bulletin Boards*
- *Extended PayServ Availability*

2. Before Go Live

- *Direct Deposit Conversion and Cancellations*
- *Query lists for verification and update*
- *Schedule changes and file availability*

3. During Cutover

- *Hold files*
- *Review available materials*
- *Clear cache*

4. Go Live

- *System availability*

5. After Go Live

- *Schedule changes*
 - *New file layouts*
- *Post Go Live Support*
 - *PayServ92Support mailbox*
 - *Agency Coordinators*
- *Changes in 9.2*

6. Questions

- *Questions submitted via Chat function*

Information for Agencies

- Project Bulletins
 - *All Payroll Improvement Project bulletins are on the Payroll Bulletins webpage*
- Bulletin Boards
 - *Updates and reminders have been and will continue to be posted on the PayServ bulletin board*
- PUG Newsletter
 - *An email newsletter is sent monthly to all PUG invitees with updates from all Payroll areas and summaries of the month's communications*

Information for Agencies

■ Extended Availability

03/04	5:00 am – 8:00 pm
03/05	5:00 am – 8:00 pm
03/06	6:30 am – 4:00 pm
03/07	6:30 am – 4:00 pm
03/08	7:00 am – 8:00 pm
03/09	7:00 am – 8:00 pm
03/10	7:00 am – 12:00 pm
03/15	TBD* – 4:00 pm
03/16	6:00 am – 8:00 pm
03/17	6:00 am – 8:00 pm
03/18	6:00 am – 8:00 pm

Before Go Live

- Direct Deposit Conversion and Cancellations
 - *A new form AC 2772 was issued and should be used effective February 9; old form AC 2772s should not be accepted by agencies*
 - *Any employee who is newly hired or whose direct deposit is updated could be newly impacted; agencies must review employees for impact and verify employees' conversion selections*
 - *Selections for impacted employees with multiple jobs must be made by noon on March 10, 2021*
 - *Agency coordinators will receive data this week for impacted employees who do not have selections and would be converted to check based on current data*

Before Go Live

- Direct Deposit Conversion and Cancellations (cont.)
 - *Agencies must process all Form AC 3446s they received by March 1, 2021 and continue to do outreach to impacted employees*
 - *All employees who will be converted to check will be mailed a letter advising them of the change after March 10, 2021*
 - *The Direct Deposit selection table and locked queries will not be available after noon on March 10 and are not being carried forward to v 9.2*

Before Go Live

- Schedule changes and file availability
 - *Last payroll in v. 9.1 will be Administration Pay Period 24L/25C, paycheck date March 17, 2021*
 - AI Cutoff was March 1
 - Time Entry and Online Cutoff was March 2
 - No Back End Splits
 - Files usually created on March 12 will be run on March 10 instead
 - *First payroll in v 9.2 will be Institution Pay Period 25L/26C, paycheck date March 25, 2021*
 - AI, Time Entry, and Online Cutoff is March 5
 - Deductions, Taxes, and Direct Deposit March 4 – March 10 at noon
 - *No files will be processed in v 9.1 after March 10*
 - *Files should not be sent to OSC for processing from March 10 – March 14*
 - *Files sent beginning March 14 will be processed in v 9.2*

Before Go Live

- Query lists for verification and update
 - *PS Queries that were renamed before January 25, 2021 will be converted to 9.2; users may continue to rename queries and OSC will attempt to move any queries appropriately renamed before close of business on March 9, 2021*
 - *PS Query users should create and maintain a list of queries they have renamed and expect to see converted to v 9.2*
 - *Queries will not be retrofitted; any changes that were necessary during agency testing will have to be re-applied to queries after cutover*
 - *Updated Query Data Dictionary and crosswalk available to assist users in updating queries*

During Cutover

- Agencies can
 - *Clear cache*
Instructions are available in PIP-017 if needed
 - *Review Job Aids*
A list of materials is contained in PIP-008
 - *Review bulletins*
All project bulletins are available at
<https://www.osc.state.ny.us/state-agencies/payroll-bulletins/payroll-improvement-project>

During Cutover

- OSC will

- *Complete the schedule for Admin 24L/25C*
- *Complete technical upgrade activities*
- *Run conversion programs to move and update data*
- *Validate converted of data*
- *Test system access*
- *Complete audit activities suspended for cutover*
- *Run nightly batch schedule to catch up after cutover*

Go Live

■ System Availability

- *Files may be sent beginning on March 14, 2021*
- *PayServ will not be available to agencies until Monday, March 15, 2021*
- *System hours will be determined during cutover weekend based on completion of upgrade activities*
 - *A blast email will be sent when the system is ready for use on March 15*
 - *PayServ will be available until 4 pm on March 15*
- *Extended hours will resume on March 16 to allow agencies additional time for payroll processing*

After Go Live

■ Schedule changes

- *The first payroll processed in PayServ v 9.2 will be Institution 25L/26C, paycheck date March 25, 2021.*
- *First Master File in v 9.2 format will be available March 19, 2021*
- *Files will be accepted, using v 9.2 formats, beginning March 14, 2021*

■ Post Go Live support

- *Agency Coordinators will liaise between OSC and agencies*
- *Direct all 9.2 issues to the PayServ92Support mailbox*

■ Changes in PayServ 9.2

- *Details in PIP bulletins*
- *Job Aids will be available on PayServ bulletin board*

After Go Live

■ Changes in PayServ 9.2

- *Look and Feel Differences*
- *Navigation*
- *Conversion*
 - Compensation Rate Code replacing Pay Basis Code
 - Retirement Plans moving to Pension Plans
 - ORP/VDC and 403(b) deductions moving to Savings Plans
 - General Deductions moving to General Deductions Data
- *Automatic ORP/VDC Benefit Plan updates*
- *ORP/VDC Arrears Deductions*
- *New Codes*
- *Mid-Pay Period Additional Pay proration*
- *Changes to Master File layout*
- *Changes to Automated Interface*
- *Person of Interest replacing Reserve EmplID*
- *Add a Person, Add Employment Instance*
- *One direct deposit per employee*
- *Request Stop Payment form online in PayServ*
- *Renamed queries only being moved*

QUESTIONS?

PayrollImprovementProject@osc.ny.gov

Questions and Answers

Q: Who should I contact in regards to issues with queries?

A: Before go live, questions may be sent to payrollimprovementproject@osc.ny.gov. After 3/15, issues related to the upgrade should be sent to payserv92support@osc.ny.gov.

Q: Will you accept AI file after 4PM on 3/15?

A: Files will be accepted beginning 3/14. They will be accepted until 3/16 at 5:45 PM. Feedback files for AI will be produced on the same schedule as they are today.

Q: Does this mean that we will no longer need to calculate the ORP arrears amounts?

A: No. Detailed information is available in Bulletin PIP-014 (<https://www.osc.state.ny.us/state-agencies/payroll-bulletins/payroll-improvement-project/pip-014-orphdc-arrears-deductions>). ORP/VDC arrears are being re-calculated for 9.2, and new deduction codes will be entered. Going forward, arrears amounts and employer and employee deductions will need to be calculated and entered.

Q: Are you going to send out a new Navigation List since some of the pages are changing?

A: The navigation list for 9.2, as well as a crosswalk, was sent in Bulletin PIP-005 (<https://www.osc.state.ny.us/state-agencies/payroll-bulletins/payroll-improvement-project/pip-005-navigation-changes-payserv-92>). The navigation list linked in the PayServ bulletin board will also be replaced with a 9.2 version during cutover.

Questions and Answers

Q: You mentioned Pay to Pay addl pay adjustments will automatically adjust. Do you have info regarding what will happen with Retro adjustments? Will the mid pay period adjustments be calculated for the 12 hr shifts also?

A: Detailed information on the addl pay changes are available in Bulletin PIP-012 (<https://www.osc.state.ny.us/state-agencies/payroll-bulletins/payroll-improvement-project/pip-012-changes-mid-pay-period-additional-pay>). Future retroactive changes made to an automatically calculated addl pay proration will correctly calculate both Sequence Number 1 and 2 rows; agencies should not need to enter adjustments to correctly pay employees. Specific codes and requirements are explained in the bulletin.

Q: Will there be beginning training set up after go live for new users?

A: While Beginner PayServ Training will be offered again, we do not currently have a schedule for the training.

Q: Will the Direct Deposit query now include the agency / user id so we know who made the updates?

A: The query has been updated to include the agency code so that changes may continue to be audited and, if necessary, the correct agency can be contacted.

Q: In the slides, I thought it said that files (I'm assuming including the Master File) that would normally be sent on 3/12 will now be sent on 3/10 - is that correct?

To clarify, I'm referring to files being sent from OSC to campuses.

A: Master Files will be available early, on 3/10/21.

Questions and Answers

Q: Can we enter transactions effective in pay period 25 lag with effective dates through 3/9 right now? OSC is still closing pay period 24, so I want to make sure us entering these items directly won't affect anything on OSC's end while shutting down the last pay period.

A: Agencies may enter transactions effective dated 3/4 -3/9. They cannot be dated 3/3 or earlier. The 3/4 - 3/9 transactions will not be approved before 3/15; they will be reviewed by OSC later in that week. You should check after go live to make sure they appear correctly.