

State of Collaboration

Additional Pay Adjustments

with Retroactive Transactions and Overpayments

Lori Murray, Courtney Pugliese, Christine Lombard & Kavitha Pradeep

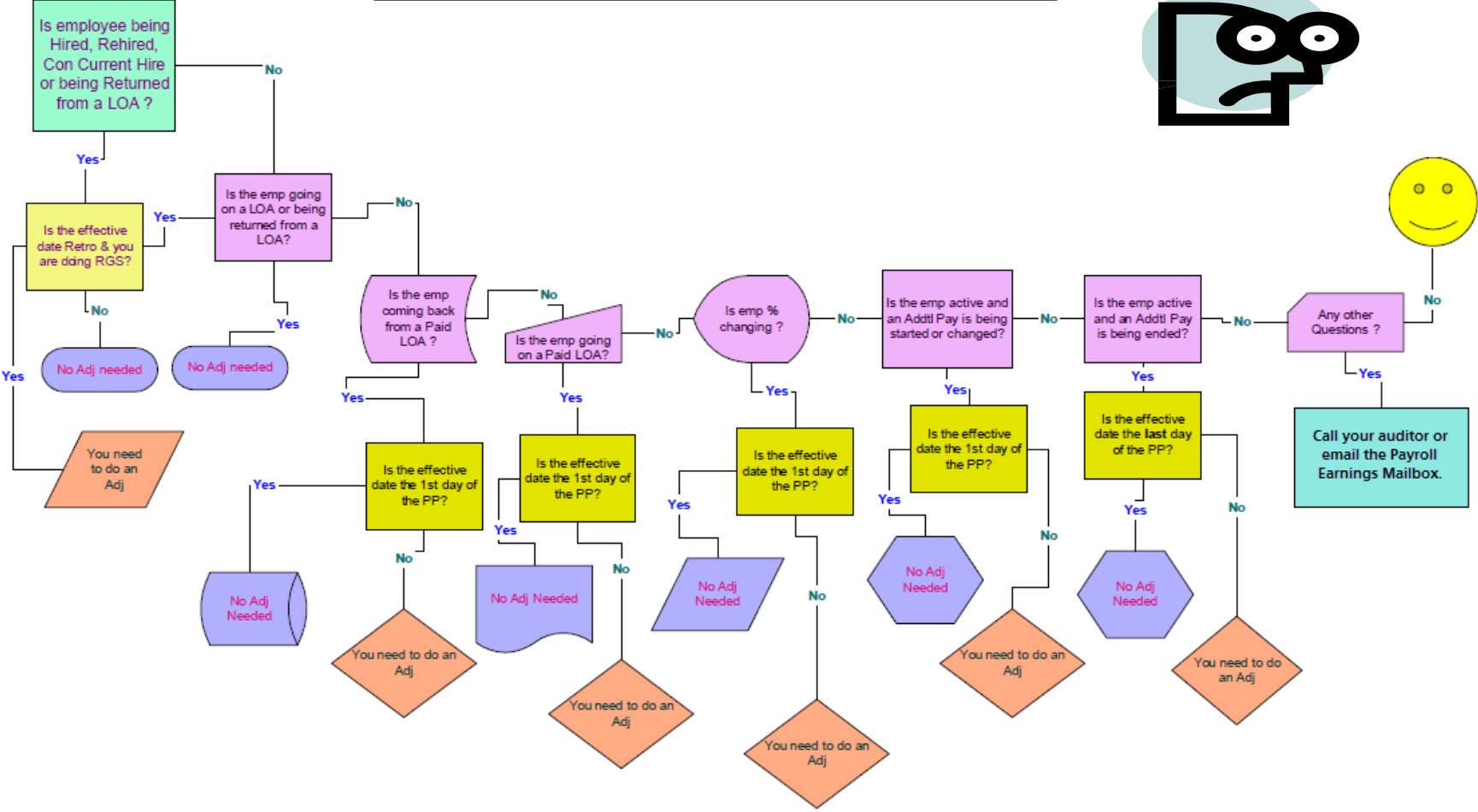


NYS COMPTROLLER

THOMAS P. DiNAPOLI

It's Confusing ???

When does an Adjustment need to be done in Additional Pay?



Topics in Additional Pay Adjustments

- What are Additional Pay adjustments? (Pg.7)
- Why are they necessary?
(Pg.8)



Topics, continued

- When are they required?
 - Mid pay period percent changes as a result of Job transactions. (Pg.9 – Pg.14)
 - Additional pay started on a day other than the first day of a pay period. (Pg.18 – Pg.21)
 - Additional pay ended on a day other than the last day of a pay period. (Pg.22 – Pg.24)
 - Retro Transactions:
 - When PayServ will *not* pay Additional pay retroactively (Pg.25 – Pg.27)
 - When PayServ will pay Additional pay retroactively, but adjustments are still needed. (Pg.28 – Pg.34)



Topics, continued

- **When are additional adjustments not needed?**
 - Employee goes from a non-paid status to a paid status or vice versa. As long as these changes are in the current pay period.(Pg.35 – Pg.36)
 - Additional Pay is started on the first day of a pay period or ended on the last day of a pay period.(Pg.37)
 - Overpayments (Q codes) should be used for excessive amounts not being recovered all at once. (Pg.38 – Pg.42)
 - AC230s (Pg.43)



Topics, continued

- When to contact your auditor?
 - Some Additional Pay Adjustments must be manually loaded to paycheck by OSC. (Pg.44)
- Short Review(Pg.45)
- Questions(Pg.46)



What are Additional Pay Adjustments?

- Positive or negative changes manually entered by the agency to correct an employee's Additional Pay earnings which were, or will be, received for a particular pay period.



Why Are Adjustments Necessary?

- PayServ **does not always** pay Additional Pay correctly when Job and/or Additional Pay changes occur in the middle of a pay period.
 - This could lead to inaccurate payments.
- Exceptions to this will be discussed later. Refer to “When Adjustments Are Not Needed.” (Pg.35 – Pg.40)



When Adjustments are Required...Mid Pay Period Changes

- Employee has a change in work percent on a date other than the first day of the pay period
 - PayServ will pay the entire pay period based on the last change.
 - Adjustment may be positive or negative.
 - The system will base this calculation off of the work schedule of each individual employee.



Mid Pay Period Change from 50% to 100% Pay

Employee History Information

Additional Pay Summary

Effdt	Act / Rea	Pos #	NYS Title	Anniv Dt	Salary	EE% / Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dt	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

Find | View 1 First 1-41 of 41 Last

06/10/2019	DTA CPF	96013258	SR CT CLK	03/31/1987	\$68897.00	1.0000 / F	PERM	S	SR CT CLK
0	05657	96013258	521	0001	ANN	0	AL2	NS9	Supreme Court Kings County
A	06/24/2019	07272	S9		\$2635.38	NYYYYYN	1.00	NYS	2410
04/18/2019	DTA CPT	96013258	SR CT CLK	03/31/1987	\$68897.00	0.5000 / P	PERM	S	SR CT CLK
1	05657	96013258	521	0001	ANN	0	AL2	NS9	Supreme Court Kings County
A	05/10/2019	07272	S9		\$1317.69	NYYYYYN	1.00	NYS	2410
04/18/2019	POS UPM	96013258	SR CT CLK	03/31/1987	\$68897.00	1.0000 / F	PERM	S	SR CT CLK
0	05657	96013258	521	0001	ANN	0	AL2	NS9	Supreme Court Kings County
A	04/29/2019	07272	S9		\$2635.38	NYYYYYN	1.00	NYS	2410
04/04/2019	PAY SAC	96013213	SR CT CLK	03/31/1987	\$68897.00	0.5000 / P	CONT	S	SR CT CLK
1	05657	96013213	521	0001	ANN	0	AL2	NS9	Supreme Court Kings County
A	04/18/2019	07152	S9		\$1317.69	NYYYYYN	1.00	NYS	2410

Payroll Calendar

Office of the State Comptroller
 BUREAU OF STATE PAYROLL SERVICES
 ADMINISTRATION PAYROLL CALENDAR
 APRIL 1, 2019 – APRIL 30, 2020
 LAG

Period No.									Period No.	
	▽	APRIL 2019								
		SUN	MON	TUE	WED	THU	FRI	SAT		
26			1	2	3	4	5	6		
		7	8	9	10	11	12	13		
1		14	15	16	17	18	19	20		
		21	22	23	24	25	26	27		
		28	29	30						
		OCTOBER 2019								
		SUN	MON	TUE	WED	THU	FRI	SAT		
				1	2	3	4	5	13	
		6	7	8	9	10	11	12		
		13	H	15	16	17	18	19	14	
		20	21	22	23	24	25	26		
		27	28	29	30	31			15	
		MAY 2019								
		SUN	MON	TUE	WED	THU	FRI	SAT		
2					1	2	3	4		
		5	6	7	8	9	10	11		
3		12	13	14	15	16	17	18		
		19	20	21	22	23	24	25		
4		26	H	28	29	30	31			
		NOVEMBER 2019								
		SUN	MON	TUE	WED	THU	FRI	SAT		
								1 2		
		3	4	5	6	7	8	9		
		10	H	12	13	14	15	16	16	
		17	18	19	20	21	22	23		
		24	25	26	27	H	29	30	17	
		JUNE 2019								
		SUN	MON	TUE	WED	THU	FRI	SAT		
								1		
		2	3	4	5	6	7	8		
5		9	10	11	12	13	14	15		
		16	17	18	19	20	21	22		
6		23	24	25	26	27	28	29		
		30								
		DECEMBER 2019								
		SUN	MON	TUE	WED	THU	FRI	SAT		
		1	2	3	4	5	6	7		
		8	9	10	11	12	13	14	18	
		15	16	17	18	19	20	21		
		22	23	24	H	26	27	28	19	
		29	30	31						

<http://www.osc.state.ny.us/payroll/jobaids.htm>

Additional Pay Summary in Employee History Screen

Employee History Information		Additional Pay Summary												
EmCd	Eff Dt	Earnings	Biw Pmt	OT Eff Dt	End Dt	Goal Amt	Goal Bal	Action Dt	OkPay					
Additional Pay Summary										Find	View 1	First	1-42 of 42	Last
ALP	06/13/2019		\$-56.23			\$-56.23	\$-56.23	06/27/2019	<input checked="" type="checkbox"/>					
LOC	06/10/2019	\$4,200.00	\$160.65					06/24/2019	<input checked="" type="checkbox"/>					
LOC	04/18/2019	\$4,200.00	\$80.33					04/29/2019	<input checked="" type="checkbox"/>					
CLS	04/06/2008	\$1,950.00	\$74.79					10/03/2008	<input checked="" type="checkbox"/>					
JLO	04/04/2019	\$1,125.00	\$1,125.00	04/04/2019	04/01/2020	\$1,125.00	\$1,125.00	04/18/2019	<input checked="" type="checkbox"/>					
JLO	04/05/2018	\$2,200.00	\$2,200.00	04/05/2018	04/03/2019	\$2,200.00	\$2,200.00	04/19/2018	<input checked="" type="checkbox"/>					
JLO	04/06/2017	\$2,150.00	\$2,150.00	04/06/2017	04/04/2018	\$2,150.00	\$2,150.00	08/24/2017	<input checked="" type="checkbox"/>					

Additional Pay Panel

*Earnings Code: **LOC** Location Pay

Effective Date: **06/10/2019**

Payment Details

*Addl Seq Nbr: 1 End Date: []

Rate Code: [] Reason: Job Change

Annual Addl Earnings: 4200.00 Employee Work %: **1.0000**

Hours: [] Hourly Rate: []

Goal Amount: [] Goal Balance: []

Sep Check Nbr: []

OK to Pay Action Date: 06/24/2019 Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third

Effective Date: **04/18/2019**

Payment Details

*Addl Seq Nbr: 1 End Date: []

Rate Code: [] Reason: Job Change

Annual Addl Earnings: 4200.00 Employee Work %: **0.5000**

Hours: [] Hourly Rate: []

Goal Amount: [] Goal Balance: []

Sep Check Nbr: []

OK to Pay Action Date: 04/29/2019 Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third

Job Information

Calculation for Additional Pay Adjustment (Change in Percent)

- What are the dates for the pay period involved?
 - 5/30/2019 – 6/12/2019 (full pay period)
 - Change occurred beginning of business 6/10/2019
- What will the system pay?
 - System pays 10 days at 100% rate of \$160.65 (because of last change). Full 100% biweekly LOC amount = **\$160.65**
- What is the employee actually due?
 - 5/30/2019 – 6/9/2019 - due 7 days at half pay 50%
(\$80.33 ÷ 10 = 8.03 per day × 7 days = \$56.23)
 - 6/10/2019 – 6/12/2019 - due 3 days at full
(\$160.65 ÷ 10 = \$16.06 per day × 3 days = \$48.19)
 - \$56.23 + \$48.19 = **\$104.42** (amount employee should have been paid)
- Adjustment Calculation
 - **\$104.42 - \$160.65 = -\$56.23** (Negative Adjustment, Employee was overpaid)



Example of an Adjustment

Create Additional Pay

EMP ID: Empl Record: 0

Additional Pay Find | View 1 First 1-6 of 6 Last

*Earnings Code: **ALP** Adj Location Pay

Effective Date Find | View All First 1 of 1 Last

Effective Date: **06/13/2019** Comments

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr:	1	End Date:	
Rate Code:		Reason:	None
Earnings:	\$-56.23	Employee Work %:	1.0000
Hours:		Hourly Rate:	
Goal Amount:	\$-56.23	Goal Balance:	\$-56.23
Sep Check Nbr:		<input type="checkbox"/> Disable Direct Deposit	
<input checked="" type="checkbox"/> OK to Pay	Action Date: 06/27/2019	<input type="checkbox"/> Prorate Additional Pay	

Applies To Pay Periods

First Second Third

Job Information

NOTE: Goal Balance is automatically filled in when PayServ pays the employee. DO NOT fill in when entering the adjustment.

General Comments

- **Always add detailed General Comments when creating an Additional Pay Adjustment**
 - Comment should include:
 - Time frame for the adjustment
 - Amount of adjustment
 - Why the adjustment is needed (Breakdown of calculation)
 - Especially important when adjustment is not for the current pay period



General Comments - Example

General Comments

Person ID:

General Comments Find | View All | First ◀ 2 of 4 ▶ Last

Comments By: + -

Comment Date: Sequence Nbr: *Comment Category: ▼

Department: Supreme Court Kings County

Comment:

Percentage change mid pay period adjustment

EE was paid full pay LOC at 100% overpaid adjustment below

EE due 7 days at 50% 5/30-6/9/2019 = $80.33/10=8.033*7=56.23$

EE due 3 days at 100% 6/10-6/12/2019 = $160.65/10=16.065*3=48.19$

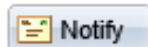
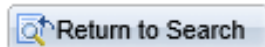
$56.23 + 48.19 = 104.42$

EE was paid 160.65

EE was due 104.42

Adjustment needed = $104.42-160.65 = -56.23$ (neg)

ALP entered first day of the pay period 6/13/2019 -56.23



When are Adjustments Required Continued...

- **Mid-pay-period changes to Additional Pay:**
 - starts on a day other than the first day of a pay period.
 - ends on a day other than the last day of a pay period.

Please note:

- Additional Pay end dates are close of business
- When entering a Start date, use the exact date the Additional Pay should begin. It does not need to start on a pay period begin date.



Start Date Other than the First Day of a Pay Period

- If an Additional Pay is started on a day other than the first day of the pay period, and the employee was previously on the payroll, PayServ will pay the whole pay period.
 - A negative adjustment will be necessary to take back the Additional Pay that is not owed to the employee.



Start Date Other than the First Day of the Pay Period

Example

- A CAL pay basis employee has an “Also Receives” payment started on 04/8/2019.
- 04/8/2019 is 5 calendar days into the pay period.
 - The pay period runs from 04/04/2019-04/17/2019
 - Employees with a **pay basis code** of CAL have a 14 day work schedule. To calculate the daily rate for a CAL employee, divide the biweekly salary rate by 14.



Calculation for Start Date Other than Beginning of Pay Period

- What will the system pay?
 - \$2,347.31 (Full biweekly ALR amount)
- What is the employee actually due?
 - 10 days of ALR
 - $\$2,347.31 \div 14 = \167.67 per day $\times 10 = \$1,676.70$
- Adjustment Calculation
 - **$\$1,676.70 - \$2,347.31 = \$ - 670.61$** (Negative adjustment, Employee was overpaid)
 - AAR effective date would be the first day of the current pay period being processed. When rein leaving from LOA, then it is necessary to use the rein leave date.



End Date Other than the Last Day of a Pay Period

- PayServ will pay the whole pay period if Additional Pay is ended on a day other than the last day of the pay period. This is true for retroactive and current transactions.
- A negative adjustment will be necessary
 - Determine difference between what the employee is owed and what the system will pay.

Exception

- When an employee has a position change mid pay period and an existing Additional Pay is ended on the same date, PayServ should calculate the Additional Pay correctly.



Start End Date Other than the Last Day of a Pay Period

What happens when IFE is ended mid pay period and IFN is started?

Example: Pay Period dates are 6/20/19 to 07/03/19.

IFE	06/30/2019	\$2,006.00	\$76.73	06/30/2019	07/12/2019
IFE	03/28/2019	\$2,006.00	\$76.73		04/11/2019
IFN	07/01/2019	\$1,003.00	\$38.37		07/12/2019

End Date Other than the Last Day of a Pay Period

- What will the system pay?
 - \$76.73 IFE
 - \$38.37 IFN
- What is the employee actually due?
 - 7 days of IFE $\$76.73/\text{Pay Period}$ divided by 10 days = $\$7.67/\text{day} \times 7 = \53.69
 - 3 days of IFN $\$38.37/\text{Pay Period}$ divided by 10 days = $\$3.84/\text{day} \times 3 = \11.52
- Adjustment Calculation
 - IFE $\$53.69 - \$76.73 = \$-23.04$ (AFE)
 - IFN $\$11.52 - \$38.37 = \$-26.85$ (ACF)
 - Negative adjustments must be entered, so that the employee is not overpaid.



Transactions Entered Retroactively

- PayServ will not pay retroactive dates if an employee:
 - is retroactively returned from leave from a no pay status, or
 - is hired/rehired retroactively.
- A positive adjustment must be entered to pay the employee for the retroactive time period.
- PayServ will pay the current pay period correctly.
- Tip: If you are entering RGS in Time Entry, you should always review Additional Pay to see if adjustments are required.



Retroactive Start Date

Example:

- We are currently working in Admin Pay Period 1 (04/04/2019 - 04/17/2019).
- An ANN employee should have been hired effective 4/01/2019.
- The employee should have been receiving Inconvenience Pay (IPF) since his/her date of hire.



Continued...

- **What will the system do?**
 - The system will correctly pay the employee from the beginning of the CURRENT pay period (04/04/2019 - 04/17/2019).
- **What must the agency do?**
 - Enter a positive adjustment for IPF for 4/1/2019-4/3/2019 (3 Days).
- **Adjustment Calculation**
 - $\$21.99 \div 10 = \2.20 per day $\times 3 = \$6.60$ (Due to employee).
 - The effective date of the AIF should be 4/4/19 (The first day of the current pay period).



Transactions started Retroactively while employee in Active status

- PayServ will pay Retroactive dates if an employee was in a paid status during the retroactive time frame
 - Regardless of the Additional Pay start date, the system will pay the whole pay period, as long as the employee received earnings during the retroactive time period.
 - As a result, a negative adjustment must be entered.



Retro CHS on Additional Pay

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

Additional Pay

Create Additional Pay

EMP ID: Empl Record: 0

Additional Pay		Find View All First 1 of 5 Last	
Earnings Code:	CHS	Chair Stipend	
Effective Date		Find View All First 1 of 1 Last	
Effective Date:	05/15/2019	Comments	
Payment Details		Find View All First 1 of 1 Last	
Addl Seq Nbr:	1	End Date:	08/21/2019
Rate Code:		Reason:	None
Annual Addl Earnings:	3500.00	Employee Work %:	1.0000
Hours:		Hourly Rate:	
Sep Check Nbr:		Goal Balance:	
<input checked="" type="checkbox"/> OK to Pay	OT Eff Date:	<input type="checkbox"/> Disable Direct Deposit	
	Action Date: 09/09/2019	<input type="checkbox"/> Prorate Additional Pay	
Applies To Pay Periods			
<input checked="" type="checkbox"/> First	<input checked="" type="checkbox"/> Second	<input checked="" type="checkbox"/> Third	
Job Information			

Employee History Information

Employee History Information

Additional Pay Summary

Employee Name	ID: NXXXXXXXXX						Empl Record	0
---------------	----------------	--	--	--	--	--	-------------	---

Effdt	Act/Rea	Pos #	NYS Title	Anniv Dt	Salary	EE%/Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dct	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

09/01/2019	PAY FAC	95041700	ASSOC PROF	09/01/1990	\$87976.00	1.0000/F	CTNG	S	ASSOC PROFESSOR-10 MO
0	28390	95041700	980	0096	CAL	4	ALF	N08	Farmingdale State
A	09/05/2019	01630	08		\$3365.17	YYYYYYY	1	NYS	5225
09/01/2018	PAY SIC	95041700	ASSOC PROF	09/01/1990	\$87976.00	1.0000/F	CTNG	S	ASSOC PROFESSOR-10 MO
0	28390	95041700	980	0096	CAL	0	ALF	N08	Farmingdale State
A	11/01/2018	01630	08		\$3374.41	YYYYYYY	1	NYS	5225

Additional Pay Summary

Employee History Information

Additional Pay Summary

EMPLOYEE NAME	ID	Empl Rcd#	0						
ErnCd	Pmt	OT Eff Dt	End Dt	Goal Amt	Goal Bal	Action Dt	OkPay		
Additional Pay Summary									
BON	03/31/2004	\$200.00	\$200.00	11/04/2004	11/02/2005	\$200.00	\$200.00	11/11/2004	<input checked="" type="checkbox"/>
CHS	09/01/2019	\$3,500.00	\$133.88		08/21/2019			09/05/2019	<input checked="" type="checkbox"/>
CHS	05/15/2019	\$3,500.00	\$134.25		08/21/2019			09/09/2019	<input checked="" type="checkbox"/>
CHS	09/01/2012	\$3,500.00	\$134.25		08/31/2013			09/14/2012	<input checked="" type="checkbox"/>
D1U	08/29/2013				12/18/2013			09/12/2013	<input checked="" type="checkbox"/>
D4U	08/28/2014				06/03/2015			09/11/2014	<input checked="" type="checkbox"/>


Where is the ACP?

Retro Pay Calculation Results

- When calculating a retroactive adjustment it is helpful to refer to the *Retro Pay Calculation Results* page on PayServ.
 - Illustrates what the system is paying the employee.
 - Base the Additional Pay adjustment off of this information.
- Note: Retro runs every night except Tuesday. This can be impacted by the Submission Schedule. The current schedule can be found in Payroll Bulletin #1720.



Retroactive Pay Calculation Results - CHS example

 **PayServ - The NYS Payroll System**

Favorites | Main Menu > Payroll for North America > Retroactive Payroll > Retro Pay > Process and Review Requests > Retro Pay Calculation Results

Retro Pay Calculation Results

Calculation Results Find | View All | First 1 of 2 Last

Employee ID: _____ EMPLOYEE_NAME
Employment Record Number: 0

Retro Request

Retro Pay Effective Date: 05/15/2019	Mass Request ID:
Retro Pay Sequence Nbr: 2942714	Duplicate Flag: N
Retro Pay Process Flag: Loaded to Paysheets	Paycheck Number:

Pay Run

Company: NYS	Pay End Date: 05/15/2019	Page Number: 970	<input type="checkbox"/> Exception
Pay Group:	Earnings Begin Date: 05/02/2019	Line Number: 2	<input type="checkbox"/> Off Cycle
	Earnings End Date: 05/15/2019	Addl Line Nbr: 0	<input checked="" type="checkbox"/> OK to Pay
			<input type="checkbox"/> Paid Out

Earnings

Earnings Code: CHS Chair Stipend	Rate Code:
Earnings Type: <u>Oth. Earns</u>	Rate Type:
Earnings Hours: 0.00	

Original Values	New Values
Earnings Amount:	Earnings Amount: 134.25
	Earnings Amount Override:

Prior Retro Paid: 0.00 Current Retro Pay Amount: 134.25

Adjustment Calculation

- What are the dates for the pay period involved?
 - 5/2/2019 – 5/15/2019
 - Chair Stipend (CHS) begin date of 5/15/2019
- What will the system pay?
 - System pays the whole pay period – full biweekly for this time frame \$134.25
 - PayServ will also pay the retro Additional Pay for the subsequent pay periods
- What is the employee actually due?
 - One day of CHS for 5/15/2019. $\$134.25/14 = \9.59 .
 - Note: this is for pay basis code CAL.
- Adjustment Calculation
 - $\$9.59 - \$134.25 = -\$124.66$. Negative Adjustment to Chair Stipend (ACP) required so that employee is not overpaid.



When are Adjustments Not Needed

- When an employee goes from a non-paid status to a paid status in the *current* pay period:
 - Example: new hires and return from unpaid statuses, such as: leave of absences or suspensions.



When are Adjustments Not Needed

- When an employee goes from a paid status to a non-paid status:
 - Example: Leave of absence (without pay), Terminated or Retired.
 - The system will automatically stop the Additional Pay on the day the employee is placed on a no pay status, regardless of when this occurs in the pay period.



When are Adjustments Not Needed

- Additional Pays started on the first day of a pay period.
- Additional Pays ended on the last day of a pay period.



Overpayments Instead of Additional Pay Adjustments

- When adjustment amounts are excessive and will not be deducted in one pay period, an overpayment should be used.



Overpayments Instead of Additional Pay Adjustments

- When setting up overpayment:
 - Be sure to give the employee due process prior to starting overpayment recovery
 - Effective date of the Q should be the first day of the current pay period.
 - Earnings amount should be at least 10% of employee's biweekly including all additional salary factors.
 - Goal Amount should be the value of the entire overpayment.
 - Enter detailed General Comments explaining the Q.
 - If a negative retro is generated, please indicate in the General Comment that Retro should be "paid out".



Overpayments Instead of Additional Pay Adjustments

- Retro can only be paid out if a Q is set up to recover the overpayment or an AC230 is being processed...



Overpayments continued

- Reminder: overpayments that occur in a prior year must be recovered using the appropriate Q code.
 - Example – It is now 2019 and an overpayment was originally paid on a pay check dated 2018. The Q should be a Q18.



Overpayments continued

- Some overpayments may need to be split between several Q codes depending on when earnings were paid.
- Refer to Bulletin #1038 for information on the order in which Q's should be recovered when an employee's overpayment spans multiple years.
 - **ALWAYS** remember: once one overpayment is satisfied, the next one must be manually started by the agency.



Another Option for Recovery

- In addition to Additional Pay adjustments and Qs, AC230s may be used to recoup overpayments.
- AC230s are check reversals.
- For more information, please refer to Bulletins # 1515,1677, 1692 & 1734.



Special Circumstance

- When doing a positive adjustment for an *inactive* employee:
 - The adjustment will not load to the paysheet as long as the employee is *inactive*.
 - The adjustment must be manually entered in order to pay the employee correctly.
 - The manual addition will be done by OSC.



A Short Review

- Additional Pay adjustments are necessary to prevent overpayments or underpayments when there is a mid-pay-period change to an employee's Additional Pay.
- When entering adjustments, always use the first day of the current pay period, if the employee is active on that day.
- Always remember to enter **detailed** general comments when submitting an adjustment.



Questions?

- Contact your auditor at the Office of the State Comptroller. The auditor assignment list is located on the PayServ bulletin board.
- Email the payroll earnings mailbox at **payrollearnings@osc.ny.gov**.

