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Appointments and Removals
Adding Employees

General Information for All Hires
- Job Code (formerly known as Title Code) and position information must be established in PaySR before an employee can be hired.
- You can enter future effective dated transactions into PaySR. The transaction will not be effective until the effective date is reached.
- Work schedule automatically defaults to Monday - Friday (NYYYYYN) when an employee is hired.
- Work schedule is only used by PaySR when pro-rating within a pay period.
- You must enter salary information on the Job Action Requests panel after entering the employee's Job information.
- The salary for a new employee defaults to $0. The employee will not be paid unless you process the salary through Job Action Requests Panel.
  - Note: You must increment the sequence number on the Job Action Requests panel to reflect the appropriate number of transactions for that day.

Mid Pay Period Hire
If an employee is hired on a day other than the first day of the pay period and works other than the days that are defaulted in the work schedule, you must change the schedule to reflect the days that were worked.

Retroactive Hire
If an employee is retroactively hired, PaySR will only pay the current pay period. The agency must:
- Report prior days worked on the Time Entry Panel and use:
  - a. RGS earn code for salaried employees, <u>or</u>
  - b. RGH earn code for both hourly and exception hourly employees.

Additional Pay Procedures

Introduction to Additional Pay Procedures
- Enter salary factors (for example, location pay, inconvenience pay), overpayments, salary withholding and one time bonus payments that are included in the employee's overtime calculation on the Additional Pay Panel.
- For detailed instructions on adding and canceling earnings on the Additional Pay Panel refer to the Online Help procedures.

Transactions Effective Mid Pay Period
- When earnings are effective on a day other than the first day of the pay period on the additional pay panel, they will not be pro rated by the effective date unless the employee also has a status change entered on the Job Data Panel.
  Statuses are: active, leave of absence, leave with pay, retired, and terminated.
  - Changing to leave with pay from active status is not concidered a status change since the employee is still active.

- When there is not a Status Change on the employee's Job Record, the entire amount will be paid out for that pay period unless you:
  1. Enter the adjustment code
  2. Enter a negative earnings amount (for example, -25.00) for the number of days that the earnings should not be paid.
  3. Enter the Goal Amount for the same negative amount as the earnings. This is so that the adjustment will only be deducted once.
- When entering a negative earnings, type a minus sign before the amount.
- If the amount of the earnings entered is "0", nothing will be paid that pay period unless you:
  1. Enter an adjustment code.
  2. Enter a positive earnings amount for the days the employee is due.
  3. Enter the Goal Amount as a positive amount for the number of days the employee should be paid.

Pro Rate Additional Pay Check Box
- Check the Pro Rate Addl pay check box for additional earnings that are reported as an annual amount and are paid each bi weekly (for example, LOC -location pay).
- Check the Pro Rate Addl Pay check box for earnings reported as a bi weekly amount (for example, pre shift briefing).
- Do <u>not</u> check the Pro Rate Addl Pay check box for earnings that are reported as an annual amount and are only paid out once (for example, LLS- PS&T longevity).
- Do <u>not</u> check the Pro Rate Addl Pay check box for salary withholding earnings (for example, SWP - salary withholding program).

Transfers/Position Changes
- When an employee has a position change, you must end all earnings for which the employee is no longer eligible.
  - When an employee has One Time earnings that are included in overtime calculations, and she moves to a position for which these earnings should no longer be included in the overtime calculation, change the end date to be the last day the employee was in the previous position.
  For example, employee receives a bonus that is included in the overtime calculation (for example, LLS - PS&T longevity) and gets promoted, the agency must change the Earn End Date so that the bonus will no longer be included in the calculation.

Leave of Absence and Terminations
- When an employee goes on a leave of absence, terminates or retires you must end all additional pays.
- If the additional pays are not ended, they will restart automatically if the employee returns to the payroll.

Salary Withholding
- Set up Salary Withholding on the Additional Pay panel.
- Once the information is entered, one day of pay will automatically be taken until the end date is reached.
- Do not check the Pro Rate check box when setting up an employee for the Salary Withholding Program.

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- If there is a pay rate change in the middle of a pay period, the amount that is withheld is based on the salary effective at the end of the pay period.
- If the employee transfers agencies mid pay period, PaySR will deduct the total amount from the new agency.
- If an employee terminates or goes on a leave of absence mid pay period, PaySR will still deduct the full amount.
- For hourly employees and exception hourly employees on Salary Withholding, 8 hours will be deducted for 5 consecutive pay periods.
- If an employee works less than 8 hours or less than one day in a pay period, or does not have any hours submitted, you must end the earnings for that pay period by performing the following steps:
  1. Enter a new effective dated row on the additional pay panel.
  2. Restate the earnings code for salary withholding.
  3. Change the earnings end date to be the last date of the previous pay period, so PaySR will not try to withhold 8 hours for the current period.
  4. Restart salary withholding the next pay period that the employee receives at least 8 hours or one day paid (within the 5 consecutive pay periods).

Changing an Employee Part Time Percentage

- When an employee changes his percentage (for example, 100% to 50% or 50% to 100%) and he is receiving additional salary factors, insert a new row containing the effective date of the percentage change for the earnings on the Additional Pay panel.   This needs to be done so the earnings are then calculated using the employee's new percentage that was entered on the Job Panel.
- For Pre Shift Briefing, when an employee goes on sick leave pay, you must change the amount to $24.00.
- When a percentage change is effective mid pay period, the additional pay earnings will be paid based on the percentage effective the end of the pay period.
  - Enter an adjustment code as a positive or negative amount for the number of days that the earnings should or should not be paid.
  - Enter the Goal Amount as the same positive or negative amount as the earnings.   This is so that the adjustment will only be deducted once.

  For example, if the employee is changing from part time to full time, the earnings will be paid at 100% for the full pay period. Enter an adjustment earn code and goal amount as a negative amount for the days the employee was on a part time percentage. If, however, the employee is changing from full time to part time, the earning will be paid at the part time percentage for the full pay period. Enter an adjustment earn code, a positive earnings amount, and a positive goal amount.

Overpayments

- You need to set up overpayments only once. The amount you enter in the earnings field will be deducted each pay period until the goal amount is reached.
- Enter a negative amount to be deducted each pay period in the earnings field. Upon a salary change, you may need to update this amount.
- Enter the total amount of the overpayment as a Negative amount in the Goal Amount Field.
- Each pay period, the goal balance is increased by the amount taken, by PaySR, that pay period.
- If the employee has lost time, goes on a leave of absence, or terminates during the pay period

and does not have sufficient earnings to cover the over payment amount:
1. Stop the overpayment
2. Restart the overpayment when the employee has sufficient earnings to cover the overpayment.

Non Resident Alien Status

When an employee changes to or from a non resident alien status and has additional salary factors the additional pay earn codes must be changed in PaySR by ending the original earn code and starting the new earn code.

Setting Up Taxes

- Federal, State and Local Tax is maintained in a single panel group.
- The effective date on this panel group defaults from the date on the Federal Tax Data 1 panel.
- To change the effective date for any tax panel:
    1. Return to Federal Tax Data 1 panel
    2. Insert a new row
    3. Change the effective date.
- An employee who has more than 1 job within the same company will have only 1 set of tax records.
- For additional Tax information refer to Online help: under the heading "Maintain an Employee's Tax Data".

Movements Within an Agency

- All position changes must be approved by OSC.
- Enter position changes on the Job Action Requests Panel.
- Employee's Job Record will be updated automatically by PaySR once OSC approves the transaction.
- For detailed instructions on entering transactions in the Job Action Requests Panel refer to Online Help.

Recording Department Transfers

- When an employee transfers to a new department (agency), it is <u>not</u> necessary for the department that the employee is transferring <u>from</u> to enter a transaction into PaySR.
- The new department enters the transfer information on the Transfer Request Panel.
- After the transfer is approved by OSC and the effective date is reached:
    - The new department has access to the employee's records and may update any other information in PaySR.

- The old department has access to the Time Entry Panel to enter any miscellaneous payments (overtime, lost time, holiday pay, etc.) that the employee may be due.
- The old department no longer has access to the Job Record information.
- If the old department needs to make a change to an employee's Job Record, the old department must contact the new department and ask them to submit the transaction to OSC.

    For Example: If there is a retroactive salary change, the old department must contact the new department to submit the transaction to OSC.

- Once the employee has transferred, the new agency stops all additional pays for earnings for which the employee is no longer eligible. For example: Employee is no longer eligible for inconvenience pay.
- New agency starts any new earnings that the employee is eligible for.

Checks
- Employees who hold concurrent positions (in different agencies) will receive separate checks for each agency. PaySR will generate one check for each employee record. Therefore, employee will receive a separate check for each agency.
- If an employee transfers positions on a day other than the first day of the pay period and the employee's new position is in the same company, pay cycle, and pay period type as the old position, the employee receives only one check. (For example, if the employee is transferring from a NYS company/Admin pay code/Lag pay period type position into another position which is NYS/Admin/Lag, the employee will receive one check).

During PaySR Conversion:
Employees who transfer in the middle of a pay period from a PaySR agency to a Legacy agency or vice versa, will receive 2 checks (one from each agency).

Recording Removals/Leaves
- Enter leave and termination transactions directly on the employee's Job Data Panel.
- If the effective date is a day other than the first day of the pay period and the days worked is other than what is in the employee's work schedule, change the schedule to reflect the correct days worked, so the proper number of days will be paid.

- If the employee must leave in the middle of a work day (and has no accruals): enter the lost time as a miscellaneous payment adjustment in the Time Entry panel to reflect the fraction of the day that the employee should not be paid for.

To submit a retroactive Return From Leave transaction:
- If the leave was without pay: enter a transaction in Time Entry to pay the days not in the current pay period.
- If the leave was with pay: retroactive pay will automatically be calculated by the system.

To place an employee on Workers' Compensation Leave:
- Agencies must complete the Incident Data 1 and the Incident Injury /Illness 1 Panels.
- For detailed instructions on completing these panels refer to Online Help.

Direct Deposits, Deductions, Retirement Elections

Recording Direct Deposit Information

- Most Credit Union deductions will be converted to Direct Deposit at time of conversion.
- PaySR will provide employees with the option for multiple direct deposits, including partial payment through direct deposits and a net check for the balance. A revised form for Direct Deposit will be provided to payroll officers along with instructions for submitting this form.
- Checks and Direct Deposit advices will be sorted first by agency code and second by Mail Drop ID.
- At Conversion, the Mail Drop ID in PaySR will default to the line item number for employees that do not have data in the legacy system check sort code field.
- Blank check sort codes will be sorted first.
- Checks and Direct Deposit advices are sorted for agencies based on the check sort code in the following order:

No Check Sort Code	Blank Check Sort Code
11111	Numerical, Ascending
111AA	Numerical/Alpha Combinations Sorted by number first, then by alpha
22222	
BBBBB	Those that begin with alpha characters follow numbers.

- Payments that are currently paid by a separate check (for example, PS&T longevity), will be distributed to employees on the same day as their normal paycheck.This payment will be issued in the same manner as the employee's normal paycheck.
  For example, if an employee receives her normal check via direct deposit, she will also receive the separate payment via direct deposit.

Recording General Deduction Information

New Fields

- Enter general deductions using a deduction code. A list of deduction cods are shown in Attachment B.

- Deduction Calculation
  - Enter a value in the Deduction Calculation field for each deduction entered.

  - Select from the drop down box listing the valid Deduction Calculation Routines.
    - Select *Flat Amount* for any deduction which has a set up amount not established in the system.
    - Select *Default to Deduction Table* when an employee's rate or dollar amount of deduction is already established and maintained within the system.

> ‣ Select *PEF/UUP Deduction Calculation* to start or change an employee's PEF or UUP dues or agency shop fee deduction.
> ‣ Select *Deferred Comp/TDA Deduction Amount* to start or change an employee's Tax Deferred Annuity or supplemental retirement annuity. Copeland will also be using this routine.
> ‣ *Catch-up 457 Deduction Calculation* is used by Copeland Companies for any employees who are in catch-up mode for deferred compensation (deduction code 418).

- Credit Unions
  - Credit unions will be processed by PaySR as direct deposit transactions.
  - Some credit unions will be processed by PaySR as general deductions.
  - These credit unions and their corresponding deduction codes are listed below:
        135 - Montgomery County Federal Credit Union
        147 - City of Schenectady Federal Credit Union
        152 - Uncle Sam Federal Credit Union
        702 - Attica-Wyoming Correctional Employees Federal Credit Union
        738 - Sing Sing Employees Federal Credit Union
        768 - SUCO Federal Credit Union.
  - Enter these as a flat dollar amount.

- Dues and Agency Shop Fees
  - If an employee elects to change from agency shop to dues, or vise versa, perform the following steps:

    1. Enter a new row.
    2. Enter a Deduction End Date for the agency shop fees or for the dues.
    3. Start the dues or the agency shop fees deduction by entering the appropriate Deduction Code, the new Effective Date, and Calculation Routine.
    4. Save the panel.
    5. The deduction amount will default based on the deduction code.

- Deduction End Date
  If an employee is separated from state service:
  1. Stop all deductions that should not be taken for the last check by entering a Deduction End Date
  2. Once the payment has been made, enter a Deduction End Date for all other deductions.
- PEF and UUP Changes
  - All PEF and UUP employees with a current pay basis code of 10M in the current system will be changed to 21P at conversion. .
  - same
  - The PEF 21P dues code is 245 and the 21P agency shop code is 250.
  - The UUP 21P dues code will be 260 and the UUP 21P agency shop code will be 262.
  - Employees who are not in these pay basis codes will retain the current PEF or UUP deduction code.

Maintaining Retirement Elections

- If an employee is removed from the payroll for any reason, enter a Deduction End Date to cancel the employee's retirement deduction.
- Retirement loans and arrears are processed on the General Deduction panels, not on the Retirement Plan panels.
- Retirement Plan type, Benefit Plan and Option codes are required to select a retirement plan.
- Each field has a drop down box.
- These fields are dependent upon each other and will only allow valid elections to be made.
- A list of Retirement Plan Types, Benefit Plans, and option codes are shown in Attachment C.

Maintaining Employee Records

Maintaining Job-Related Information

- Enter data changes that require approval by OSC (for example, service date, increment code, FIS salary) on the Job Action Requests Panel. OSC will audit the change. Once approved, the employee's Job Record will be updated automatically by PaySR.
- Enter data changes that do not require approval by OSC (for example, Correct Appointment Code, Change Percentage) directly on the Job Data Panels (refer to Online Help procedures for detailed instructions on completing these panels).
- In PaySR, every employee is required to have a service date (that is, anniversary date).
- The Service Date should not be deleted for any employee.
- The Service Date defaults to the employee hire date.
- Increment codes in PaySR are 4-digits.
- At the time of conversion, Increment codes from the legacy system that represented a year will automatically be preceded by 19; all other codes will automatically be preceded by 00.

Recording Pay Rate Changes

- All Pay Rate changes must be approved by OSC.
- Enter all Pay Rate changes on the Job Action Requests Panel.
- Once OSC approves the transaction, the employee's Job Record is updated automatically by PaySR.
- For detailed instructions on entering transactions in the Job Actions Request Panel refer to Online Help.

Trainee Advances

- To process a trainee advance to a budgeted position:
  1. Enter a data change with the Reason of ADV (Mandatory Advance (formerly known as train advance)) on the Job Action Requests panel.
  2. Change the NYS Position number to the budgeted position number. This changes the employee's title and grade to be that of the full titled position.
  3. Enter the employee's increment code and service date (anniversary date). Note: If the trainee advance also affects the salary, use the Pay Rate Change Action on the Job Action Requests Panel.
- An employee who is in a trainee position at the time of conversion will have the same position number as the NYS Position number. The title and grade will be that of a trainee.
  - To process the trainee advance for the employee, the agency must call OSC and OSC will correct the position information to reflect a full title position.

Payments and Adjustments

Time Entry Panel
- Entries on the Time Entry panel can not be future dated.
- Anything entered in the Time Entry panel will be processed in the current payroll period.

Recording Time for Hourly Employees

Exception Hourly Employees
- When you appoint an employee to an exception hourly position, divide the total hours worked for that pay period by 2 and enter this number into the Standard Hours field on the Job Data Panel.
  - Each pay period PaySR multiplies the number of hours by 2 and pays the employee for that number of hours.
- If the employee goes on leave, is terminated mid pay period, or works one pay period different from his normal standard hours, you may:
  - a. Make a permanent change by updating the standard hours field on the Job Data 2 Panel, or
  - b. Make a one time adjustment on the Time Entry panel by entering the pay period dates, earn code RGH, and the total number of hours. This will override the standard hours for this pay period only.

Hourly Employees
- Enter the number of hours the employee is to be paid into the Time Entry Panel each pay period.
- Hourly employees will not have Standard Hours on the Job Data Panels.
- Hourly employees remain active until the agency submits a removal transaction.

Recording OT and Miscellaneous Payments
- Submit miscellaneous payments such as overtime, holiday, and lost time directly into PaySR using the Time Entry Panel or by using the Time Entry Interface File.
- To submit more than one Holiday, insert a new row.
- To enter Lost Time, enter a minus sign (-) before the the number of lost time days.
- To submit Lost Time for an employee who also receives continuous pre-shift briefing, enter the earn code APB and the amount of pre-shift briefing. This will deduct the amount of pre-shift briefing for the lost time dates.
- If an employee works standby and also works overtime during the same period, submit the number of standby shifts (SBC), the number of standby overtime hours (SOC) and total number of overtime hours worked (OTA) during that pay period.
- If an employee works hospital duty and also works overtime during the same period, submit the number of shifts (HDT), the number of hospital duty overtime hours (HDO) and total number of overtime hours worked (OTA) during that pay period.
- If an employee is due an amount different than PaySRs calculations, you must submit an override earn code.

For example, if an employee is due a Salary LSP and her current salary is less than the salary she was receiving during the time of her salary withholding, you must enter an override earn code SLO (Salary LSP Override).

- To make retro-active salary or miscellaneous payments that are effective prior to the conversion to PaySR you must use an override earn code reflecting the current pay period dates along with an explanation in the comments section.

Adjusting Payroll Payments

- Enter a negative value using the original earn code to correct any payments made in a prior pay period.
- For example, an employee was paid 10 hours of overtime (OTA) and should have been paid 8 hours. Enter the earn code OTA and -2 in the hours/unit field on the Time Entry panel.

Funding Positions
Creating Position Pools
- Position pools are set up in order to group positions of similar funding sources together.
- Each position pool represents a common source of funding for one or more positions.
- If there is more than one source of funding for a position pool, then create a position pool with dual funding sources.
- Set up position pools prior to creating positions that will be placed in that particular position pool.

Header File Tapes:
- PaySR will not produce Header file tapes.
- Agencies may choose to receive an Earnings Distribution File instead.
- The Earnings Distribution File details all charge information by account and earn code, by employee (this information could also be obtained by creating and running a query against the Paycheck Earnings Table).

Realignment of Line Numbers:
- Legacy line item numbers are "tied to" Position Numbers in PaySR.
- OSC no longer processes realignments of Line Item Numbers.
- Agencies may enter line item number changes on the Position panel.
- For additional instructions on how to update line item numbers, refer to Online Help.
- Line numbers will continue to be used on Budget Certificates.

Recording Splits / Charge Information
- Agencies may enter one-time splits into PaySR on the day the Payroll Register is available after payrolls have been processed.
- Agencies should incorporate permanent splits into a Position Pool.

General

OSC Notification to Agencies of Transactions

Job Changes
- If your agency will receive the Processed Transaction. File, Job Changes that were processed during the day will be contained on this file.
- Transactions entered directly by agencies on the Job Actions Request Panel, <u>require</u> OSC approval:
  - If approved by OSC, these transactions will automatically update the employee's Job record. Agencies will be notified of transactions that are disapproved or changed on the "Auditor's Report of Salary Corrections and Rejections".
- Transactions entered directly by agencies on of the Job Panel, do <u>not</u> require OSC approval:
  - These transactions will automatically update the employee's Job record.

Time Entry
- If your agency submits a file for Miscellaneous Payments, use Reveal to view transactions not processed. This report is called the "Error Report - Rejected Time Entry Transactions".
- Examples of transactions unable to be processed could include:
  - "Employee must be eligible for overtime to receive OTA" (overtime was submitted for an employee who is ineligible).
  - "Earnings Code invalid for time entry" (employee was not eligible for Earning Code submitted).
- Agencies will be notified of OSC auditor additions, changes, and deletions for miscellaneous payments on a report entitled "Auditor's Report of Payroll Corrections for Miscellaneous Payments".

Comments Section
- Submit comments on the Job Action Request panel for comments you would normally submit in the Remarks section of a PR75.
- Submit comments on the Time Entry panel when using override earn codes or when submitting an OTT - Out of Title Overtime.
- OSC will transfer comments needed to maintain proper history information to the General Comments panel.
- Agencies have <u>read access only</u> to the General Comments panel.