State of New York
Office of the State Comptroller
# PaySR Initial User Request

_____
Control No

**Attachment A**

## SECTION I - Prepared by the Agency Security Coordinator

**Agency** _____     **Agency Code** _____

| Name | Phone | Security Class (only one) | PaySR Production Agency Codes | Query Type (C or R) | Query Access (= or all) | Report Access (yes/no) | Query and Report Agency Codes |
|------|-------|--------------------------|------------------------------|---------------------|-------------------------|------------------------|-------------------------------|
|      |       |                          |                              |                     |                         |                        |                               |
|      |       |                          |                              |                     |                         |                        |                               |
|      |       |                          |                              |                     |                         |                        |                               |
|      |       |                          |                              |                     |                         |                        |                               |
|      |       |                          |                              |                     |                         |                        |                               |
|      |       |                          |                              |                     |                         |                        |                               |

Signature _____     Date _____
Agency Security Coordinator

## SECTION II – Prepared by the OSC Division Security Officer

❑ - Approved          ❑ - Disapproved

Signature _____     Date _____
Division Security Coordinator

## SECTION III – Prepared by the OSC Bureau of Information Technology Security Group

❑ - Approved          ❑ - Disapproved

Signature _____     Date _____
BITS Data Access Security

# Attachment A — Instructions

State of New York
Office of the State Comptroller
**PaySR Initial Security Request**

| Security Class (Select one) | PaySR Production Agency Codes | Query Type - If Any R= Run Only C = Create and Run | Query Access Use = for same as Production Use *All* for query all panels/tables | Report Access Yes or No | Query and/or Report Agency Codes |
|---|---|---|---|---|---|
| Select only one code from Attachment C of Bulletin No. 32. If you need help determining the correct security class, contact PaySR for assistance. | Indicate the specific agency codes, or range of codes to which the user(s) should have access for PaySR production. | Indicate if the user(s) should have access to the Query Database. Leave this column blank if you do not want the user to have access to query. Indicate **R** for users who may only run or execute queries. Indicate **C** for users who may run and create queries. | **If the user has access to query,** indicate if the security for the query database should be the **same** as for production **(indicate =)** or, if you wish to provide this user with the ability to **view all** in query **(indicate all)**. | Indicate if the user should be able to view PaySR-produced reports through Reveal — **yes** or **no**. | If your user should **not have access** to either query or Reveal reports, **leave this column blank**. If the user has **access to Query and/or reports, indicate which agency codes** they should have access to. If a user should have access to **different agency codes for the query and report functions,** please write a note making this difference clear. |

**Please carefully complete, sign and return the first page of Attachment A by August 10 to:**

Theresa Flynn
PaySR Project
194 Washington Avenue, 6th floor
Albany, NY 12210

If you need assistance with completing this form, contact Audrey Seidman at (518) 473-7388, aseidman@osc.state.ny.us.

## Security Base Class Descriptions

| Security Base Classes | Panel Group | Panel Group |
|---|---|---|
| **Personnel Functions** | | |
| 1. **Hire/Employee Maintenance and Movement**<br>Users in this group will have the ability to:<br>• Review Job Code, Title information,<br>• Review Position-related information,<br>• Enter personal information about employees when they are hired,<br>• Set the employee up in a position and enter job information and benefit participation<br>• Manage ongoing movement and maintenance, re-hires, leaves, reinstatements, transfers, etc.,<br>• Enter Mail Drop ID,<br>• Enter Retirement information,<br>• Enter information regarding contract pay (ie. 21P),<br>• Enter information related to Workers Compensation,<br>• View General Comments as entered by OSC,<br>• View Legacy System Payroll History | Job Code Table<br>Position Data<br>Position Data Summary<br>Position History<br>Position Budget Status<br>Vacant Budgeted Pos.<br>Personal Data<br>Job Data<br>Job Summary<br>Benefit Program Part.<br>Add Concurrent Job<br>Employment Data<br>Payroll Data<br>Retirement Plan<br>Transfer Request<br>Contract Pay<br>Incident Data<br>Rehire<br>General Comments | 1<br>2-4<br>5<br>6<br>7<br>8<br>9, 10<br>11-13<br>14<br>15<br>16-18<br>19<br>20<br>28<br>41, 42<br>44-47<br>48, 49<br>50-52<br>67 |
| **Payroll Functions** | | |
| 2. **Salary:**<br>Users in this group will have the ability to:<br>• Use job data panels as needed for salary purposes<br>• Enter additional salary factors, such as Geographic Pay or Location Pay,<br>• Establish salary withholding,<br>• Enter Increment Code and Service Date<br>• Enter changes to an employee's salary (Promotions, Performance Advances, Longevity), make comments,<br>• View General Comments as entered by OSC,<br>• View Legacy System Payroll History. | Job Data<br>Job Summary<br>Additional Pay<br>Job Requests<br>Salary Withholding Balances<br>General Comments | 11-13<br>14<br>30<br>37-40<br>63<br><br>67 |

| | | |
|---|---|---|
| 3. **Paycheck Inquiry:**<br>Users in this group will have the ability to:<br>• Look-up an employee's paycheck data, deductions, earnings, garnishments (amount only), salary withholdings, special accumulators, and tax information.<br>• Look-up an employee's Mail Drop ID | Employment Data<br>Paycheck Summary<br>Paycheck Data<br>Check Balances YTD<br>Earnings Balances<br>Deductions Balances<br>Salary Withholding Balances<br>Special Accumulator Balances<br>Tax Balances<br>1042 Tax Balances | 19<br>53<br>54-58<br>60<br>61<br>62<br><br>63<br><br>64<br>65<br>66 |
| 4. **Miscellaneous Payment Entry:**<br>Users in this group will have the ability to:<br>• Enter miscellaneous payment information,<br>• Enter time for exception hourly employees. | Time Entry | 43 |
| **Budgeting Functions** | | |
| 5. **Position Management/ Funding:**<br>Users in this group will have the ability to:<br>• View Job Code, Title information,<br>• Set up position pools and account code information,<br>• Make any distribution splits for employees,<br>• Review Position-related information,<br>• Enter Mail Drop ID,<br>• View Account Code information,<br>• View Earnings Balances | Job Code Table<br>Position Data<br>Position Data Summary<br>Position History<br>Position Budget Status<br>Vacant Budgeted Pos.<br>Employment Data<br>Account Code Table<br>Position Pool Table<br>Department Budget Table<br>Paycheck Distribution<br>Earnings Balances | 1<br>2-4<br>5<br>6<br>7<br>8<br>19<br>32, 33<br>34<br>35,36<br><br>59<br>61 |
| **Deductions** | | |
| 6. **Deductions & Tax Maintenance:**<br>Users in this group will have the ability to:<br>• Set up and modify employee deductions,<br>• Place employees in benefit programs<br>• Setup and modify retirement plan information,<br>• View deductions that are maintained by outside vendors (such as DCS health insurance and Copeland deferred compensation deductions),<br>• Set up and maintain employee's direct deposit information,<br>• Set up and maintain employee federal, state and local taxes,<br>• View deduction balances,<br>• View tax balances,<br>• View 1042 tax balances,<br>• Enter Mail Drop ID | Benefit Program Part.<br>Employment Data<br>Employee Tax Data<br>Tax Distribution<br>General Deduction Data<br>Retirement Plans<br>TIAA/CREF Counters<br>Direct Deposit<br>Deduction Balances<br>Special Accumulator Balances<br>Tax Balances<br>1042 Tax Balances | 15<br>19<br>21-25<br>26<br>27<br>28<br>29<br>31<br>62<br><br>64<br>65<br>66 |

| Miscellaneous | | |
|---|---|---|
| 7.  **Job Requests (this is part of Class 2, Salary)**<br>Users in this group will have the ability to:<br>• Enter changes to an employee's salary (Promotions, Performance Advances, Longevity), make general comments<br>These panels must be used with Job Data panels. | Job Requests | 37-40 |
| 8.  **Workers Compensation/Concurrent Hire (this is part of Class 1, Hire/Employee Maintenance and Movement)**<br>Users in this group will have the ability to:<br>• Use job data panels as needed,<br>• Enter Mail Drop ID<br>• Enter information related to Workers' Compensation. | Job Data<br>Employment Data<br>Incident Data | 11-13<br>19<br>48-49 |

| Super User:<br>Users in this group will have the ability to:<br>• Add or update all employee-related information. | Super Viewer:<br>Users in this group will have the ability to:<br>•  Look-up any employee-related information, but will have no update ability |
|---|---|

State of New York
Office of the State Comptroller
**PaySR Security Class Codes**

## PaySR Base Classes

| Code | Security Class Description | | Code | Security Class Description |
|---|---|---|---|---|
| 1U | Hire / Employee Maintenance and Movement (Update) | | 1X | Hire/Employee Maintenance and Movement (View Only) |
| 2U | Salary (Update) | | 2X | Salary(View Only) |
| | | | 3X | Paycheck Inquiry (View Only) |
| 4U | Miscellaneous Payment Entry (Update) | | 4X | Miscellaneous Payment Entry (View Only) |
| 5U | Position Management/Funding (Update) | | 5X | Position Management/Funding (View Only) |
| 6U | Deductions and Tax Maintenance (Update) | | 6X | Deductions and Tax Maintenance (View Only) |
| 7U | Job Requests (Update) | | 7X | Job Requests (View Only) |
| 8U | Workers Compensation/Concurrent Hire (Update) | | | |
| SU | Super User | | SX | Super Viewer |

## PaySR Update Combinations

| Code | Security Class Description | | Code | Security Class Description |
|---|---|---|---|---|
| 12U | Hire/Employee Maintenance and Salary (Update) | | 15U | Hire/Employee Maintenance and Movement, Position Management/Funding(Update) |
| 12346U | Hire, Salary, Paycheck Inquiry, Miscellaneous Payment, Deductions (Update) | | 157U | Hire/Employee Maintenance and Movement, Position Management/Funding, Job Requests(Update) |
| 13U | Hire/Employee Maintenance and Movement, Paycheck Inquiry (Update) | | 17U | Hire/Employee Maintenance and Movement, Job Requests(Update) |
| 134U | Hire/Employee Maintenance and Movement, Paycheck Inquiry, Miscellaneous Payment Entry(Update) | | 2346U | Salary, Paycheck Inquiry, Miscellaneous Payment Entry, Deductions and Tax Maintenance(Update) |
| 135U | Hire/Employee Maintenance and Movement, Paycheck Inquiry, Position Management/Funding(Update) | | 346U | Paycheck Inquiry, Miscellaneous Payment Entry, Deductions and Tax Maintenance(Update) |
| 136U | Hire/Employee Maintenance and Movement Paycheck Inquiry Deductions and Tax Maintenance(Update) | | 478U | Miscellaneous Payment Entry, Job Requests, Workers Compensation/Concurrent Hire(Update) |
| 14U | Hire/Employee Maintenance and Movement, Miscellaneous Payment Entry(Update) | | | |

# PaySR View Only Combinations

| Code | Security Class Description | | Code | Security Class Description |
|------|---------------------------|---|------|---------------------------|
| 12X | Hire/Employee Maintenance and Salary (View) | | 125X | Hire/Employee Maintenance and Movement, Salary, Position Management/Funding(View) |
| 12345X | Hire, Salary, Paycheck Inquiry, Miscellaneous Payment, Position Management/Funding (View) | | 134X | Hire/Employee Maintenance and Movement, Paycheck Inquiry, Miscellaneous Payment Entry(View) |
| 124X | Hire/Employee Maintenance and Movement, Salary, Miscellaneous Payment Entry(View) | | 235X | Salary, Paycheck Inquiry, Position Management/Funding(View) |
| 1245X | Hire/Employee Maintenance and Movement, Salary, Miscellaneous Payment Entry, Position Management/Funding(View) | | 245X | Salary, Miscellaneous Payment Entry, Position Management/Funding(View) |
| 1247X | Hire/Employee Maintenance and Movement, Salary, Miscellaneous Payment Entry, Job Requests(View) | | | |

# PaySR Update/View Combinations

| Code | Security Class Description | | Code | Security Class Description |
|------|---------------------------|---|------|---------------------------|
| 1U23456X | Hire (Update) + Salary, Paycheck, Miscellaneous Payment, Position Management, Deductions and Tax Maintenance (View) | | 2346U1X | Salary, Paycheck Inquiry, Miscellaneous Payment Entry, Deductions and Tax Maintenance(Update)+Hire/Employee Maintenance(View) |
| 12346U5X | Hire ,Salary, Paycheck View, Miscellaneous Payment, Deductions and Tax Maintenance(Update)+Position Management/Funding(View) | | 2346U15X | Salary, Paycheck Inquiry, Miscellaneous Payment Entry, Deductions and Tax Maintenance(Update)+Hire/Employee Maintenance, Position Management/Funding(View) |
| 12356U4X | Hire, Salary, Paycheck View, Position Management, Deductions and Tax Maintenance (Update) + Miscellaneous Payment (View) | | 5U1234X | Position Management/Funding (Update) +Hire/Employee Maintenance, Salary, Paycheck Inquiry, Miscellaneous Payment Entry(View) |
| 15U24X | Hire/Employee Maintenance, Position Management/Funding(Update)+Salary Miscellaneous Payment(View) | | 5U12346X | Position Management/Funding (Update) +Hire/Employee Maintenance, Salary, Paycheck Inquiry, Miscellaneous Payment Entry, Deductions and Tax Maintenance(View) |
| 15U2346X | Hire/Employee Maintenance, Position Management/Funding(Update)+Salary, Paycheck Inquiry, Miscellaneous Payment Entry, Deductions and Tax Maintenance(View) | | 5U124X | Position Management/Funding (Update) +Hire/Employee Maintenance, Salary, Miscellaneous Payment Entry(View) |
| 17U24X | Hire/Employee Maintenance, Job Requests(Update)+Salary, Miscellaneous Payment Entry(View) | | 6U12345X | Deductions and Tax Maintenance (Update) +Hire/Employee Maintenance, Salary, Paycheck Inquiry, Miscellaneous Payment Entry, Position Management/Funding(View) |
| 23456U1X | Salary, Paycheck Inquiry, Miscellaneous Payment Entry, Position Management/Funding, Deductions and Tax Maintenance(Update)+Hire/Employee Maintenance(View) | | | |

## Job Request Panel

**Administer Job Change Request - Use - Job Action Requests**

Start  File  Edit  Use  Process  Inquire  View  Help

Job Requests | Job Requests2

Ziel,Scott                                    ID:   397582387                    Rcd#:    0

**Current Job**
Position:        00000946            Job Date:          12/06/1997
Department:    20010        Tax&Fin      Barg. Unit/Grade:   34      10
Job Code:       010033        Fin Anlyst    Comp Rate/FTA:

**Proposed Job**

New Posn

Eff Date/Seq #:   12/08/1997        0

Action/Reason:    Posn Chg

Position Number:  95555555    Controller        Line Number:    08745

NYS Position:     95555555    Controller

Service Date:     12/06/1997          Increment Code:    0000

Pay Rate:                            FIS Amount:

Barg. Unit/Grade:   BL    004      Position Status:    Approved    A
Jurisdictional Class:  C

Request

Status:        Initiated
Status Dt:   12/06/1997
Status Reason:

Job Requests        Update/Display