



# Payroll Enhancement Project

Office of the State Comptroller  
Bureau of State Payroll Services

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## Searching in the Time Entry Page

As a result of the PayServ EMPLID conversion to a non-SSN based EMPLID, new search procedures are provided for the Time Entry page for both **Find an Existing value** and **Add a New Value**:

To search for an individual using the Time Entry Page (Find an Existing Value tab):

1. Navigate to the **Payroll for North America > Employee Pay Data USA > Time Entry** search page
2. On the **Time Entry** search page enter the search fields that are available. Note that the “**SSN Last 4 Digits**” has been added as a search field. Enter a full or partial “**SSN Last 4 Digits**” to retrieve a record. Note that the Search Results List box also displays the “**SSN Last 4 Digits**” field in the display.

**PayServ - The NYS Payroll System**

**Time Entry**

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**

Department: begins with 00640

Empl ID: begins with

Empl Rcd Nbr: =

Pay Period End Date: =

**SSN Last 4 Digits: begins with**

Name: begins with

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

**Search Results**

View All First 1-20 of 20 Last

Department	Empl ID	Empl Rcd Nbr	Pay Period End Date	SSN Last 4 Digits	Name
00640	N01234567	0	04/01/2009	0860	PLATT,PHIL
00640	N0122221T	0	12/09/2009	7010	SMITH SALLY

To search for an individual using the Time Entry Page (Find an Existing Value tab):

1. Navigate to the **Payroll for North America > Employee Pay Data USA > Time Entry > Add a New Value** search page
2. On the **Time Entry** search page enter the search fields that are available. To utilize the “**SSN Last 4 Digits**” search feature, click on the Empl ID field and “**SSN Last 4 Digits**” is available in the resulting search box. The “**SSN Last 4 Digits**” also displays in the Search Results list box.

**PayServ - The NYS Payroll System**

Home | Help

**Time Entry**

Find an Existing Value | **Add a New Value**

Department: 00640

**Empl ID:** [Search Box]

Empl Rcd Nbr: 0

Pay Period End Date: [Calendar]

Add

**Look Up Empl ID**

Department: 00640

Empl ID: begins with [Search Box]

**SSN Last 4 Digits:** begins with [Search Box]

Name: begins with [Search Box]

Look Up | Clear | Cancel | Basic Lookup

**Search Results**

View 100 | First | 1-130 of 130 | Last

Empl ID	SSN Last 4 Digits	Name
N09998877	5145	SMITH,SAMUEL
N1122333	0860	JACKSON,JOHN

Find an Existing Value | Add a New Value

**Add a New Time Entry for an Employee and search using full or partial "SSN Last 4 Digits" field. Click on EMPLID on the Add a New Value tab and the Search box includes "SSN Last 4 Digits" as a search field. The search results box also displays the "SSN Last 4 Digits" field.**