New York State Office of the State Comptroller
Bureau of State Payroll Services
PayServ Electronic Certification of Payroll

Agency Electronic Certification of Payroll

A new page has been developed in PayServ to allow agencies to electronically certify their agency's payrolls. As required by State Finance Law, agencies must certify their payroll each pay-period. The Office of the State Comptroller is required to track and verify these certifications. This job aid has been built to show agencies the process to certify their agencies each pay period.

PREREQUISITE: To certify payroll, an agency user must have the role of **"NSA Certify Payroll Updt"** in their security profile. This role can be granted via the standard user role process where agency users work with their agency security coordinators to have the role added.

NOTE: Once granted the "NSA Certify Payroll Updt" role, an agency certifier will be able to certify all agencies they have access to in their security profile.

- **Navigate** to the Payroll Certification page: Main Menu>Workforce Administration>Job Information>Payroll Certification.
- **Enter a valid check date for the agency (s) you administer**. If the field is left blank, all Check Dates for the agencies in your security profile will appear. You can also search by other criteria (greater than, less than, equal to, etc.,) using the drop down menu.

- Click **Search**.

- The Payroll Certification Page is displayed.
    - The page header displays the check date requested, whether that check has been confirmed or not, the pay cycle (A for Administration, I for Institution), Select All and Deselect All checkboxes, and the necessary language needed to process certification electronically.
    - The grid below displays the agency code, agency code description, the Certified flag, and the Action Date.

- To update the Payroll Certification Page, **check the boxes under the "Certified" column** for the agency codes (departments) you would like to certify. If you would like to certify all agencies you have in your security profile at once, choose the "Select All" checkbox above the grid on the page.
- Once you have checked the boxes for all agencies you wish to certify for this check date, **click Save** at the bottom of the page to save your work.
- If needed, Agency certification can be removed individually or for all agencies (using the "Deselect All" checkbox) up until the payroll for the check date is confirmed. You must **Save** this change to remove certification from an agency.
- **Once the check date is confirmed, the only action that can be taken is to certify an agency that was not certified** before the check date is confirmed.