

## 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.

The screenshot shows the 'Payroll Certification' search page. At the top, there is a breadcrumb trail: 'Main Menu > Workforce Administration > Job Information > Payroll Certification'. Below this, the page title is 'Payroll Certification'. A instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a search input field with the placeholder text 'Find an Existing Value'. Below the input field is a 'Search Criteria' dropdown menu. The 'Check Date' is set to '=', and the date '04/22/2015' is entered in the adjacent field. Below the date field, there is a text input for 'Limit the number of results to (up to 300):' with the value '300' entered. At the bottom of the search area, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- 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.

Payroll Certification

Check Date: 04/22/2015      Confirmed: N      Pay Cycle: A

"TO THE STATE COMPTROLLER: This is to certify that the persons named in the previous payroll, as adjusted by the current payroll and personnel data entered into PayServ, are employed solely in and have actually performed the proper duties of the positions and employments indicated, and this payroll for the check date shown is approved and is certified for payment."

Select All     Deselect All

Agency	Description	Certified	Action Date
00640	State Insurance Fund	<input checked="" type="checkbox"/>	04/24/2015
00650	State Insurance Fd Compt Unit	<input type="checkbox"/>	04/16/2015
01000	Executive Department	<input type="checkbox"/>	04/15/2015
01009	Executive Department	<input type="checkbox"/>	04/15/2015
01010	Division of Budget	<input type="checkbox"/>	04/15/2015
01020	DOCCS Parole	<input type="checkbox"/>	04/15/2015
01030	Div of Alcoholic Bev Control	<input type="checkbox"/>	04/17/2015
01040	Office of Lt. Governor	<input type="checkbox"/>	04/15/2015
01050	Office of General Services	<input type="checkbox"/>	04/15/2015
01060	New York State Police	<input type="checkbox"/>	04/15/2015
01069	New York State Police	<input type="checkbox"/>	04/15/2015
01070	Military and Naval Affairs	<input type="checkbox"/>	04/15/2015
01077	Homeland Scrty and Emerg Svcs	<input type="checkbox"/>	04/15/2015
01080	Housing and Community Renewal	<input type="checkbox"/>	04/15/2015
01090	Division of Human Rights	<input type="checkbox"/>	04/15/2015

- 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.