

New York State Office of the State Comptroller

PayServ Navigation Paths

Action	Path
<p><u>Additional Names</u> View or update Additional Names Maintain additional name types for a person</p>	<p>Workforce Administration Personal Information Biographical Additional Names</p>
<p><u>Additional Pay</u> View or update Additional Pay (e.g., Location Pay, Inconvenience Pay, Geographic Pay, Shift Differential, Bonuses, OVPs)</p>	<p>Payroll for North America Employee Pay Data USA Additional Pay (Agency) [UPDATE] OR Workforce Administration Additional Pay [VIEW]</p>
<p><u>Archival Paycheck Data</u> View Archival Paychecks</p>	<p>Payroll for North America Payroll Processing USA Produce Payroll Archival Paycheck Data</p>
<p><u>Certification</u> Employee Job Certification</p>	<p>Workforce Administration Job Information Emp Job Certification</p>
<p><u>Concurrent Hire</u> Add Concurrent Job</p>	<p>Workforce Administration Job Information Add Concurrent Job (Agency)</p>
<p><u>Contract Pay</u> Contract dates for 21P, CYP & Adjuncts</p>	<p>Workforce Administration Job Information Contract Administration Contract Pay (Agency)</p>

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<p><u>Direct Deposit</u> Add or update an employee's direct deposit account and/or amount information.</p>	<p>Payroll for North America Employee Pay Data USA Request Direct Deposit</p>
<p><u>Employee History Info Summary</u> View an employee's transaction history</p>	<p>PayServ Custom Employee History Info Summary</p>
<p><u>Employment Data</u> Mail Drop ID, Temp Assign</p>	<p>Workforce Administration Job Information Job Data (Agency) <u>Employment Data</u> (link at bottom of page)</p>
<p><u>Garnishments</u> Garnishments</p>	<p>Payroll for North America Employee Pay Data USA Deductions Create Garnishments [VIEW ONLY]</p>
<p><u>General Comments</u> Enter a miscellaneous comment about an employee</p>	<p>Workforce Administration Personal Information Biographical General Comments (Agency)</p>
<p><u>General Deduction Data</u> Union Health Insurance Garnishments SEFA Loans</p>	<p>Payroll for North America Employee Pay Data USA Deductions General Deduction Data (Agency)</p>
<p><u>Hire</u> Hire an employee who does not have a record</p>	<p>Workforce Administration Job Information</p>

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in PayServ	Hire (Agency)
<u>Incident Data</u> Workers' Compensation basic incident information	Workforce Monitoring Health and Safety Obtain Incident Information Incident Details
<u>Injury Data</u> Workers' Compensation injury information related to an incident	Workforce Monitoring Health and Safety Obtain Incident Information Injury Details
<u>Job Action Request</u> Pay Change New Position Data Change	Workforce Administration Administer Job Change Requests Job Action Requests
<u>Job Request Status</u> Job Request status inquiry for requested transactions	Workforce Administration Administer Job Change Requests Job Request Status Inquiry
<u>Job Data</u> Employee Status Effective Date – Action/Reason Position Number Work Schedule Work Percentage Salary	Workforce Administration Job Information Job Data (Agency)
<u>Job Summary, within agency</u> Effective Date Status Dept/Job Code	Workforce Administration Job Information Review Job Information Job Summary

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Action	Path
BU/Grade/Class Indicator Salary Service Date	OR Workforce Administration Administer Job Change Request Job Summary
<u>Legacy History Postings</u> View employee history records prior to the payroll system conversion in 1998	PayServ Custom Legacy History Postings
<u>Paycheck Data</u> Review paycheck earnings, tax and deduction details (e.g., Deductions, Hours, Job Data Information, Overtime, Misc. Earnings, Special Accumulators, Taxes)	Payroll for North America Payroll Processing USA Produce Payroll Review Paycheck
<u>Paycheck Distribution</u> Review earnings, tax, and deduction distribution details	Payroll for North America Payroll Processing USA Produce Payroll Review Actuals Distribution
<u>Paycheck Summary</u> Review paycheck earnings, taxes, and deductions on a single summary page	Payroll for North America Payroll Processing USA Produce Payroll Review Paycheck Summary
<u>Personal Data</u> Modify a person's basic information, such as name and contact information (e.g., Name History, Employee ID, Address,	Workforce Administration Personal Information Modify a Person

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Hire Date)	
<p><u>Position Data</u> Data about attributes of positions in PayServ</p>	<p>Organizational Development Position Management Maintain Positions/Budgets Position Data (Agency)</p>
<p><u>Position Pool Table</u> Set up a position pool</p>	<p>Set Up HRMS Product Related Commitment Accounting Budget Information Position Pool Table</p>
<p><u>Rehire</u> To rehire an employee</p>	<p>Workforce Administration Job Information Rehire</p>
<p><u>Retirement Plans</u> Maintain employee enrollment in Public Employees Retirement System (PERS) plans (e.g., ERS, TIAA/CREF, etc.)</p>	<p>Benefits Enroll In Benefits Retirement Plans</p>
<p><u>Retro Pay Review and Update</u> Review and update retroactive pay amounts</p>	<p>Payroll for North America Retroactive Payroll Pay Update Retro Pay Calc Results</p>
<p><u>Retro Pay Summary</u> Review a summary of retroactive pay amounts</p>	<p>Payroll for North America Retroactive Payroll</p>

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Action	Path
for an individual	Change Status/Review Info Retro Pay Calc Summary
<u>Salary Withholding Balances</u> Review salary withholding days withheld, days paid out.	Payroll for North America Periodic Payroll Events USA Balance Reviews Salary Withholding Balances
<u>Savings Plans</u> Maintain employee enrollment in savings plans (Section 457 Deferred Compensation)	Benefits Enroll In Benefits Savings Plans
<u>Savings Management</u> Maintain adjustments, limit extensions, alternative elections for savings plans (Section 457 Deferred Compensation catch-up)	Benefits Enroll In Benefits Savings Extensions/Overrides
<u>Statewide Job Summary</u> Limited view of Job Data information to assist recruitment and transfer processes	PayServ Custom Statewide Job Summary
<u>Tax Data</u> Update federal, state, and local marital status, allowances and other variables	Payroll for North America Employee Pay Data USA Tax Information Update Employee Tax Data
<u>Tax Distribution</u> Identify the percentage of time an employee works in a state and locality	Payroll for North America Employee Pay Data USA Tax Information

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Action	Path
	Update Tax Distribution
<p><u>Time Entry</u> Miscellaneous Payments</p>	Payroll for North America Employee Pay Data USA Time Entry
<p><u>Transfer Request</u> To transfer an employee from one Dept. to another</p>	Workforce Administration Administer Job Change Requests Transfer Requests
<p><u>Update Payroll Options</u> Add or update an address for employee paycheck delivery</p>	Payroll for North America Employee Pay Data USA Update Payroll Options
<p><u>Workers' Compensation Data</u> Review Workers' Compensation payment information</p>	Payroll for North America Employee Pay Data USA Workers Compensation Data
<p><u>Workers' Compensation Refunds</u> Review Workers' Compensation refund information</p>	Payroll for North America Periodic Payroll Events USA Balance Reviews Workers Comp Refund
<p><u>W-2 Reporting</u> W-2 Reprint and W-2c Adjustments</p>	Payroll for North America U.S. Annual Processing

Payroll on the Web

Getting there: www.osc.state.ny.us > State Agencies> Resources for Payroll Officers
or the [Payroll Services Web Page](#) link on the PayServ Bulletin Board

- **Payroll Bulletins** Keep up to date on important payroll changes.
- **Job Aids** Find helpful information on PayServ, along with payroll calendars, directories and forms.
 - **Payroll Calendars** 2009-2016
 - **Forms** Excel & Fillable PDF version of important Payroll forms
 - **PayServ** Reference guides and other useful tools
 - **Quick Reference Guides**
 - **Actions with Reason Codes**
 - **Deduction Codes**
 - **Earnings Codes**
 - **PayServ Navigation Paths Tip Sheet**
 - **PayServ Shortcut Keys**
 - **Reasons with Action Codes**
 - **Worksheets & Calculators**
 - **AC 230 Worksheet**
 - **Balance of Contract Worksheet - Administration**
 - **Balance of Contract Worksheet - Institution**
 - **Date Calculator**
 - **Useful Links**
 - **Civil Service Traineeship Memorandums**
 - **Special Salary Treatment Search Engine**
 - **File Information**
 - **Daily Outbound Transaction File**
 - **Master Files (NHRP501)**
 - **Chart of Accounts Conversion**
 - **Directories**
 - **Payroll Directory** by Agency and by Zip Code
 - **Update Directory Contact Information** How to keep your agency contact information up to date with OSC
- **Training** A list of upcoming PayServ and online training sessions, and recent presentations related to payroll services.
- **Payroll Users Group** Learn about the Payroll Users Group, when it meets and who can join. View previously recorded meetings.
- **Agency Report Cards & New Overpayment Reports** Learn about state agency payroll performance. (Password Protected.)
- **Change in Payroll Withholding for Workers' Compensation Related Benefits** Communication sent to affected employees on December 22, 2014.

Contact Us

Security Access Rights and Password Resets	Your agency's PayServ Security Coordinator
Paycheck Reversals (AC-230) and Exchanges (AC-1476)	PayrollReversalAndExchange@osc.ny.gov
All Salary Determinations, Executive, SUNY, Legislative, Judicial, CUNY and hourly positions at Parks, Environmental Conservation and Tax & Finance	PayrollEarnings@osc.ny.gov
Deductions Transactions	PayrollDeduction@osc.ny.gov
Direct Deposit Returns and Reversals	DDReturnsAndReversals@osc.ny.gov
Uncashed and Reissued NYS Payroll Checks	UnchashedNYSPayrollChecks@osc.ny.gov
Payroll Retirement & SRA/TDA Deductions	PayrollRetirement@osc.ny.gov
Payroll History Requests	PayrollHistory@osc.ny.gov
Position Management Issues	PositionManagement@osc.ny.gov
Military Stipend Issues	MilitaryStipends@osc.ny.gov
Tax and Withholding Issues	TaxAndCompliance@osc.ny.gov
Master File and/or Position Pool Issues	PayrollSystemQuestions@osc.ny.gov
Salary Payments Pursuant to Court Orders, Awards, and Settlement Agreements	PayrollSalaryAwards@osc.ny.gov
Retroactive Payroll Transactions	PayrollRetroPayments@osc.ny.gov
Payroll Improvement Project	PayrollImprovementProject@osc.ny.gov
Workers' Comp, C8's, Social Security/Medicare Refunds	WorkersComp@osc.ny.gov
Payroll Training Opportunities	PayrollTraining@osc.ny.gov
Questions regarding InterTrac for Payroll	OSCPayrollInterTracHelp@osc.ny.gov
Other Payroll Issues	Payroll@osc.ny.gov