Bureau of State Payroll Services
PayServ Batch Schedule Overview

NYS COMPTROLLER
THOMAS P. DiNAPOLI

Presenters:

Melissa Heid

Lisa Swanson

Presentation Date: March 6, 2020

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- **Sunday   No Regular Availability (upon request only)**
- **Monday   7:00am – 6:00pm**
- **Tuesday   7:00am – 6:00pm**
- **Wednesday   7:00am – 6:00pm**
- **Thursday   7:00am – 6:00pm**
- **Friday   7:00am – 6:00pm**
- **Saturday   7:00am – 4:00pm**

PayServ Hours

Contact your Earnings auditor to request extended hours

Batch Stats

- <u>Weekly Processing</u>: Over 300 programs are run on the weekly batch schedule

- <u>Daily Processing</u>: Union Dues programs, Paygroup Assignment, Position File updates, QRY refresh, etc.

- <u>Monthly, Quarterly and Annual Processing</u>: Audit Table purges, Quarterly Tax reporting, Year-End processing etc.

- <u>On request Programs</u>: Union Raises, Perf Advs, W2-Cs, Taxable Expense, Workers Comp clean-ups etc.

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transactions Cutoff*	Time Entry File Submission Date	On-line Deductions, Taxes, Direct Deposit	Electronic Certification Submission Date	On - Line Back End Splits Submission Begin/End Dates	Reports/Files Available	Clear Date	Confirm
Inst 1 Lag	3/28 - 4/10	4/25/2019	4/8/2019	4/9/2019	4/9/2019	4/4/19-4/12/19	4/16/2019	4/18 noon-4/19	4/19/2019	4/15/2019	4/17/2
Inst 2 Curr	4/11 - 4/24	4/25/2019	4/8/2019	4/9/2019	4/9/2019	4/4/19-4/12/19	4/16/2019	4/18 noon-4/19	4/19/2019	4/15/2019	4/17/2
Inst 26 Extra Lag	3/21 - 4/3	4/25/2019	4/8/2019	4/9/2019	4/9/2019	4/4/19-4/12/19	4/16/2019	4/18 noon-4/19	4/19/2019	4/15/2019	4/17/2
Admin 1 Lag	4/4 - 4/17	5/1/2019	4/15/2019	4/16/2019	4/16/2019	4/11/19-4/19/19	4/23/2019	4/25 noon-4/26	4/26/2019	4/22/2019	4/24/2
Admin 2 Curr	4/18 - 5/1	5/1/2019	4/15/2019	4/16/2019	4/16/2019	4/11/19-4/19/19	4/23/2019	4/25 noon-4/26	4/26/2019	4/22/2019	4/24/2
Admin 1 Extra Lag	3/28 - 4/10	5/1/2019	4/15/2019	4/16/2019	4/16/2019	4/11/19-4/19/19	4/23/2019	4/25 noon-4/26	4/26/2019	4/22/2019	4/24/2
Inst 2 Lag	4/11 - 4/24	5/9/2019	4/23/2019	4/24/2019	4/24/2019	4/18/19-4/26/19	4/30/2019	5/2 noon-5/3	5/3/2019	4/29/2019	5/1/20
Inst 3 Curr	4/25 - 5/8	5/9/2019	4/23/2019	4/24/2019	4/24/2019	4/18/19-4/26/19	4/30/2019	5/2 noon-5/3	5/3/2019	4/29/2019	5/1/20
Inst 1 Extra Lag	4/4 - 4/17	5/9/2019	4/23/2019	4/24/2019	4/24/2019	4/18/19-4/26/19	4/30/2019	5/2 noon-5/3	5/3/2019	4/29/2019	5/1/20
Admin 2 Lag	4/18 - 5/1	5/15/2019	4/30/2019	5/1/2019	5/1/2019	4/25/19-5/3/19	5/7/2019	5/9 noon-5/10	5/10/2019	5/6/2019	5/8/20
Admin 3 Curr	5/2 - 5/15	5/15/2019	4/30/2019	5/1/2019	5/1/2019	4/25/19-5/3/19	5/7/2019	5/9 noon-5/10	5/10/2019	5/6/2019	5/8/20
Admin 2 Extra Lag	4/11 - 4/24	5/15/2019	4/30/2019	5/1/2019	5/1/2019	4/25/19-5/3/19	5/7/2019	5/9 noon-5/10	5/10/2019	5/6/2019	5/8/20
Inst 3 Lag	4/25 - 5/8	5/23/2019	5/6/2019	5/7/2019	5/7/2019	5/2/19-5/10/19	5/14/2019	5/16 noon-5/17	5/17/2019	5/13/2019	5/15/2
Inst 4 Curr	5/9 - 5/22	5/23/2019	5/6/2019	5/7/2019	5/7/2019	5/2/19-5/10/19	5/14/2019	5/16 noon-5/17	5/17/2019	5/13/2019	5/15/2
Inst 2 Extra Lag	4/18 - 5/1	5/23/2019	5/6/2019	5/7/2019	5/7/2019	5/2/19-5/10/19	5/14/2019	5/16 noon-5/17	5/17/2019	5/13/2019	5/15/2
Admin 3 Lag	5/2 - 5/15	5/29/2019	5/13/2019	5/14/2019	5/14/2019	5/9/19-5/17/19	5/21/2019	5/23 noon-5/24	5/24/2019	5/20/2019	5/22/2
Admin 4 Curr	5/16 - 5/29	5/29/2019	5/13/2019	5/14/2019	5/14/2019	5/9/19-5/17/19	5/21/2019	5/23 noon-5/24	5/24/2019	5/20/2019	5/22/2
Admin 3 Extra Lag	4/25 - 5/8	5/29/2019	5/13/2019	5/14/2019	5/14/2019	5/9/19-5/17/19	5/21/2019	5/23 noon-5/24	5/24/2019	5/20/2019	5/22/2
Inst 4 Lag	5/9 - 5/22	6/6/2019	5/20/2019	5/21/2019	5/21/2019	5/16/19-5/24/19	5/28/2019	5/30 noon-5/31	5/31/2019	5/24/2019	5/29/2
Inst 5 Curr	5/23 - 6/5	6/6/2019	5/20/2019	5/21/2019	5/21/2019	5/16/19-5/24/19	5/28/2019	5/30 noon-5/31	5/31/2019	5/24/2019	5/29/2
Inst 3 Extra Lag	5/2 - 5/15	6/6/2019	5/20/2019	5/21/2019	5/21/2019	5/16/19-5/24/19	5/28/2019	5/30 noon-5/31	5/31/2019	5/24/2019	5/29/2
Admin 4 Lag	5/16 - 5/29	6/12/2019	5/28/2019	5/29/2019	5/29/2019	5/23/19-5/31/19	6/4/2019	6/6 noon-6/7	6/7/2019	6/3/2019	6/5/20
Admin 5 Curr	5/30 - 6/12	6/12/2019	5/28/2019	5/29/2019	5/29/2019	5/23/19-5/31/19	6/4/2019	6/6 noon-6/7	6/7/2019	6/3/2019	6/5/20
Admin 4 Extra Lag	5/9 - 5/22	6/12/2019	5/28/2019	5/29/2019	5/29/2019	5/23/19-5/31/19	6/4/2019	6/6 noon-6/7	6/7/2019	6/3/2019	6/5/20
Inst 5 Lag	5/23 - 6/5	6/20/2019	6/4/2019	6/5/2019	6/5/2019	5/30/19-6/7/19	6/11/2019	6/13 noon-6/14	6/14/2019	6/10/2019	6/12/2
Inst 6 Curr	6/6 - 6/19	6/20/2019	6/4/2019	6/5/2019	6/5/2019	5/30/19-6/7/19	6/11/2019	6/13 noon-6/14	6/14/2019	6/10/2019	6/12/2
Inst 4 Extra Lag	5/16 - 5/29	6/20/2019	6/4/2019	6/5/2019	6/5/2019	5/30/19-6/7/19	6/11/2019	6/13 noon-6/14	6/14/2019	6/10/2019	6/12/2
Admin 5 Lag	5/30 - 6/12	6/26/2019	6/10/2019	6/11/2019	6/11/2019	6/6/19-6/14/19	6/18/2019	6/20 noon-6/21	6/21/2019	6/14/2019	6/19/2
Admin 6 Curr	6/13 - 6/26	6/26/2019	6/10/2019	6/11/2019	6/11/2019	6/6/19-6/14/19	6/18/2019	6/20 noon-6/21	6/21/2019	6/14/2019	6/19/2
Admin 5 Extra Lag	5/23 - 6/5	6/26/2019	6/10/2019	6/11/2019	6/11/2019	6/6/19-6/14/19	6/18/2019	6/20 noon-6/21	6/21/2019	6/14/2019	6/19/2

Submission Schedule Provided to State Agencies
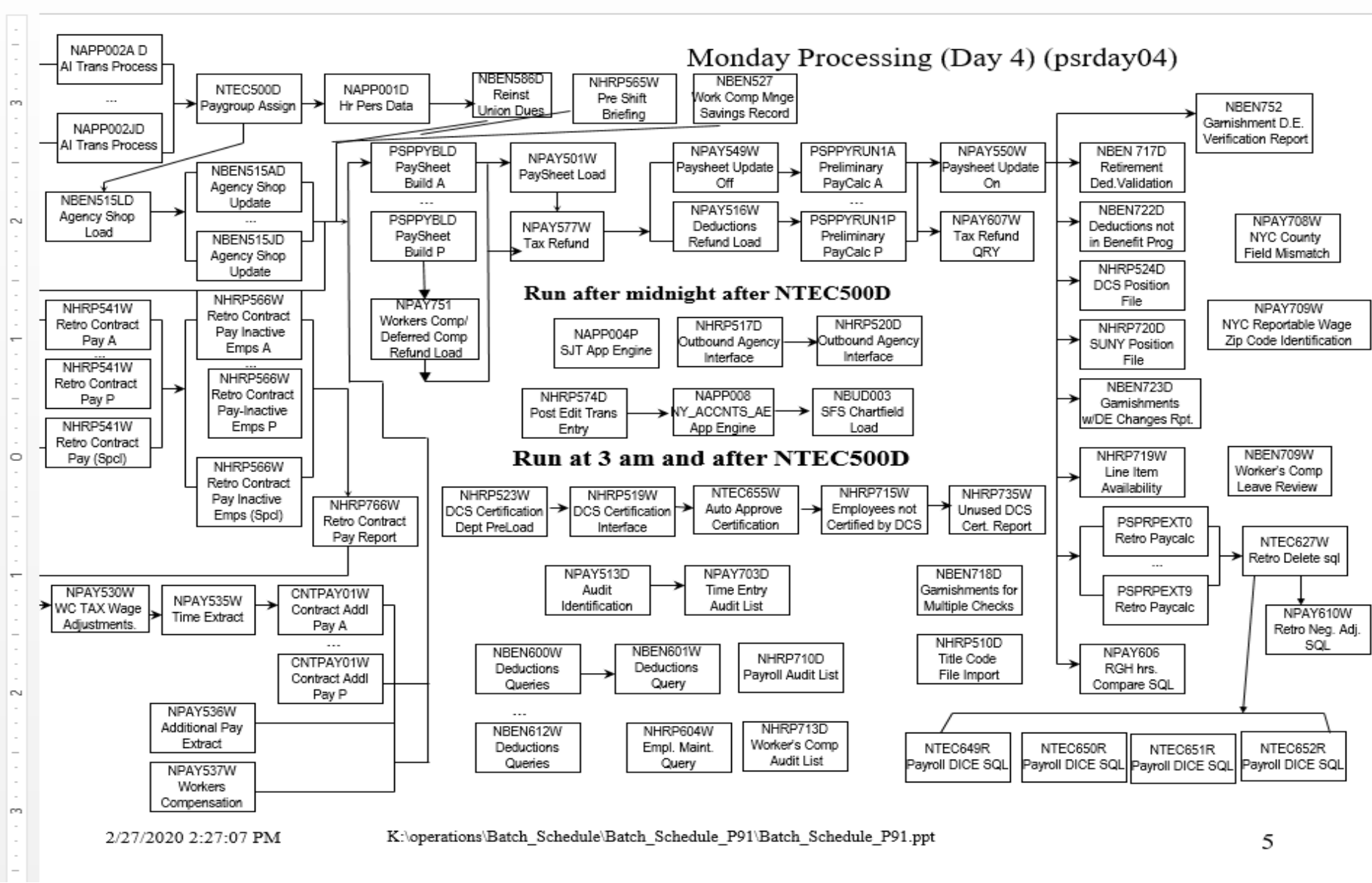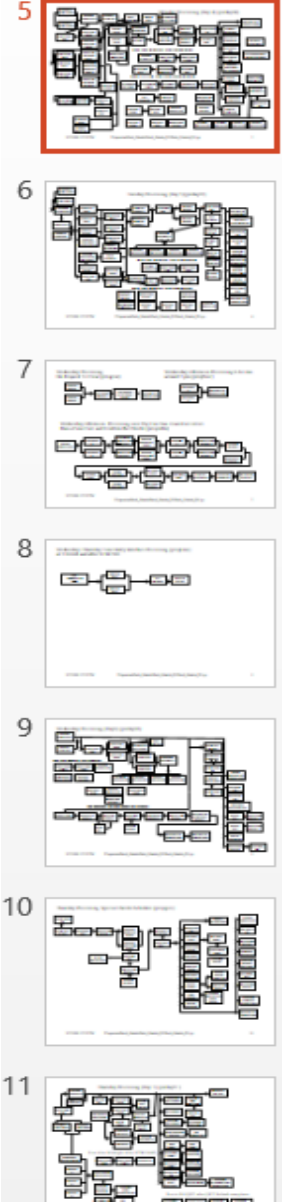
Batch schedule maintained by CIO

AI Processing

- NHRP573
- NHRP574
- NAPP002

- Agencies submit AI files (NHRP573) on a daily basis.

- AI files are processed in PayServ everyday <u>except for Weds and Sun</u>

  - NHRP573 files and NHRP574 error reports are processed approx. between 3 – 4pm

  - The App Engine (NAPP002) that actually rolls these transactions into Job/Job Request/Addl Pay does not run until the nightly batch schedule (approx. 7pm)

- Agencies can correct errors on a subsequent file or online if needed as long as cut off deadline has not passed.

- Agency AI cutoff is the Tues, approx. 2 weeks prior to the check date.

- Online cutoff is the Weds, approx. 2 weeks prior to the check date.

Time Entry File Processing

- NPAY502 (file submitted by agencies)
- NPAY535
- NPAY501

- Agencies submit NPAY502 files throughout the week

- Time Entry is opened Tues, 2 weeks prior to confirm (approx. 3 weeks prior to check date)

- Time Entry cutoff is Weds, a week prior to confirm (approx. 2 weeks prior to check date)

- Time Entry is extracted (NPAY535) and loaded (NPAY501) into the paysheets on Monday night prior to confirm

Friday (evening)
Day 1

- **PAYSHEET BUILD**

- Combine Emplid programs are run

- Build and calculate the paychecks for the next pay cycle

- Retro Contract Pay Adjustments are completed

Saturday

Day 2

- Retro Paycalc

- DCS Position Certification

- Accounting Schedule

- **Accounting Schedule**
  (for previous paycheck)

Sunday

Day 3

- No Online Agency Access

- System Maintenance Day

- Self Service & DD Advice jobs for previous week paycheck

- On-request programs that have excessive run times

- **System Maintenance Days**

Monday

Day 4

- **Time Entry Load**

- Clear run during the day (approx. 3pm)

- Time Entry Load to Paysheet

- Last Calc all of Paychecks

- Retro Paycalc & Retro Contract Pay

- DCS Certification

Tuesday

Day 5

- **Retro Load**

- Contract Addl Pay calculated

- Calculated Retro is loaded to Paysheets

- Payroll Calc before and after Retro Load

- Job Pay Flag is turned off – last day for job transactions to roll to open paycheck

Wednesday

Day 6

- Noon Calc

- 3pm Final Calc

- Confirm

- Bank Files, Direct Deposit Advices and Check are generated

- **Confirm Day**

Thursday

Day 7

• **Confirm Specials**

• **Confirm Off-Cycle Checks**

- Confirm specials, off-cycles, and emergencies in the morning

- Check and Direct Deposit Reconciliation Reports are created

- Retro Paycalc

- Back end reports to Vendors are created; including tax and deduction journals to SFS

- Masterfile is generated and provided to agencies

One Pay Cycle Example

e.g.	Pay Period # 24	Admin Lag	Check Date 3/18/2020	Pay Beg Date 2/20/2020	Pay End Date 3/4/2020		
	SUN	MON	TUES	WED	THUR	FRI	SAT
February					**Pay Begin Date** 20 - AI opens	21	22
	23	24	25 - Time Entry opens	26	27	28	29 - Job Bio Sent to NYSLRS
March	1	2	3 - AI cutoff	**Pay End Date** 4 - Time Entry cutoff - Online Job & Addl Cutoff	5 - Raise Processing Programs Run - Retro Calc	6 - Paysheet Build - Online Ded, Taxes & DD - NYSLRS Files Received Day 1	7 - Retro Calc Day 2
	8 Day 3	9 - Clear - Time Entry Load - Retro Calc Day 4	10 - Retro Load - Job Pay off Day 5	11 **Confirm Date** Day 6	12 - Confirm Specials - Confirm Off-Cycle Day 7	13 - Back-End Reports to Vendors	14 - Accounting Schedule
	15	16	17	18 **Check Date**	19	20	21

Misc. Considerations

- If any Direct Deposit opt out changes are needed between confirm on Weds and Thursday, agencies should wait until Friday to make the update.

- Remember to keep your IT contacts in the agencies informed of any changes to payroll schedules as they are responsible for ensuring files are run on the correct days.

Contact & Questions

For any questions regarding this presentation, the batch schedule, or file processing;

Contact: PayrollSystemQuestions@osc.ny.gov