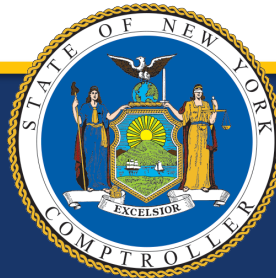


**Office of Operations'
2024 Virtual Fall Conference**

Office of Operations Contact Management System

Janel Carey, Andrea Witham,
Jennifer Hallanan, Laurie Kelly, Brian Rabitz,
Cynthia Pucci, Sarah Stocklas



New York State Comptroller
THOMAS P. DINAPOLI

Agenda

- What is the Contact Management System
- Contact Types
- Demonstration



What Is the Contact Management System

- The Office of Operations repository of state agency contacts needed to conduct a variety of business processes
- A new, user-friendly system is coming in November



Bureau of State Expenditures

Key Contacts

- State Agency – Head of Agency
- State Agency – Head of Facility/Campus
- State Agency – Fiscal Officer
- State Agency – Internal Auditor

Visit the [Guide to Financial Operations – XII.4.C Updating Agency Contacts](#) for more information on contacts



Bureau of State Payroll Services

Key Contacts

- Payroll Officer
 - Payroll Certification
 - Payroll Employee Verification
 - Payroll Earnings – Salary Calculations
 - Payroll Earnings – HCM Transactions
 - Payroll Deductions – Benefit Administrator
- Payroll IT Coordinator
- Payroll Agency Security Coordinator
- Payroll Chart of Accounts Liaison
- Payroll HR Representative
- Payroll Online (NYSPO) Coordinator
- Payroll Executive Management



Bureau of Financial Reporting & Oil Spill Remediation

Key Contacts

- Agency Financial Reporting
 - Various titles, Fiscal or Program related
- Compensated Absences Reporters
 - Various payroll related titles
- Publication recipients
 - Head of Agency, Legislature, etc.



Demonstration



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Contact Us

Questions may be directed to:

OOOContactManagement@osc.ny.gov



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