Bureau of State Payroll Services PayServ Batch Schedule Overview

Lindsay Gajda and Cori Bilka

New York State Comptroller
THOMAS P. DiNAPOLI

PayServ Hours

- 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

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, <u>W-2 Cs</u>, Taxable Expense, Workers' Comp clean-ups, etc.

Submission Schedule Provided to State Agencies

2024-2025 Agency Submission Schedule

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transactions	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
Inst 1 Lag	4/4 - 4/17	5/2/2024	**4/15/2024**	**4/16/2024**	**4/16/2024**	4/11/2024 noon-4/19/2024	4/23/2024	4/25 noon-4/26	4/26/2024
Inst 2 Curr	4/18 - 5/1	5/2/2024	**4/15/2024**	**4/16/2024**	**4/16/2024**	4/11/2024 noon-4/19/2024	4/23/2024	4/25 noon-4/26	4/26/2024
Inst 1 Extra Lag	3/28 - 4/10	5/2/2024	**4/15/2024**	**4/16/2024**	**4/16/2024**	4/11/2024 noon-4/19/2024	4/23/2024	4/25 noon-4/26	4/26/2024
Admin 2 Lag	4/11 - 4/24	5/8/2024	4/23/2024	4/24/2024	4/24/2024	4/18/2024 noon-4/26/2024	4/30/2024	5/2 noon-5/3	5/3/2024
Admin 3 Curr	4/25 - 5/8	5/8/2024	4/23/2024	4/24/2024	4/24/2024	4/18/2024 noon-4/26/2024	4/30/2024	5/2 noon-5/3	5/3/2024
Admin 1 Extra Lag	4/4 - 4/17	5/8/2024	4/23/2024	4/24/2024	4/24/2024	4/18/2024 noon-4/26/2024	4/30/2024	5/2 noon-5/3	5/3/2024
Inst 2 Lag	4/18 - 5/1	5/16/2024	4/30/2024	5/1/2024	5/1/2024	4/25/2024 noon-5/3/2024	5/7/2024	5/9 noon-5/10	5/10/2024
Inst 3 Curr	5/2 - 5/15	5/16/2024	4/30/2024	5/1/2024	5/1/2024	4/25/2024 noon-5/3/2024	5/7/2024	5/9 noon-5/10	5/10/2024
Inst 2 Extra Lag	4/11 - 4/24	5/16/2024	4/30/2024	5/1/2024	5/1/2024	4/25/2024 noon-5/3/2024	5/7/2024	5/9 noon-5/10	5/10/2024
Admin 3 Lag	4/25 - 5/8	5/22/2024	5/7/2024	5/8/2024	5/8/2024	5/2/2024 noon-5/10/2024	5/14/2024	5/16 noon-5/17	5/17/2024
Admin 4 Curr	5/9 - 5/22	5/22/2024	5/7/2024	5/8/2024	5/8/2024	5/2/2024 noon-5/10/2024	5/14/2024	5/16 noon-5/17	5/17/2024
Admin 2 Extra Lag	4/18 - 5/1	5/22/2024	5/7/2024	5/8/2024	5/8/2024	5/2/2024 noon-5/10/2024	5/14/2024	5/16 noon-5/17	5/17/2024
Inst 3 Lag	5/2 - 5/15	5/30/2024	5/14/2024	5/15/2024	5/15/2024	5/9/2024 noon-5/17/2024	5/21/2024	5/23 noon-5/24	5/24/2024
Inst 4 Curr	5/16 - 5/29	5/30/2024	5/14/2024	5/15/2024	5/15/2024	5/9/2024 noon-5/17/2024	5/21/2024	5/23 noon-5/24	5/24/2024
Inst 3 Extra Lag	4/25 - 5/8	5/30/2024	5/14/2024	5/15/2024	5/15/2024	5/9/2024 noon-5/17/2024	5/21/2024	5/23 noon-5/24	5/24/2024

AI Processing

- **NHRP573**
- **NHRP574**
- **NAPP002**

- Agencies submit AI files (NHRP573) daily.

- AI files are processed in PayServ every day <u>except for Wednesday and Sunday</u>.
  - ➢ NHRP573 files and NHRP574 error reports are processed approx. between 3 and 4pm.
  - ➢ The App Engine (NAPP002) that 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 Tuesday, approx. 2 weeks prior to the check date.

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

New York State Comptroller
THOMAS P. DiNAPOLI

Time Entry File Processing

- **NPAY502** *(files submitted by agencies)*
- **NPAY535**
- **NPAY501**

- Agencies submit NPAY502 files throughout the week.

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

- Time Entry cutoff is Wednesday, 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.

New York State Comptroller
THOMAS P. DiNAPOLI

6

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

- System Maintenance Days

- No Online Agency Access

- System Maintenance Day

- Self Service and DD Advice jobs for previous week paycheck

- On-request programs that have excessive run times

New York State Comptroller
THOMAS P. DiNAPOLI

Monday
Day 4

- **Time Entry Load**

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

- Time Entry Load to Paysheet

- Retro Paycalc and 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

New York State Comptroller
THOMAS P. DiNAPOLI

Wednesday
Day 6

- **Confirm Day**

- Noon Calc

- 3pm Final Calc

- Confirm

- Bank Files, Direct Deposit Advices and Check generated

Thursday
Day 7

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

- Check and Direct Deposit Reconciliation Reports created

- Retro Paycalc

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

- Masterfile generated and provided to agencies

New York State Comptroller
THOMAS P. DiNAPOLI

One Pay Cycle Example

e.g.	Pay Period #3	Admin Lag	Check Date 05/22/2024	Pay Beg Date 4/25/2024	Pay End Date 5/8/2024		
	SUN	MON	TUES	WED	THUR	FRI	SAT
April					**Pay Begin Date** 25 - AI opens	26	27
	28	29	30 - Time Entry opens	1	2	3	4 - Job Bio Sent to NYSLRS
May	5	6	7 - AI cutoff	**Pay End Date** 8 - Time Entry cutoff - Online Job & Addl Cutoff	9 - Raise Processing Programs Run - Retro Calc	10 - Paysheet Build - Online Ded, Taxes & DD - NYSLRS Files Received Day 1	11 - Retro Calc Day 2
	12 - Clear - Time Entry Load - Retro Calc Day 3	13 Day 4	14 - Retro Load - Job Pay off Day 5	15 **Confirm Date** Day 6	16 - Confirm Specials - Confirm Off-Cycle Day 7	17 - Back-End Reports to Vendors	18 - Accounting Schedule
	19	20	21	22 Check Date	23	24	25

Miscellaneous Considerations

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 and Questions

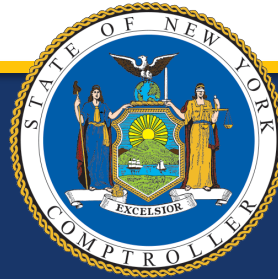For any questions regarding this presentation, the batch schedule, or file processing, contact:

PayrollSystemQuestions@osc.ny.gov.

New York State Comptroller
THOMAS P. DiNAPOLI

OSC and Agency Processing Schedule

Matthew Neeley and Timothy Dickson

New York State Comptroller
THOMAS P. DiNAPOLI

Processing Schedule

An overview of Payroll processing functions to assist Payroll users

Things to remember:

- OSC processes payroll for all NYS agencies.

- The information in this presentation is based on a normal payroll cycle for Administration and Institution Lag, and Current payrolls.

- Submission schedule FY2024-2025:
    - [Payroll Bulletin No. 2107.1](#)
    - [OSC Website: Agencies > New York State Payroll > Job Aids](#)
        - ❖ **Note:** In the event of an early clear, please refer to processing dates in the Submission Schedule.

Submission Schedule

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 Note: The Request Direct Deposit Panel will be locked each week during confirm processing.	Reports/Files Available
Admin 1 Lag	3/28 - 4/10	4/24/2024	**4/8/2024**	**4/9/2024**	**4/9/2024**	4/4/2024 noon-4/12/2024	4/16/2024	4/18 noon-4/19	4/19/2024
Admin 2 Curr	4/11 - 4/24	4/24/2024	**4/8/2024**	**4/9/2024**	**4/9/2024**	4/4/2024 noon-4/12/2024	4/16/2024	4/18 noon-4/19	4/19/2024
Admin 26 Extra Lag	3/21 - 4/3	4/24/2024	**4/8/2024**	**4/9/2024**	**4/9/2024**	4/4/2024 noon-4/12/2024	4/16/2024	4/18 noon-4/19	4/19/2024
Inst 1 Lag	4/4 - 4/17	5/2/2024	**4/15/2024**	**4/16/2024**	**4/16/2024**	4/11/2024 noon-4/19/2024	4/23/2024	4/25 noon-4/26	4/26/2024
Inst 2 Curr	4/18 - 5/1	5/2/2024	**4/15/2024**	**4/16/2024**	**4/16/2024**	4/11/2024 noon-4/19/2024	4/23/2024	4/25 noon-4/26	4/26/2024
Inst 1 Extra Lag	3/28 - 4/10	5/2/2024	**4/15/2024**	**4/16/2024**	**4/16/2024**	4/11/2024 noon-4/19/2024	4/23/2024	4/25 noon-4/26	4/26/2024
Admin 2 Lag	4/11 - 4/24	5/8/2024	4/23/2024	4/24/2024	4/24/2024	4/18/2024 noon-4/26/2024	4/30/2024	5/2 noon-5/3	5/3/2024
Admin 3 Curr	4/25 - 5/8	5/8/2024	4/23/2024	4/24/2024	4/24/2024	4/18/2024 noon-4/26/2024	4/30/2024	5/2 noon-5/3	5/3/2024
Admin 1 Extra Lag	4/4 - 4/17	5/8/2024	4/23/2024	4/24/2024	4/24/2024	4/18/2024 noon-4/26/2024	4/30/2024	5/2 noon-5/3	5/3/2024
Inst 2 Lag	4/18 - 5/1	5/16/2024	4/30/2024	5/1/2024	5/1/2024	4/25/2024 noon-5/3/2024	5/7/2024	5/9 noon-5/10	5/10/2024
Inst 3 Curr	5/2 - 5/15	5/16/2024	4/30/2024	5/1/2024	5/1/2024	4/25/2024 noon-5/3/2024	5/7/2024	5/9 noon-5/10	5/10/2024
Inst 2 Extra Lag	4/11 - 4/24	5/16/2024	4/30/2024	5/1/2024	5/1/2024	4/25/2024 noon-5/3/2024	5/7/2024	5/9 noon-5/10	5/10/2024
Admin 3 Lag	4/25 - 5/8	5/22/2024	5/7/2024	5/8/2024	5/8/2024	5/2/2024 noon-5/10/2024	5/14/2024	5/16 noon-5/17	5/17/2024

Processing Schedule

Please remember that OSC is often working on two payroll cycles simultaneously *(illustration to follow on slide 33).*

Week 1

Tuesday (Beginning of cycle):

- Automated Interface (AI) Cutoff; AI files (NHRP573) load Tuesday night.

  – AI Files can be processed every day, with the exception of Wednesdays and Sundays prior to the AI cut-off. These transactions will be available in PayServ the following day.

  – The NHRP574 report is available the following day after the AI file is submitted. This report provides all transactions that failed to load via the AI file.

- Transactions submitted via AI are visible in Payserv the following day after the AI file is processed. As Tuesday is the cut-off for submission of AI Files, Wednesday would be the latest day OSC auditors would see new AI transactions for review.

Processing Schedule

Week 1 (cont'd)

Wednesday:

Agency

- Online and Time Entry Cutoff.

- Time Entry files that were sent prior to 12pm on Wednesday may be processed early.

  – Processing Time Entry files prior to 12pm will allow for earlier access to the NPAY502 report and will allow Time Entry transactions to be available in PayServ Production.

  – When Time Entry files are processed after 12pm, the NPAY502 Rejected Time Entry report and PayServ Production report will not be available until Thursday.

OSC

- Begin the audit process on Time Entry files that were sent prior to 12pm.

Processing Schedule

Week 1 (cont'd)

Thursday:

Agency

- Control-D NPAY502 Warning/Rejected Time Entry Report is available for review if Time Entry files were processed after 12pm on Wednesday.

    - The NPAY502 Warning/Rejected Time Entry report provides any Time Entry transactions submitted via the Time Entry file (NPAY502) which could not be loaded into the system.

    - Should any late entries be necessary due to the Rejected Time Entry report, agencies should contact their OSC auditor for permission to direct enter these payments into PayServ.

New York State Comptroller
THOMAS P. DiNAPOLI

Processing Schedule

Week 1 (cont'd)

Thursday and Friday:

OSC

- Transactions continue to be audited. We understand that there may be times when a late entry is needed. However, at this point in the processing schedule, paying employees correctly and avoiding overpayments are priorities. If late transactions are required to ensure an employee is paid correctly, auditor's permission is still required prior to entering as it can adversely affect the production process by causing errors to an employee's record and may lead to processing delays.

  - Late transactions other than those previously noted may have to wait until the next cycle and will be paid retroactively.

  - Late transactions entered without permission are susceptible to deletion. If there isn't sufficient time to conduct a thorough audit of the transaction and permission was not granted to enter it, OSC will delete the payment for re-entry next pay period. Please contact your auditor with any questions.

New York State Comptroller
THOMAS P. DiNAPOLI

Processing Schedule

Week 2

Monday:

OSC

- Begin review of retroactive adjustments.

    – The Retro Program runs every night except Tuesdays.

    – When retroactive transactions are entered, agencies can review the Retroactive Pay screens the following day (exception: Retro transactions entered Tuesday will be available Thursday).

- Review 30+ additional queries, which can potentially have hundreds of results.

- Clear all transactions in the system for the current cycle in the afternoon.

Processing Schedule

Week 2 (cont'd)

Tuesday:

Agency

- No new information should be added without prior approval, only changes requested by OSC staff.
  - If a transaction is necessary to prevent either an overpayment or a zero-dollar check, please notify your auditor ASAP for approval to enter.

OSC

- Continue to review retro.

- Ensure employees are certified by comparing PayServ and NYSTEP transactions.

- This day marks the beginning of the next cycle.

Processing Schedule

Week 2 (cont'd)

Wednesday:

Agency

- Agencies **must not** enter transactions for the payroll that we are confirming/closing at this point, as it will create a system error and delay or shut down paycheck processing.

  – **The system will not recognize any changes to Job and Additional Pay. To correct employees' paychecks (overpayments and/or zero check only), manual changes will need to be made by OSC. If an emergency transaction is necessary per the above circumstances, agencies must notify your OSC auditor immediately.**

Processing Schedule

Week 2 (cont'd)

Wednesday (cont'd):

OSC

- The PayCalc Unit confirms the payroll cycle that was cleared on Monday. See the below processing schedule for confirm day:
  - 10am: 1st Calc
  - 11am: Calc Only
  - 12pm: Final Calc
  - 1pm: Confirm

- Audit staff review AC230s to clear up overpayments.

Processing Schedule

When Payments Are First Visible on Paychecks

Monday	Tuesday	Wednesday
• RGS • Additional Pay	• Time Entry	• Retro • RGS will be shut off for any employee with an RGO

Processing Schedule

Week 2 (cont'd)

Thursday:

Agency

- In the afternoon, agencies may begin entering data for their next pay period. (Please note: Time Entry transactions can be entered starting the Tuesday prior.)

OSC

- PayCalc Unit confirms Special Paygroups.

- Audit staff review additional query results for the payroll that was just confirmed.

New York State Comptroller
THOMAS P. DiNAPOLI

Processing Schedule
Week 2 (cont'd)

Friday: Close cycle

Agency

- Control D report NPAY776 should be reviewed by agencies for corrections done in Time Entry, Additional Pay, Job, Workers' Compensation, Tax, and General Comments.

OSC

- Final query results for the pay cycle that just confirmed on the prior Wednesday are run and reviewed by audit staff.

Effective Dates	Cycle		Automated Interface Cutoff	Online Transaction Cutoff Time Entry Submission	After Confirm on Thursday, the next payroll can be started	Reports/Files Available
		Monday	Tuesday	Wednesday	Thursday	Friday
		10/21/24	10/22/24	10/23/24	10/24/24	10/25/24
10/10 – 10/23/24	Admin 15L Week 1	XXXX	Start	Audit	Audit	Audit
		10/28/24	10/29/24	10/30/24	10/31/24	11/01/24
	Admin 15L Week 2	Clear	Certification	Confirm Process Check dt 11/6/24	Confirm Specials	End
10/17 – 10/30/24	Institution 15L Week 1	XXXX	Start	Audit	Audit	Audit
		11/4/24	11/5/24	11/6/24	11/7/24	11/08/24
	Institution 15L Week 2	Clear	Certification	Confirm Process Check dt 11/14/24	Confirm Specials	End

Contact and Questions

For any questions regarding the OSC and Agency Processing Schedule, please contact:

PayrollEarnings@osc.ny.gov

and your

OSC Earnings auditor