



Office of the State Comptroller
PAYROLL BULLETIN

Subject Survey on Payroll Manuals and Bulletins	Bulletin No. P-863
	Date August 8, 1995

The attached survey asks for your input on how Payroll manuals and bulletins should be distributed to users. Please complete and return the survey by August 31, to the address indicated.

**NEW YORK STATE
COMPTROLLER'S OFFICE
ELECTRONIC DOCUMENTATION SURVEY
for Payroll Manuals and Bulletins**

INTRODUCTION:

An Electronic Document Distribution committee was recently formed at the request of OSC's Accounting and Payroll departments to investigate alternate methods of document distribution. OSC Payroll System manuals and bulletins are currently delivered to agencies through Interagency or U.S. mail. Alternate distribution methods being investigated include facsimile transmission, file transfer via modem or on-line network, and CD Rom.

The members of the committee felt that it would not be possible to select suitable distribution methods without first consulting the customers to whom these documents are sent. By completing this survey, you will be providing the committee with the information necessary to determine the distribution method(s) we will implement.

INSTRUCTIONS:

The individual completing this survey should be the person who currently receives and is responsible for distribution of OSC Payroll System manuals and bulletins.

Please complete this survey as soon as possible, and return it to the address below no later than August 31, 1995.

**NYS Comptroller's Electronic Documentation Committee
Attn. Anthony A. DiVirgilio
4th floor, Data Processing
AE Smith State Office Building
So. Swan St.
Albany, N.Y. 12236**

1) Does your office have access to the OSC Payroll computer system? YES NO

2) Which of the following does your office have access to? (Check all that apply.)

	Currently access	Plan to have access within 1 year
a) PC	<input type="checkbox"/>	<input type="checkbox"/>
b) Laser Printer	<input type="checkbox"/>	<input type="checkbox"/>
c) Impact Printer	<input type="checkbox"/>	<input type="checkbox"/>
d) Modem	<input type="checkbox"/>	<input type="checkbox"/>
e) Plain Paper Fax machine	<input type="checkbox"/>	<input type="checkbox"/>
f) Roll Paper Fax machine	<input type="checkbox"/>	<input type="checkbox"/>

3) a) If you have access to a PC or a Local Area Network (LAN), can it receive faxes? YES NO

If YES, answer the following.

b) Could it receive PC faxes during normal business hours? YES NO

c) Could it receive PC faxes 24 hours a day? YES NO

d) Can these PC faxes be printed? YES NO

4) Does the person responsible for distributing State Comptroller Payroll System bulletins and manuals have E-mail capability? YES NO

5) Which of the following services does your office access? (Check all that apply.)

	Currently access	Plan to have access within 1 year
a) Internet	<input type="checkbox"/>	<input type="checkbox"/>
b) OGS MailNet	<input type="checkbox"/>	<input type="checkbox"/>
c) CompuServe	<input type="checkbox"/>	<input type="checkbox"/>
d) Prodigy	<input type="checkbox"/>	<input type="checkbox"/>
e) America Online	<input type="checkbox"/>	<input type="checkbox"/>
f) Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Payroll Electronic Documentation Survey

6) How desirable would the following be? (Circle one for each item.)

	Highly Desirable		Not at All Desirable		Don't Know
	4	3	2	1	9
a) Fax transmission of bulletin and manual updates.	4	3	2	1	9
b) E-mail transmission of bulletin and manual updates.	4	3	2	1	9
c) Keep the current paper-based notification process	4	3	2	1	9

7) Which of the bulletin and manual update transmission methods discussed in question 6a, 6b, or 6c...

- a) do you favor the **most**? 6a 6b 6c (Circle one)
- b) do you favor the **least**? 6a 6b 6c (Circle one)

8) How desirable would the following be? (Circle one.)

	Highly Desirable		Not at All Desirable		Don't Know
	4	3	2	1	9
a) Using a PC to access an electronic library of Payroll System manuals and bulletins for the purpose of viewing, searching for topics using keywords and printing and/or downloading sections or entire manuals.	4	3	2	1	9

9) Please enter your: (* IMPORTANT FOR FOLLOW UP *)

NAME _____

TITLE _____

AGENCY _____

MAILING ADDRESS _____

10) What is your telephone number? (_____) _____ - _____ ext - _____

Fax number? (_____) _____ - _____

11) Would you be willing to participate in a pilot program?

YES NO

12) Please share your comments on any of the items on this survey.

Return the survey to:

NYS Comptroller's Electronic Documentation Committee.
Attn. Anthony A. DiVirgilio
4th floor, Data Processing
AE Smith State Office Building
So. Swan St.
Albany, N.Y. 12236