State of Collaboration

Introduction to Payroll

NYS COMPTROLLER
THOMAS P. DiNAPOLI

Processing Schedule

An overview of certain functions of Payroll processing to assist Payroll users.

Some things to remember:

- OSC processes payrolls 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 available in Bulletin 1720
  - Changes to the schedule get posted on the Bulletin Board in PayServ and/or on the Agency Submission Schedule.

PayServ Bulletin Board

New York State Office of the State Comptroller
Thomas P. DiNapoli, State Comptroller

PayServ Bulletin Board

Announcements

Welcome to PayServ! This Bulletin Board will provide you with important payroll-related information. The most recent notices will be posted at the top of the page. Check the Bulletin Board for new information each time you log into PayServ.

08/27/19 - Direct Deposit Advice Statements Dated 9/4/19: Agencies that have "Pick Up" as their regular method of delivery forDirect Deposit Advice Statements will be able to pick up their Advices on Friday, August 30, 2019 after 2:00 PM or on Tuesday, September 3, 2019 after 9:00 AM. Questions may be directed to PayrollDeduction@osc.ny.gov.
Removal Date: 09/5/2019

08/19/2019 Early Cutoffs/Changes
Institution Pay Period 11 Lag/12 Current will be processed on an accelerated schedule due to the Labor Day Holiday.
The **Automated Interface** cutoff is scheduled for **Monday, August 26, 2019.**
The **On-Line Transactions** cutoff is scheduled for **Tuesday, August 27, 2019.**
The **Time Entry** cutoff is scheduled for **Tuesday, August 27, 2019.**
Please refer to Payroll Bulletin #1720 *Schedule for Agency Payroll Submission and Availability of Reports and Files*, issued February 22, 2019, for more information on this and future accelerated schedules.
Removal Date - 09/10/2019

Proceed to PayServ

PayServ Shortcuts

Payroll Services Directory

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PayServ Navigation Guide

Agency Auditor Listing

Payroll Manuals

Payroll Check Notification Report

Deduction Customer Service Contacts

Agency Payroll Officer Directory

Close Window

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	Reports/Files Available
Inst 16 Lag	10/24 - 11/6	11/21/2019	11/4/2019	11/5/2019	11/5/2019	10/31/19-11/8/19	11/12/2019	11/14 noon-11/15	11/15/2019
Inst 17 Curr	11/7 - 11/20	11/21/2019	11/4/2019	11/5/2019	11/5/2019	10/31/19-11/8/19	11/12/2019	11/14 noon-11/15	11/15/2019
Inst 15 Extra Lag	10/17 - 10/30	11/21/2019	11/4/2019	11/5/2019	11/5/2019	10/31/19-11/8/19	11/12/2019	11/14 noon-11/15	11/15/2019
Admin 16 Lag	10/31 - 11/13	11/27/2019	11/12/2019	11/13/2019	11/13/2019	11/7/19-11/15/19	11/19/2019	11/21 noon-11/22	11/22/2019
Admin 17 Curr	11/14 - 11/27	11/27/2019	11/12/2019	11/13/2019	11/13/2019	11/7/19-11/15/19	11/19/2019	11/21 noon-11/22	11/22/2019
Admin 16 Extra Lag	10/24 - 11/6	11/27/2019	11/12/2019	11/13/2019	11/13/2019	11/7/19-11/15/19	11/19/2019	11/21 noon-11/22	11/22/2019
Inst 17 Lag	11/7 - 11/20	12/5/2019	11/18/2019	11/19/2019	11/19/2019	11/14/19-11/22/19	11/26/2019	11/29	11/29/2019
Inst 18 Curr	11/21 - 12/4	12/5/2019	11/18/2019	11/19/2019	11/19/2019	11/14/19-11/22/19	11/26/2019	11/29	11/29/2019
Inst 16 Extra Lag	10/31 - 11/13	12/5/2019	11/18/2019	11/19/2019	11/19/2019	11/14/19-11/22/19	11/26/2019	11/29	11/29/2019
Admin 17 Lag	11/14 - 11/27	12/11/2019	11/26/2019	11/27/2019	11/27/2019	11/21/19-11/29/19	12/3/2019	12/5 noon-12/6	12/6/2019
Admin 18 Curr	11/28 - 12/11	12/11/2019	11/26/2019	11/27/2019	11/27/2019	11/21/19-11/29/19	12/3/2019	12/5 noon-12/6	12/6/2019
Admin 17 Extra Lag	11/7 - 11/20	12/11/2019	11/26/2019	11/27/2019	11/27/2019	11/21/19-11/29/19	12/3/2019	12/5 noon-12/6	12/6/2019
Inst 18 Lag	11/21 - 12/4	12/19/2019	12/3/2019	12/4/2019	12/4/2019	11/28/19-12/6/19	12/10/2019	12/12 noon-12/13	12/13/2019
Inst 19 Curr	12/5 - 12/18	12/19/2019	12/3/2019	12/4/2019	12/4/2019	11/28/19-12/6/19	12/10/2019	12/12 noon-12/13	12/13/2019
Inst 17 Extra Lag	11/14 - 11/27	12/19/2019	12/3/2019	12/4/2019	12/4/2019	11/28/19-12/6/19	12/10/2019	12/12 noon-12/13	12/13/2019
Admin 18 Lag	11/28 - 12/11	12/24/2019	12/10/2019	12/11/2019	12/11/2019	12/5/19-12/13/19	12/17/2019	12/19 noon-12/20	12/20/2019
Admin 19 Curr	12/12 - 12/25	12/24/2019	12/10/2019	12/11/2019	12/11/2019	12/5/19-12/13/19	12/17/2019	12/19 noon-12/20	12/20/2019
Admin 18 Extra Lag	11/21 - 12/4	12/24/2019	12/10/2019	12/11/2019	12/11/2019	12/5/19-12/13/19	12/17/2019	12/19 noon-12/20	12/20/2019
Inst 19 Lag	12/5 - 12/18	1/2/2020	12/16/2019	12/17/2019	12/17/2019	12/12/19-12/20/19	12/24/2019	12/26 noon-12/27	12/27/2019
Inst 20 Curr	12/19 - 1/1	1/2/2020	12/16/2019	12/17/2019	12/17/2019	12/12/19-12/20/19	12/24/2019	12/26 noon-12/27	12/27/2019
Inst 18 Extra Lag	11/28 - 12/11	1/2/2020	12/16/2019	12/17/2019	12/17/2019	12/12/19-12/20/19	12/24/2019	12/26 noon-12/27	12/27/2019
Admin 19 Lag	12/12 - 12/25	1/8/2020	12/23/2019	12/24/2019	12/24/2019	12/19/19-12/27/19	12/31/2019	1/2 noon-1/3	1/3/2020
Admin 20 Curr	12/26 - 1/8	1/8/2020	12/23/2019	12/24/2019	12/24/2019	12/19/19-12/27/19	12/31/2019	1/2 noon-1/3	1/3/2020
Admin 19 Extra Lag	12/5 - 12/18	1/8/2020	12/23/2019	12/24/2019	12/24/2019	12/19/19-12/27/19	12/31/2019	1/2 noon-1/3	1/3/2020
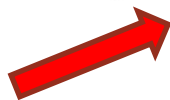
Processing Schedule

Please remember that OSC is consistently working on two payroll cycles, at times simultaneously (*illustration to follow*)

Week 1

Tuesday: Start cycle

- Agency - Automated Interface Cutoff. AI files load Tuesday night.

- OSC – AI is available to OSC on Wednesday morning.

Wednesday:

- Agency - Online and Time Entry Cutoff. *NEW -Time Entry files that were sent prior to 12pm on Wednesday may be processed early (contact your auditor with questions).

- OSC – begins the audit process on Time Entry files that were processed early.

Processing Schedule

Week 1 (continued)

Thursday & Friday:

- Agency - Control D report NPAY502 Warning/Rejected Time Entry Report is available for review.

- OSC - Transactions are audited for correctness. We understand that there may be times when a late entry is needed. However, at this point in the schedule, paying employees (correctly) and avoiding overpayments are the priorities. Even so, these late transactions require an auditor's permission prior to entering as it can adversely affect the production process by causing errors to an employee's record and processing delays.

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

Processing Schedule

Week 2

Monday:

- OSC –

  - Works on retroactive adjustments (Retro program runs over the weekend, another reason for timely submissions).

  - Reviews 30 queries, which can and do have hundreds of results.

  - Prepares to clear all transactions in the system for the current cycle.

  - Clears current cycle.

Processing Schedule

Week 2

Tuesday:

- Agency - No new information can be added, only changes requested by OSC staff.

- OSC –

  - Continues to review retro.
  - Resolves the issues that have kicked out of the system from Clearing.
  - Certifies employees.
  - This day marks the beginning of the next cycle.

Processing Schedule

Week 2 (continued)

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 entered into Job and Additional Pay. To correct employees paychecks (overpayments and/or zero check only), manual changes will need to be made by OSC.**

- OSC –

    - The PayCalc Unit confirms the payroll cycle that we cleared on Monday.

    - Audit staff review AC230's to clear up overpayments.

    - Continue on the new cycle.

Processing Schedule

Week 2 (continued)

Thursday:

- Agency – In the afternoon, may start entering data for their next pay period at this time.

- OSC –

  – PayCalc Unit confirms Special Paygroups.

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

  – Audit staff review queries, including but not limited to Time Entry, Job Requests, and Additional Pay for the new cycle that was started on Tuesday.

Processing Schedule

Week 2 (continued)

Friday: Close cycle

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

- OSC –

  – Audit staff review last of the query results for the payroll that was just confirmed.

  – Audit staff review various queries, and proceed with work similar to Thursday to correct transactions for the new cycle.

Control D

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
		9/16/2019	9/17/19	9/18/19	9/19/19	9/20/19
	Institution12L Week 2	Clear	Certification	Confirm Process	Confirm Specials	End
9/5-9/18/19	Admin 12L *Week 1	XXXX	Start	Audit	Audit	Audit
		9/23/19	9/24/19	9/25/2019	9/26/19	9/27/19
	Admin 12L *Week 2	Clear	Certification	Confirm Process	Confirm Specials	End
9/12-9/25/19	Institution 13L *Week 1	XXXX	Start	Audit	Audit	Audit
		9/30/19	10/1/19	10/2/19	10/3/19	10/4/19
	Institution13L *Week 2	Clear	Certification	Confirm Process	Confirm Specials	End
9/19-10/2/19	Admin 13L *Week 1	XXXX	Start	Audit	Audit	Audit
		10/7/19	10/8/19	10/9/19	10/10/19	10/11/19
	Admin13L *Week 2	Clear	Certification	Confirm Process	Confirm Specials	End

Questions?

Payrollearnings@osc.ny.gov

State of Collaboration

Correction Sheet Report

NPAY776

NYS COMPTROLLER
THOMAS P. DiNAPOLI

NPAY776 – Correction Sheet Report

- Background
- In 2005, the Payroll Users Group requested the Time Entry Correction Report, NPAY776, to document additions, deletions and changes made by OSC auditors to transactions entered on Time Entry by agencies.
- The NPAY776 now includes corrections to the Additional Pay, Job Requests, Job and General Comments pages in addition to the Time Entry page.
  - The NPAY776 is a Control-D report available to agencies on the Friday morning before the check date of the Pay Period being processed (after pay checks have been confirmed for the period).

NPAY776 – Correction Sheet Report

The NPAY776 provides timely notification of OSC corrections to agencies, and better internal controls for both OSC and for the agency, ensures data integrity, and allows agencies to view corrections in a uniform format. This report should be reviewed by Agency Payroll and Human Resource Officers as this report contains important information from the OSC auditors.

The NPAY776 is retained in Control-D for one year.

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General Comments

- General Comments entered by OSC auditors will now appear on the NPAY776 provided they have one of the below categories:
    - Time Entry: OSCTmEntr or OSCTEInfo
    - Additional Pay: OSC Add Py or OSCAdInfo
    - Job Request: OSCJRq/Ap or OSCJRQInfo
    - General Comments: OSCMiltry, OSCPayline or OSCPostRvw

- All general comments will remain in PayServ after the NPAY776 is removed from Control-D

Additions

If OSC added a transaction to Time Entry, Additional Pay or Job, the following will show:

- "Before" – Will be blank
- "After" – All data entered by OSC


```
Report ID:  NPAY776                          NYS Office of the State Comptroller                      Page No.  28
                                           CONSOLIDATED CORRECTION SHEET REPORT                       Run Date 11/20/2015
                                                                                                     Run Time 01:38:54
   Agency Code and Name              Job Data Transactions - Pay Period Dates 29-OCT-2015 to 11-NOV-2015    Check Dt 11/25/2015

Employee Name:  Employee Name          OSC Contact:  OSC Auditor Name          Date/Time: 11/10/2015 11:32:31 AM
Emplid:  N01XXXXXX     Rcd: 0

                 Effective Date         Action Position   NYS      Ern Appt Work    Full  P/T              Incr   Anniv    FIS
 Action ADD      /Sequence       Action Reason Number  Position Prgm Code Sched   Part  Pct   Comp Rate   Code   Date     Amt
 Before
 After           11/02/2015 1    DTA    CIC    00048872 00048872 N01   P   NYYYYYN   F   1.00  65878.00   0028  09/13/1997   0.0

   Before Cmmts:
   After  Cmmts:
```

Deletions

If OSC deleted a transaction in Time Entry, Additional Pay or Job, the following will show:

- "Before" – All data entered by the agency
- "After" – Will be blank

```
                                    NYS Office of the State Comptroller
Report ID:  NPAY776                 CONSOLIDATED CORRECTION SHEET REPORT              Page No.  22
                                                                                     Run Date 11/20/2015
                                                                                     Run Time 01:38:54
 Agency Code and Name                    Time Entry – Pay Period Dates 29-OCT-2015 to 11-NOV-2015    Check Dt 11/25/2015

Employee Name:  Employee Name           OSC Contact:  OSC Auditor Name          Date/Time: 11/12/2015 08:40:06 AM
Emplid: N01XXXXXX    Rcd: 0

       Action DEL          Earn Code      Earns Begin Date    Earns End Date    Hours      Days      Amount   Units
 Before                      D3P            10/28/2015          10/28/2015       0.00       0.00      118.20     0
 After

   Before Cmmts:    RETIRED 10/29/15   **deleting TE, per bulletin 1381 PEF repayment of deficit money a D7P was set up in add'l
                    pay and will pay the employee back upon Retirement from State service. kim/osc **

   After  Cmmts:
```

Changes

If OSC changed a transaction in Time Entry, Additional Pay or Job, the following will show:

- "Before" – All data entered by the agency
- "After" – All data entered by the agency, and all data entered by OSC.


```
Report ID:  NPAY776                          NYS Office of the State Comptroller                          Page No.  35
                                             CONSOLIDATED CORRECTION SHEET REPORT                         Run Date 11/20/2015
                                                                                                         Run Time 01:38:54
  Agency Code and Name                        Additional Pay - Pay Period Dates 29-OCT-2015 to 11-NOV-2015   Check Dt 11/25/2015

Employee Name:  Employee Name                OSC Contact:  OSC Auditor Name                 Date/Time: 11/12/2015 03:48:42 PM
Emplid:  N01XXXXXX    Rcd: 0

                                                  Annual       Goal       Goal    Earnings          OT
Action CHG   Earn Code   Effective Date   Earnings  Earnings    Amount    Balance   End Date    Effective Date   OK to Pay
  Before         AFE      10/29/2015      -53.71    0.00       -53.71    0.00                  10/29/2015          Y
  After          AFE      10/29/2015      -23.01    0.00       -23.01   -23.01                 10/29/2015          Y

     Before Cmmts:
     After  Cmmts:
```

Summary Page

The first page of the NPAY776 is the "Transaction Summary" page.

- Gives a summary of all additions, deletions and/or changes made by an OSC auditor.

- Includes all employees who appear on the report for the agency or department, and the area of PayServ where the changes were made.

- Employees are sorted in Empl ID Number order.

Summary Page

NYS Office of the State Comptroller
CONSOLIDATED CORRECTION SHEET REPORT

Report ID: NPAY776

Page No. 248
Run Date 11/20/2015
Run Time 01:38:54
Check Dt 11/25/2015

Agency Code and Name

Transaction Summary - Pay Period Dates 29-OCT-2015 to 11-NOV-2015

Emplid	Employee Name	Time Entry	Additional Pay	Job Request/Approval	Job Data	General Comments
NO1XXXXXX	Employee Name	N	Y	N	N	Y
NO1XXXXXX	Employee Name	Y	N	N	N	N
NO1XXXXXX	Employee Name	Y	N	N	N	N
NO1XXXXXX	Employee Name	N	Y	N	N	N
NO1XXXXXX	Employee Name	N	N	N	Y	N
NO1XXXXXX	Employee Name	N	Y	N	N	N
NO1XXXXXX	Employee Name	N	N	Y	N	N
NO1XXXXXX	Employee Name	Y	N	N	N	N

Time Entry Correction Sheet

- Any changes made to the Time Entry page by an OSC auditor will appear on the Time Entry Correction Sheet page.

- Employees are sorted in alphabetical order by last name.

- Information shown on the Time Entry Correction Sheet:

OSC Contact	**Action (CHG, DEL or ADD)**
Earn Code	**Earns Begin Date**
Earns End Date	**Hours**
Days	**Amount**
Units	
Before Comments	
After Comments	

Time Entry Correction Sheet

Also appearing on the Time Entry Correction Sheet:

- General Comments Category – OSC Time Entry or OSC Time Entry Genl Info, with a Comment Date that falls within the date range being reported

- Data change rows even if Time Entry Comments are blank

- Time Entry Comments even if no changes have been made

Time Entry Correction Sheet

```
                                    NYS Office of the State Comptroller
Report ID:  NPAY776                 CONSOLIDATED CORRECTION SHEET REPORT                    Page No.   249
                                                                                           Run Date 11/20/2015
                                                                                           Run Time 01:38:54
 Agency Code and Name                       Time Entry - Pay Period Dates 29-OCT-2015 to 11-NOV-2015      Check Dt 11/25/2015

Employee Name:  Employee Name           OSC Contact:  OSC Auditor Name               Date/Time: 11/13/2015 01:31:02 PM
Emplid:  N01XXXXXX     Rcd: 0

        Action DEL              Earn Code    Earns Begin Date    Earns End Date    Hours    Days        Amount  Units
  Before                          HPA          10/12/2015          10/12/2015      0.00     1.00         0.00     0
  After

    Before Cmmts:    Deleting HPA for 10/12/15 - Paid in PP End 10/28/15.  jaw
    After  Cmmts:


Employee Name:  Employee Name           OSC Contact:  OSC Auditor Name               Date/Time: 11/13/2015 01:30:33 PM
Emplid:  N01XXXXXX     Rcd: 0

        Action DEL              Earn Code    Earns Begin Date    Earns End Date    Hours    Days        Amount  Units
  Before                          HPA          10/12/2015          10/12/2015      0.00     1.00         0.00     0
  After

    Before Cmmts:    Deleting HPA for 10/12/15 - Paid in PP End 10/28/15.  jaw
    After  Cmmts:


Employee Name:  Employee Name               OSC Contact:                             Date/Time: 11/13/2015 01:30:33 PM
Emplid:  N01XXXXXX     Rcd: 0

    Comment      Comment      Comment      Comment              Comment
      Date       Seq. No.     Category     Originator             Text
  11/13/2015       0          OSC TmEntr   kms/osc              employee termed and due any lag or vacation lump sums, please ent
                                                                er in next PP or enter comment that you are defferring payment
```

New Correction Sheets

- New correction sheets have been added to the NPAY776
  - Additional Pay
  - Job Request/Approval
  - Job Data
  - General Comments
- Additional Pay, Job Request and Job Data Correction Sheets will show any additions, deletions or changes made to these PayServ pages. General Comments associated with these pages will also be displayed.
- General Comments Correction Sheets will display other general comments initiated by an OSC auditor not associated with Time Entry, Additional Pay, Job Request or Job Data.

Additional Pay Correction Sheet

Information shown on the Additional Pay Correction Sheet:

OSC Contact	Action (ADD, DEL, CHG)
Earns Code	Effective Date
Earnings	Annual Earnings
Goal Amount	Goal Balance
Earnings End Date	OT Effective Date
OK to Pay	

Before Comments from General Comments "OSC Addl Pay" or "OSC Addl Pay Genl Info"

After Comments from General Comments "OSC Addl Pay" or "OSC Addl Pay Genl Info"

Additional Pay Correction Sheet

Job Request/Approval Correction Sheet

Information shown on the Job Request/Approval Correction Sheet:

OSC Contact	Action (ADD, DEL, CHG)
Effective Date/Sequence	Action Code
Action Reason Code	Request Status
Position Number	NYS Position Number
Full/Part Time	Part Time Percent
Compensation Rate	Increment Code
FIS Amount	Anniversary Date
Deny (Y or N)	

Before Comments (General Comment category OSC JRq/AP or OSC JRq/Ap Genl Info)

After Comments (General Comment category OSC JRq/AP or OSC JRq/Ap Genl Info)

Job Request/Approval Correction Sheet


```
                                        NYS Office of the State Comptroller
Report ID:  NPAY776                     CONSOLIDATED CORRECTION SHEET REPORT                    Page No.   274
                                                                                               Run Date 11/20/2015
                                                                                               Run Time 01:38:54
   Agency Code and Name                  Job Request/Approval - Pay Period Dates 29-OCT-2015 to 11-NOV-2015    Check Dt 11/25/2015

Employee Name:   Employee Name              OSC Contact:   OSC Auditor Name              Date/Time: 11/09/2015 10:01:11 AM
Emplid:  NO1XXXXXX     Rcd: 0

             Effective Date          Action   Request   Position    NYS      Full/  P/T    Comp    Incr    FIS      Anniv
Action CHG   /Sequence      Action   Reason   Status    Number   Position   P/T   Pct    Rate    Code    Amt      Date      Deny
Before       10/29/2015 0   PAY      LGP      Requested                             0.00  73258.00  0008      0.00 10/19/1995
After        10/29/2015 0   PAY      LGP      App/w Chg                             0.00  76724.00  0075      0.00 10/19/1995

   Before Cmmts:
   After  Cmmts:    Salary and IC corrected. $72434 -$6939 (2 LGP's) +$11229 (3 LGP's)= $76724. IC 0075 (Below JR holding 3 LGP
                    's) - JB
```

Job Data Correction Sheet

Information shown on the Job Data Correction Sheet:

OSC Contact	Action (ADD, DEL, CHG)
Effective Date/Sequence	Action Code
Action Reason Code	Position Number
NYS Position Number	Earns Program
Appointment Code	Work Schedule
Full/Part Time	Part Time Percentage
Compensation Rate	Increment Code
Anniversary Date	FIS Amount

Before Comments (General Comment category "OSC Job" or "OSC Job Genl Info")

After Comments (General Comment category "OSC Job" or "OSC Job Genl Info")

Job Data Correction Sheet

General Comments Correction Sheet

- The General Comments Correction Sheet will only display general comments made in the following categories:
  - OSC Military
  - OSC Payline
  - OSC Post Audit Review

General Comments Correction Sheet

Report ID: NPAY776

NYS Office of the State Comptroller
CONSOLIDATED CORRECTION SHEET REPORT

Page No. 13
Run Date 11/20/2015
Run Time 01:38:54
Check Dt 11/25/2015

Agency Code and Name

General Comments - Pay Period Dates 29-OCT-2015 to 11-NOV-2015

Employee Name: Employee Name
Emplid: NO1XXXXXX   Rcd: 1

OSC Contact:

Date/Time: 11/12/2015 11:47:30 AM

Comment Date	Comment Seq. No.	Comment Category	Comment Originator	Comment Text
11/17/2015	0	OSCPostRvw	afh osc	PLEASE SEND DUAL EMP EXTRA SERV FORM

Questions???

Questions may also be sent to:

payrollearnings@osc.ny.gov

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