

**Office of Operations
2015 Fall Conference
December 8-9**

Partners in Excellence

Correction Sheet Report

NPAY776

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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.



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

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CONSOLIDATED CORRECTION SHEET REPORT

Page No. 28
Run Date 11/20/2015
Run Time 01:38:54
Check Dt 11/25/2015

Agency Code and Name Job Data Transactions - Pay Period Dates 29-OCT-2015 to 11-NOV-2015

Employee Name: Employee Name OSC Contact: OSC Auditor Name Date/Time: 11/10/2015 11:32:31 AM

Emplid: N01XXXXXX Rcd: 0

Action	Effective Date	Action Reason	Position Number	NYS Position	Ern Prgm	Appt Code	Work Sched	Full Part	P/T Pct	Comp Rate	Incr Code	Anniv Date	FIS 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 Crmnts:
After Crmnts:



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

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Agency Code and Name

Time Entry - Pay Period Dates 29-OCT-2015 to 11-NOV-2015

Employee Name: Employee Name
Emplid: N01XXXXXX Rcd: 0

OSC Contact: OSC Auditor Name Date/Time: 11/12/2015 08:40:06 AM

	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 Crmnts: 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 Crmnts:



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.

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Agency Code and Name:

Additional Pay - Pay Period Dates 29-OCT-2015 to 11-NOV-2015

Employee Name: Employee Name

OSC Contact: OSC Auditor Name

Date/Time: 11/12/2015 03:48:42 PM

Emplid: N01XXXXXX Rcd: 0

Action CHG	Earn Code	Effective Date	Earnings	Annual Earnings	Goal Amount	Goal Balance	Earnings End Date	OT 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 Crunts:
After Crunts:



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

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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
N01XXXXXX	Employee Name	N	Y	N	N	Y
N01XXXXXX	Employee Name	Y	N	N	N	N
N01XXXXXX	Employee Name	Y	N	N	N	N
N01XXXXXX	Employee Name	N	Y	N	N	N
N01XXXXXX	Employee Name	N	N	N	Y	N
N01XXXXXX	Employee Name	N	Y	N	N	N
N01XXXXXX	Employee Name	N	N	Y	N	N
N01XXXXXX	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

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Agency Code and Name

Time Entry - Pay Period Dates 29-OCT-2015 to 11-NOV-2015

Employee Name:

OSC Contact:

Date/Time: 11/13/2015 01:31:02 PM

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

Employee Name:

OSC Contact:

Date/Time: 11/13/2015 01:30:33 PM

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

Employee Name:

OSC Contact:

Date/Time: 11/13/2015 01:30:33 PM

Emplid: Rcd: 0

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

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Agency Code and Name

Additional Pay - Pay Period Dates 29-OCT-2015 to 11-NOV-2015

Employee Name: Employee Name
Emplid: Rcd: 0

OSC Contact: OSC Auditor Name

Date/Time: 11/17/2015 08:14:15 AM

Action CHG	Earn Code	Effective Date	Earnings	Annual Earnings	Goal Amount	Goal Balance	Earnings End Date	OT Effective Date	OK to Pay
Before	ACF	10/29/2015	7.67	0.00	7.67	0.00	10/29/2015	10/29/2015	Y
After	ACF	10/29/2015	-30.70	0.00	-30.70	-30.70	10/29/2015	10/29/2015	Y

Before Cmnts: OSC changed ACF dated 10/29/15 to \$-30.70. System is paying the whole PP and employee is only entitled to 2 days.

After Cmnts: OSC changed ACF dated 10/29/15 to \$-30.70. System is paying the whole PP and employee is only entitled to 2 days.



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

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Agency Code and Name

Job Request/Approval - Pay Period Dates 29-OCT-2015 to 11-NOV-2015

Employee Name: Employee Name
Emplid: N01XXXXXX Rcd: 0

OSC Contact: OSC Auditor Name

Date/Time: 11/09/2015 10:01:11 AM

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

Before Cmnts:

After Cmnts: 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

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Agency Code and Name

Job Data Transactions - Pay Period Dates 12-NOV-2015 to 25-NOV-2015

Employee Name: Employee Name
 Emplid: N01XXXXXX Rcd: 1

OSC Contact: OSC Auditor Name

Date/Time: 11/10/2015 01:02:46 PM

Action	Effective Date	CHG	Reason	Position Number	NYS Position	Ern Prgm	Appt Code	Work Sched	Full Part	P/T Pct	Comp Rate	Incr Code	Anniv Date	FIS Amt
Before	11/11/2015	1	NCT	90903510	90903510	HT8	P	NYYYYYN	P	1.00	38.91	0000	11/11/2015	0.0
After	11/11/2015	1	NEW	90903510	90903510	HT8	P	NYYYYYN	P	1.00	38.91	0000	11/11/2015	0.0

Before Cmnts:
 After Cmnts:



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

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Agency Code and Name	General Comments - Pay Period Dates 29-OCT-2015 to 11-NOV-2015			
Employee Name: Employee Name	OSC Contact:	Date/Time: 11/12/2015 11:47:30 AM		
Emplid: N01XXXXXX Rcd: 1				
Comment Date	Comment Seq. No.	Comment Category	Comment Originator	Comment Text
11/17/2015	0	OSCPstRvw	afh osc	PLEASE SEND DUAL EMP EXTRA SERV FORM



Questions???

Questions may also
be sent to
payrollearnings@osc.state.ny.us

