

Office of Operations
2015 Fall Conference
December 8-9

Partners in Excellence

Agency Processing Schedule



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Processing Schedule

- Overview of certain functions of Payroll processing to assist Payroll users.
- Some things to remember:
 - OSC processes payrolls for all NYS agencies.
 - Based on a normal payroll cycle for Administration and Institution Lag and Current payrolls.
 - Changes to the cycle get posted on the Bulletin Board in PayServ and/or on the Agency Submission Schedule.
 - Submission schedule available in Bulletin 1390.



Processing Schedule

Week 1

Please remember that OSC is consistently working on two payroll cycles, and at times simultaneously.

Tuesday – Automated Interface Cutoff – AI file loads Tuesday night and is available to OSC in the morning.

Wednesday – Online and Time Entry Cutoff – We understand that there may be times when a late entry is needed. At this point in the schedule, paying employees (correctly) and avoiding overpayments are the priorities. Other transactions will have to wait until the next cycle and will be paid retroactively. 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.



Thursday & Friday – Transactions are audited for correctness.

Processing Schedule

Week 2

Monday – Clear current cycle, work on retroactive adjustments (Retro program runs over the weekend, another reason for timely submissions); review 23 queries, which can and do have hundreds of results, and prepare to clear all transactions in the system for the current cycle.

Tuesday – No new information can be added, only changes requested by OSC staff. We continue to review retros, resolve the issues that have kicked out of the system from Clearing, and Certifying employees. This day marks the end of one cycle and the beginning of the next one.



Processing Schedule

Week 2

Wednesday – Our PayCalc and Position Unit confirms the prior payroll (agencies must not enter at this point as it will create a system error and shut down paycheck processing). Audit staff review AC230's to clear up overpayments, review Deficit Reduction Plan (DRP) and continue with the new cycle.

Thursday – PayCalc and Position Unit confirms Special Paygroups. Audit staff review 20 queries, including but not limited to Time Entry, Job Requests, and Additional Pay. Agencies can enter data for their new cycle at this time.

Friday – Review various queries, and proceed with work similar to Thursday to resolve agency issues. Control D report NPAY776 can be reviewed by agencies for corrections done in Time Entry, Additional Pay, Job and General Comments (more on this topic in another presentation).



Effective Dates	Cycle		Automated Interface Cutoff	Online Transaction Cutoff	Time Entry Submission	Reports/Files Available
		Monday	Tuesday	Wednesday	Thursday	Friday
		9/9/2013	9/10/13	9/11/13	9/12/13	9/13/13
	Institution11L	Clear	Certification	Confirm Process	Confirm Specials	
8/29-9/11/13	Admin 12L	XXXX	Start	Audit	Audit	Audit
		9/16/13	9/17/13	9/18/2013	9/19/13	9/20/13
	Admin 12L	Clear	Certification	Confirm Process	Confirm Specials	
9/5-9/18/13	Institution 12L	XXXX	Start	Audit	Audit	Audit
		9/23/13	9/24/13	9/25/13	9/26/13	9/27/13
	Institution12L	Clear	Certification	Confirm Process	Confirm Specials	
9/12-9/25/13	Admin 13L	XXXX	Start	Audit	Audit	Audit
		9/30/13	10/1/13	10/2/13	10/3/13	10/4/13
	Admin13L	Clear	Certification	Confirm Process	Confirm Specials	