

# Exercise 1 Solutions

Employee

Empl Record: 0

Find First 60 of 72 Last

**\*Effective Date:** 08/12/2004

**Effective Sequence:** 0

**HR Status:** Active

**Payroll Status:** Active

**Date Created:** 09/16/2004  **Go To Row**

**\*Action:** Rehire

**\*Reason:** ASU  Appt SU

**Job Indicator:** Primary Job

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**\*Position Number:** XXXXXXXXXX LECTURER-10 MONTH Line Number: 48232

**\*NYS Position:** XXXXXXXXXX LECTURER-10 MONTH

**Position Entry Date:** 08/12/2004

Position Management Record [Comments](#)

**Regulatory Region:** USA United States

**Company:** NYS STATE OF NEW YORK

**Business Unit:** NYSPY New York State Payroll

**Department:** 28010 SUNY@Albany

**Department Entry Date:** 08/12/2004

**Location:** 28010 SUNY Albany

**Position Location:** 0110 Albany

**Establishment ID:** STATE  State of New York

**Last Start Date:** 08/12/2004

**Expected Job End Date:**

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Elect TIAA	8/12/2004				
<sup>1</sup> Terminate	5/19/2005			<sup>7</sup> Terminate	5/26/2011
	↑↓				↑↓
Rehire	8/30/2005	103		Rehire	8/18/2011
	↑↓				↑↓
<sup>2</sup> Terminate	6/1/2006			<sup>8</sup> Terminate	5/24/2012
	↑↓				↑↓
Rehire	8/24/2006	84		Rehire	8/16/2012
	↑↓				↑↓
<sup>3</sup> Terminate	5/31/2007			<sup>9</sup> Terminate	5/23/2013
	↑↓				↑↓
Rehire	8/23/2007	84		Rehire	8/15/2013
	↑↓				↑↓
<sup>4</sup> Terminate	5/29/2008			<sup>10</sup> Terminate	5/22/2014
	↑↓				↑↓
Rehire	8/21/2008	84		Rehire	8/14/2014
	↑↓				↑↓
<sup>5</sup> Terminate	5/28/2009			<sup>11</sup> Terminate	5/21/2015
	↑↓				↑↓
Rehire	8/20/2009	84		Rehire	8/13/2015
	↑↓				↑↓
<sup>6</sup> Terminate	5/27/2010			<sup>12</sup> Terminate	5/19/2016
	↑↓				↑↓
Rehire	8/19/2010	84		Rehire	8/25/2016
	↑↓				↑↓
					98



1.

		<u>Day of Week</u>
<b>First Date:</b>	<b>5/19/2005</b>	<b>Thursday</b>
<b>Second Date:</b>	<b>8/30/2005</b>	<b>Tuesday</b>
<b>State Service Date:</b>		<b>Saturday</b>
<b># of Payperiods:</b>	<b>7</b>	
<b># of Calendar days:</b>	<b>103</b>	
<b># of Work days:</b>	<b>73</b>	
<b><u>Anniversary Date</u></b>		
<b>Payroll Period</b>	<b>4/7/1900</b>	<b>Saturday</b>
<b>Calendar</b>	<b>4/12/1900</b>	<b>Thursday</b>

2.

		<u>Day of Week</u>
<b>First Date:</b>	<b>6/1/2006</b>	<b>Thursday</b>
<b>Second Date:</b>	<b>8/24/2006</b>	<b>Thursday</b>
<b>State Service Date:</b>		<b>Saturday</b>
<b># of Payperiods:</b>	<b>6</b>	
<b># of Calendar days:</b>	<b>84</b>	
<b># of Work days:</b>	<b>60</b>	
<b><u>Anniversary Date</u></b>		
<b>Payroll Period</b>	<b>3/24/1900</b>	<b>Saturday</b>
<b>Calendar</b>	<b>3/24/1900</b>	<b>Saturday</b>

3.

		<u>Day of Week</u>
<b>First Date:</b>	<b>5/31/2007</b>	<b>Thursday</b>
<b>Second Date:</b>	<b>8/23/2007</b>	<b>Thursday</b>
<b>State Service Date:</b>		<b>Saturday</b>
<b># of Payperiods:</b>	<b>6</b>	
<b># of Calendar days:</b>	<b>84</b>	
<b># of Work days:</b>	<b>60</b>	
<b><u>Anniversary Date</u></b>		
<b>Payroll Period</b>	<b>3/24/1900</b>	<b>Saturday</b>
<b>Calendar</b>	<b>3/24/1900</b>	<b>Saturday</b>

4.

		<u>Day of Week</u>
<b>First Date:</b>	<b>5/29/2008</b>	<b>Thursday</b>
<b>Second Date:</b>	<b>8/21/2008</b>	<b>Thursday</b>
<b>State Service Date:</b>		<b>Saturday</b>
<b># of Payperiods:</b>	<b>6</b>	
<b># of Calendar days:</b>	<b>84</b>	
<b># of Work days:</b>	<b>60</b>	
<b><u>Anniversary Date</u></b>		
<b>Payroll Period</b>	<b>3/24/1900</b>	<b>Saturday</b>
<b>Calendar</b>	<b>3/24/1900</b>	<b>Saturday</b>

5.

		<u>Day of Week</u>
<b>First Date:</b>	<b>5/28/2009</b>	<b>Thursday</b>
<b>Second Date:</b>	<b>8/20/2009</b>	<b>Thursday</b>
<b>State Service Date:</b>		<b>Saturday</b>
<b># of Payperiods:</b>	<b>6</b>	
<b># of Calendar days:</b>	<b>84</b>	
<b># of Work days:</b>	<b>60</b>	
<b><u>Anniversary Date</u></b>		
<b>Payroll Period</b>	<b>3/24/1900</b>	<b>Saturday</b>
<b>Calendar</b>	<b>3/24/1900</b>	<b>Saturday</b>

6.

		<u>Day of Week</u>
<b>First Date:</b>	<b>5/27/2010</b>	<b>Thursday</b>
<b>Second Date:</b>	<b>8/19/2010</b>	<b>Thursday</b>
<b>State Service Date:</b>		<b>Saturday</b>
<b># of Payperiods:</b>	<b>6</b>	
<b># of Calendar days:</b>	<b>84</b>	
<b># of Work days:</b>	<b>60</b>	
<b><u>Anniversary Date</u></b>		
<b>Payroll Period</b>	<b>3/24/1900</b>	<b>Saturday</b>
<b>Calendar</b>	<b>3/24/1900</b>	<b>Saturday</b>

7.

		<u>Day of Week</u>
<b>First Date:</b>	<b>5/26/2011</b>	<b>Thursday</b>
<b>Second Date:</b>	<b>8/18/2011</b>	<b>Thursday</b>
<b>State Service Date:</b>		<b>Saturday</b>
<b># of Payperiods:</b>	<b>6</b>	
<b># of Calendar days:</b>	<b>84</b>	
<b># of Work days:</b>	<b>60</b>	
<b><u>Anniversary Date</u></b>		
<b>Payroll Period</b>	<b>3/24/1900</b>	<b>Saturday</b>
<b>Calendar</b>	<b>3/24/1900</b>	<b>Saturday</b>

8.

		<u>Day of Week</u>
<b>First Date:</b>	<b>5/24/2012</b>	<b>Thursday</b>
<b>Second Date:</b>	<b>8/16/2012</b>	<b>Thursday</b>
<b>State Service Date:</b>		<b>Saturday</b>
<b># of Payperiods:</b>	<b>6</b>	
<b># of Calendar days:</b>	<b>84</b>	
<b># of Work days:</b>	<b>60</b>	
<b><u>Anniversary Date</u></b>		
<b>Payroll Period</b>	<b>3/24/1900</b>	<b>Saturday</b>
<b>Calendar</b>	<b>3/24/1900</b>	<b>Saturday</b>

9.

		<u>Day of Week</u>
<b>First Date:</b>	<b>5/23/2013</b>	<b>Thursday</b>
<b>Second Date:</b>	<b>8/15/2013</b>	<b>Thursday</b>
<b>State Service Date:</b>		<b>Saturday</b>
<b># of Payperiods:</b>	<b>6</b>	
<b># of Calendar days:</b>	<b>84</b>	
<b># of Work days:</b>	<b>60</b>	
<b><u>Anniversary Date</u></b>		
<b>Payroll Period</b>	<b>3/24/1900</b>	<b>Saturday</b>
<b>Calendar</b>	<b>3/24/1900</b>	<b>Saturday</b>

10.

		<u>Day of Week</u>
<b>First Date:</b>	<b>5/22/2014</b>	<b>Thursday</b>
<b>Second Date:</b>	<b>8/14/2014</b>	<b>Thursday</b>
<b>State Service Date:</b>		<b>Saturday</b>
<b># of Payperiods:</b>	<b>6</b>	
<b># of Calendar days:</b>	<b>84</b>	
<b># of Work days:</b>	<b>60</b>	
<b><u>Anniversary Date</u></b>		
<b>Payroll Period</b>	<b>3/24/1900</b>	<b>Saturday</b>
<b>Calendar</b>	<b>3/24/1900</b>	<b>Saturday</b>

11.

		<u>Day of Week</u>
<b>First Date:</b>	<b>5/21/2015</b>	<b>Thursday</b>
<b>Second Date:</b>	<b>8/13/2015</b>	<b>Thursday</b>
<b>State Service Date:</b>		<b>Saturday</b>
<b># of Payperiods:</b>	<b>6</b>	
<b># of Calendar days:</b>	<b>84</b>	
<b># of Work days:</b>	<b>60</b>	
<b><u>Anniversary Date</u></b>		
<b>Payroll Period</b>	<b>3/24/1900</b>	<b>Saturday</b>
<b>Calendar</b>	<b>3/24/1900</b>	<b>Saturday</b>

12.

		<u>Day of Week</u>
<b>First Date:</b>	<b>5/19/2016</b>	<b>Thursday</b>
<b>Second Date:</b>	<b>8/25/2016</b>	<b>Thursday</b>
<b>State Service Date:</b>		<b>Saturday</b>
<b># of Payperiods:</b>	<b>7</b>	
<b># of Calendar days:</b>	<b>98</b>	
<b># of Work days:</b>	<b>70</b>	
<b><u>Anniversary Date</u></b>		
<b>Payroll Period</b>	<b>4/7/1900</b>	<b>Saturday</b>
<b>Calendar</b>	<b>4/7/1900</b>	<b>Saturday</b>

Total # of Calendar Days

$$103 + 84 + 84 + 84 + 84 + 84 + 84 + 84 + 84 + 84 + 84 + 84 + 98 = 1,041$$

## Calculated 7 Year Contribution

<u>Calculated Days on Leave</u>	<u>Original Projected Date</u>	<u>New Projected Date</u>
1041	8/12/2011	6/18/2014

Add TIAA member's name, NYSEmplid, and new dates to an MS Excel spreadsheet. Send an email to OSC with all TIAA member's information that need an adjustment.

## Exercise 2 Solutions

Work Location	Job Information	Payroll	Salary Plan	Compensation
Employee: ██████████		Empl ID: ██████████		
		Empl Record: 1		
Find First 1 of 5 Last				
*Effective Date:	07/01/2016	Date Created:	08/02/2016	
Effective Sequence:	0	*Action:	Position Change	
HR Status:	Active	*Reason:	ACU Appt CU	
Payroll Status:	Active	Job Indicator:	Primary Job	
Current				
*Position Number:	██████████	HE ASSOC	Line Number: 67397	
*NYS Position:	██████████	HE ASSOC		
Position Entry Date:	07/01/2016	<input type="checkbox"/> Position Management Record <a href="#">Comments</a>		
Regulatory Region:	USA	United States		
Company:	CNY	CITY UNIVERSITY OF NEW YORK		
Business Unit:	NYSKY	New York State Payroll		
Department:	70100	College of Staten Island		
Department Entry Date:	02/03/2014			
Location:	70100	College of Staten Island		
Position Location:	4310	Staten Isl		
Establishment ID:	CUNY	City University of New York		
Last Start Date:	02/03/2014			
Expected Job End Date:				
Job Data    Employment Data    Earnings Distribution    Benefits Program Participation				
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/> <input type="button" value="Refresh"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/>				

The employee qualifies for TIAA based on the HE Assoc title along with being in a full time job status.

The creation date has a negative impact on the employee's retirement as the delayed PayServ entry could require employee arrears or employer contributions.

JUNE 2016							JULY 2016						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	H	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

Employee ID: [REDACTED] Benefit Record: 1

Plan Type: 7Z TIAA/REF

Plan Type: T6C045 TIAA CUNY TIER 6 4.5 PCT

Class: Suspense

\*Deduction Begin Date: 08/18/2016  
 Participation Election:  Elect  Terminate  
 \*Election Date: 07/01/2016

Refund Date: [ ] Refund Voucher Number: [ ] Refund Amount: [ ]  
 Reason: [ ]

\*Deduction Begin Date: 07/01/2016  
 Participation Election:  Elect  Terminate  
 \*Election Date: 07/01/2016

Refund Date: [ ] Refund Voucher Number: [ ] Refund Amount: [ ]  
 Reason: [ ]

Buttons: Save, Return to Search, Previous in List, Next in List, Refresh, Update/Display, Include History, Correct History

The correct election date was used (7/1/2016) for both rows. The top row was added since the employee's Job Data was not updated until August 2, 2016 and required employee arrears. The top row was added after the arrears were calculated and entered. The employee's Retirement Plans panel should be keyed at the same time arrears have been entered. OSC will terminate the Retirement Plans panel for TIAA if an agency updates a Retirement Plans panel, but not employee arrears when required.

\*Always use first day of pay period for "Deduction Begin Date" when starting an employee's retirement (Elect). The last day of the prior pay period should be used for "Deduction Begin Date" when terminating a retirement.

Empl ID: [REDACTED] Name: [REDACTED]  
 Company: CNY Pay Group: IC3 Pay End Dt: 07/06/2016 Page: 1939 Line: 7 Separate Check:

Paycheck Information				Paycheck Totals		
Paycheck Status:	Confirmed	Paycheck Option:	Advice	Earnings:	2,024.28	
Issue Date:	07/07/2016	Check #:	92967602	Taxes:	449.29	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	<input type="checkbox"/> Cashed	Deductions:	30.94
				Net Pay:	1,544.05	

▼ Deductions Personalize | Find | View All | First | 1-2 of 2 | Last

Deduction Details 1 | Deduction Details 2 | Deduction Details 3 | [REDACTED]

Deduction Code	Description	Class	Amount	Calculated Base
283	District Co 37 Loc 2627 A/S	After-Tax	23.48	
BTX0XF	GHI CBP Fam Rdr-Drg Bef Tax	Before-Tax	7.46	

▶ Garnishments

▼ Net Pay Distribution Personalize | Find | View All | First | 1 of 1 | Last

Check/Advice Number	Account Type	Bank ID	Account Number	Amount
92967602	Checking	021000089	58850550	1,544.05

Save | Return to Search | Previous in List | Next in List | Previous tab | Next tab

[Paycheck Earnings](#) | [Paycheck Taxes](#) | [Paycheck Deductions](#)

TIAA deduction codes are:

- 601 TIAA Retirement Before Tax
- 601 TIAA Retirement Nontaxable
- 603 TIAA Before Tax Arrears

Employee Arrears:

$\$2,024.28 \times 4.5\% = \$91.09$

Employer Contributions:

$\$2,024 \times 8\% = \$161.94$

Empl ID: [REDACTED]    Name: [REDACTED]  
 Company: CNY    Pay Group: IC3    Pay End Dt: 07/20/2016    Page: 1941    Line: 7    Separate Check:

Paycheck Information		Paycheck Totals	
Paycheck Status:	Confirmed	Paycheck Option:	Advice
Issue Date:	07/21/2016	Check #:	93181621
<input type="checkbox"/> Off Cycle <input type="checkbox"/> Reprint <input type="checkbox"/> Adjustment <input type="checkbox"/> Corrected <input type="checkbox"/> Cashed		Earnings:	2,024.28
		Taxes:	449.53
		Deductions:	29.88
		Net Pay:	1,544.87

▼ Deductions    Personalize | Find | View All | First | 1-2 of 2 | Last

Deduction Details 1    Deduction Details 2    Deduction Details 3    [PDF]

Deduction Code	Description	Class	Amount	Calculated Base
283	District Co 37 Loc 2627 A/S	After-Tax	23.48	
BTX0XF	GHI CBP Fam Rdr-Drg Bef Tax	Before-Tax	6.40	

▶ Garnishments

▼ Net Pay Distribution    Personalize | Find | View All | First | 1 of 1 | Last

Check/Advice Number	Account Type	Bank ID	Account Number	Amount
93181621	Checking	021000089	58850550	1,544.87

Save    Return to Search    Previous in List    Next in List    Previous tab    Next tab

TIAA deduction codes are:

- 601 TIAA Retirement Before Tax
- 601 TIAA Retirement Nontaxable
- 603 TIAA Before Tax Arrears

Employee Arrears:

$\$2,024.28 \times 4.5\% = \$91.09$

Employer Contributions:

$\$2,024 \times 8\% = \$161.94$

Empl ID: [REDACTED]   Name: [REDACTED]  
 Company: CNY   Pay Group: IC3   Pay End Dt: 08/03/2016   Page: 1948   Line: 7   Separate Check:

Paycheck Information				Paycheck Totals		
Paycheck Status:	Confirmed	Paycheck Option:	Advice	Earnings:	2,024.28	
Issue Date:	08/04/2016	Check #:	93396042	Taxes:	449.53	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	<input type="checkbox"/> Cashed	Deductions:	29.88
				Net Pay:	1,544.87	

▼ Deductions   Personalize | Find | View All | First | 1-2 of 2 | Last

Deduction Details 1   Deduction Details 2   Deduction Details 3   [REDACTED]

Deduction Code	Description	Class	Amount	Calculated Base
283	District Co 37 Loc 2627 A/S	After-Tax	23.48	
BTX0XF	GHI CBP Fam Rdr-Drg Bef Tax	Before-Tax	6.40	

► Garnishments

▼ Net Pay Distribution   Personalize | Find | View All | First | 1 of 1 | Last

Check/Advice Number	Account Type	Bank ID	Account Number	Amount
93396042	Checking	021000089	58850550	1,544.87

Save   Return to Search   Previous in List   Next in List   Previous tab   Next tab

[Paycheck Earnings](#) | [Paycheck Taxes](#) | [Paycheck Deductions](#)

TIAA deduction codes are:

- 601 TIAA Retirement Before Tax
- 601 TIAA Retirement Nontaxable
- 603 TIAA Before Tax Arrears

Employee Arrears:

$\$2,024.28 \times 4.5\% = \$91.09$

Employer Contributions:

$\$2,024 \times 8\% = \$161.94$

Paycheck Earnings | Paycheck Taxes | **Paycheck Deductions**

Empl ID: [REDACTED] Name: [REDACTED]  
 Company: CNY Pay Group: IC3 Pay End Dt: 08/17/2016 Page: 1943 Line: 6 Separate Check:

Paycheck Information				Paycheck Totals	
Paycheck Status:	Confirmed	Paycheck Option:	Advice	Earnings:	4,012.77
Issue Date:	08/18/2016	Check #:	93608125	Taxes:	1,139.54
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	<input type="checkbox"/> Cashed	
				Deductions:	48.53
				Net Pay:	2,824.70

▼ Deductions Personalize | Find | View All | First 1-2 of 2 Last

Deduction Details 1 | Deduction Details 2 | Deduction Details 3 | [More]

Deduction Code	Description	Class	Amount	Calculated Base
290	PSC A/S	After-Tax	42.13	
BTX0XF	GHI CBP Fam Rdr-Drg Bef Tax	Before-Tax	6.40	

▶ Garnishments

▼ Net Pay Distribution Personalize | Find | View All | First 1 of 1 Last

Check/Advice Number	Account Type	Bank ID	Account Number	Amount
93608125	Checking	021000089	58850550	2,824.70

Save | Return to Search | Previous in List | Next in List | Previous tab | Next tab

[Paycheck Earnings](#) | [Paycheck Taxes](#) | [Paycheck Deductions](#)

TIAA deduction codes are:

- 601 TIAA Retirement Before Tax
- 601 TIAA Retirement Nontaxable
- 603 TIAA Before Tax Arrears

Employee Arrears:

$$\$4,012.77 \times 4.5\% = \$108.57$$

Total Employee Arrears:

$$\$91.09 + \$91.09 + \$91.09 + \$180.57 = \$453.84$$

$$\$453.84 / 4 = \$113.46$$

Employer Contributions:

$$\$4,012.77 \times 8\% = \$321.02$$

Total Employer Contributions:

$$\$161.94 + \$161.94 + \$161.94 + \$321.02 = \$806.84$$

**Alternative Solution:**

Employee Arrears:

$$\$2,024.28 + \$2,024.28 + \$2,024.28 + \$4,012.77 = \$10,085.61$$

$$\$10,085.61 \times 4.5\% = \$453.84$$

$$\$453.84/4 = \$113.46$$

Employer Contributions:

$$\$2,024.28 + \$2,024.28 + \$2,024.28 + \$4,012.77 = \$10,085.61$$

$$\$10,085.61 \times 8\% = \$806.84$$

Company: CNY CITY UNIVERSITY OF NEW YORK

General Deduction Find | View All First 3 of 7 Last

\*Deduction Code: 603 TIAA Before Tax Arrears + -

**Deduction Details** Find | View All First 1 of 2 Last

*Effective Date:	09/02/2016 <span>31</span>	Take on all Paygroups:	<input checked="" type="checkbox"/>	<span>+</span> <span>-</span>
*Deduction Calculation Routine:	Flat Amount			
Deduction End Date:	<input type="text"/> <span>31</span>	Deduction Rate or %:	<input type="text"/>	
Loan Interest %:	<input type="text"/>	Flat/Addl Amount:	\$113.46	
Goal Amount:	\$453.85	Current Goal Balance:	\$113.46	

Ded stopped by Self Serv User:

This data was last updated by System Data last updated on 09/07/2016

- Save
- Return to Search
- Previous in List
- Next in List
- Refresh
- Update/Display
- Include History
- Correct History