

**New York State Office of the State Comptroller**

**Payroll System Upgrade 2010  
Navigation Paths**

<b>Action</b>	<b>Path</b>
<p><b><u>Additional Names</u></b> View or update Additional Names Maintain additional name types for a person</p>	<p>Workforce Administration Personal Information Biographical Additional Names</p>
<p><b><u>Additional Pay</u></b> View or update Additional Pay (e.g., Location Pay, Inconvenience Pay, Geographic Pay, Shift Differential, Bonuses, OVPs)</p>	<p>Payroll for North America Employee Pay Data USA Additional Pay (Agency) [UPDATE]  <b>OR</b> Workforce Administration Additional Pay [VIEW]</p>
<p><b><u>Archival Paycheck Data</u></b> View Archival Paychecks</p>	<p>Payroll for North America Payroll Processing USA Produce Payroll Archival Paycheck Data</p>
<p><b><u>Certification</u></b> Employee Job Certification</p>	<p>Workforce Administration Job Information Emp Job Certification</p>
<p><b><u>Concurrent Hire</u></b> Add Concurrent Job</p>	<p>Workforce Administration Job Information Add Concurrent Job (Agency)</p>
<p><b><u>Contract Pay</u></b> Contract dates for 21P, CYP &amp; Adjuncts</p>	<p>Workforce Administration Job Information Contract Administration Contract Pay (Agency)</p>

**New York State Office of the State Comptroller**

**Payroll System Upgrade 2010  
Navigation Paths**

<b>Action</b>	<b>Path</b>
<p><b><u>Direct Deposit</u></b> Add or update an employee's direct deposit account and/or amount information.</p>	<p>Payroll for North America Employee Pay Data USA Request Direct Deposit</p>
<p><b><u>Employee History Info Summary</u></b> View an employee's transaction history</p>	<p>PayServ Custom Employee History Info Summary</p>
<p><b><u>Employment Data</u></b> Mail Drop ID, Temp Assign</p>	<p>Workforce Administration Job Information Job Data (Agency) <u>Employment Data</u> (link at bottom of page)</p>
<p><b><u>Garnishments</u></b> Garnishments</p>	<p>Payroll for North America Employee Pay Data USA Deductions Create Garnishments [VIEW ONLY]</p>
<p><b><u>General Comments</u></b> Enter a miscellaneous comment about an employee</p>	<p>Workforce Administration Personal Information Biographical General Comments (Agency)</p>
<p><b><u>General Deduction Data</u></b> Union Health Insurance Garnishments SEFA Loans</p>	<p>Payroll for North America Employee Pay Data USA Deductions General Deduction Data (Agency)</p>
<p><b><u>Hire</u></b> Hire an employee who does not have a record</p>	<p>Workforce Administration Job Information</p>

**New York State Office of the State Comptroller**

**Payroll System Upgrade 2010  
Navigation Paths**

<b>Action</b>	<b>Path</b>
in PayServ	Hire (Agency)
<b><u>Incident Data</u></b> Workers' Compensation basic incident information	Workforce Monitoring Health and Safety Obtain Incident Information Incident Details
<b><u>Injury Data</u></b> Workers' Compensation injury information related to an incident	Workforce Monitoring Health and Safety Obtain Incident Information Injury Details
<b><u>Job Action Request</u></b> Pay Change New Position Data Change	Workforce Administration Administer Job Change Requests Job Action Requests
<b><u>Job Request Status</u></b> Job Request status inquiry for requested transactions	Workforce Administration Administer Job Change Requests Job Request Status Inquiry
<b><u>Job Data</u></b> Employee Status Effective Date – Action/Reason Position Number Work Schedule Work Percentage Salary	Workforce Administration Job Information Job Data (Agency)
<b><u>Job Summary, within agency</u></b> Effective Date Status Dept/Job Code	Workforce Administration Job Information Review Job Information Job Summary

**New York State Office of the State Comptroller**

**Payroll System Upgrade 2010  
Navigation Paths**

<b>Action</b>	<b>Path</b>
BU/Grade/Class Indicator Salary Service Date	<b>OR</b> Workforce Administration Administer Job Change Request Job Summary
<u><b>Legacy History Postings</b></u> View employee history records prior to the payroll system conversion in 1998	PayServ Custom Legacy History Postings
<u><b>Paycheck Data</b></u> Review paycheck earnings, tax and deduction details (e.g., Deductions, Hours, Job Data Information, Overtime, Misc. Earnings, Special Accumulators, Taxes)	Payroll for North America Payroll Processing USA Produce Payroll Review Paycheck
<u><b>Paycheck Distribution</b></u> Review earnings, tax, and deduction distribution details	Payroll for North America Payroll Processing USA Produce Payroll Review Actuals Distribution
<u><b>Paycheck Summary</b></u> Review paycheck earnings, taxes, and deductions on a single summary page	Payroll for North America Payroll Processing USA Produce Payroll Review Paycheck Summary
<u><b>Personal Data</b></u> Modify a person's basic information, such as name and contact information (e.g., Name History, Employee ID, Address,	Workforce Administration Personal Information Modify a Person

New York State Office of the State Comptroller

Payroll System Upgrade 2010  
Navigation Paths

Action	Path
Hire Date)	
<p><b><u>Position Data</u></b> Data about attributes of positions in PayServ</p>	<p>Organizational Development Position Management Maintain Positions/Budgets Position Data (Agency)</p>
<p><b><u>Position Pool Table</u></b> Set up a position pool</p>	<p>Set Up HRMS Product Related Commitment Accounting Budget Information Position Pool Table</p>
<p><b><u>Rehire</u></b> To rehire an employee</p>	<p>Workforce Administration Job Information Rehire</p>
<p><b><u>Retirement Plans</u></b> Maintain employee enrollment in Public Employees Retirement System (PERS) plans (e.g., ERS, TIAA/CREF, etc.)</p>	<p>Benefits Enroll In Benefits Retirement Plans</p>
<p><b><u>Retro Pay Review and Update</u></b> Review and update retroactive pay amounts</p>	<p>Payroll for North America Retroactive Payroll Pay Update Retro Pay Calc Results</p>
<p><b><u>Retro Pay Summary</u></b> Review a summary of retroactive pay amounts</p>	<p>Payroll for North America Retroactive Payroll</p>

New York State Office of the State Comptroller

Payroll System Upgrade 2010  
Navigation Paths

<b>Action</b>	<b>Path</b>
for an individual	Change Status/Review Info Retro Pay Calc Summary
<b><u>Salary Withholding Balances</u></b> Review salary withholding days withheld, days paid out.	Payroll for North America Periodic Payroll Events USA Balance Reviews Salary Withholding Balances
<b><u>Savings Plans</u></b> Maintain employee enrollment in savings plans (Section 457 Deferred Compensation)	Benefits Enroll In Benefits Savings Plans
<b><u>Savings Management</u></b> Maintain adjustments, limit extensions, alternative elections for savings plans (Section 457 Deferred Compensation catch-up)	Benefits Enroll In Benefits Savings Extensions/Overrides
<b><u>Statewide Job Summary</u></b> Limited view of Job Data information to assist recruitment and transfer processes	PayServ Custom Statewide Job Summary
<b><u>Tax Data</u></b> Update federal, state, and local marital status, allowances and other variables	Payroll for North America Employee Pay Data USA Tax Information Update Employee Tax Data
<b><u>Tax Distribution</u></b> Identify the percentage of time an employee works in a state and locality	Payroll for North America Employee Pay Data USA Tax Information

New York State Office of the State Comptroller

Payroll System Upgrade 2010  
Navigation Paths

Action	Path
	Update Tax Distribution
<p><b><u>Time Entry</u></b> Miscellaneous Payments</p>	<p>Payroll for North America Employee Pay Data USA Time Entry</p>
<p><b><u>Transfer Request</u></b> To transfer an employee from one Dept. to another</p>	<p>Workforce Administration Administer Job Change Requests Transfer Requests</p>
<p><b><u>Update Payroll Options</u></b> Add or update an address for employee paycheck delivery</p>	<p>Payroll for North America Employee Pay Data USA Update Payroll Options</p>
<p><b><u>Workers' Compensation Data</u></b> Review Workers' Compensation payment information</p>	<p>Payroll for North America Employee Pay Data USA Workers Compensation Data</p>
<p><b><u>Workers' Compensation Refunds</u></b> Review Workers' Compensation refund information</p>	<p>Payroll for North America Periodic Payroll Events USA Balance Reviews Workers Comp Refund</p>
<p><b><u>W-2 Reporting</u></b> W-2 Reprint and W-2c Adjustments</p>	<p>Payroll for North America U.S. Annual Processing</p>