

Office of Operations
2014 Fall Conference
October 7-9

Collaboration for Success

HOW TO CORRECT EMPLOYEES' HISTORY

William Sellman



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

Office of Operations
John Traylor, Executive Deputy Comptroller

Division of Payroll, Accounting and Revenue Services
Christopher Gorka, Deputy Comptroller
Dave Hasso, Assistant Comptroller
Robin Rabii, Director, Bureau of State Payroll Services

CORRECT HISTORY

- Restricted access for agencies to various PayServ panels necessitates that OSC's Bureau of State Payroll Services must make certain corrections to an employee's PayServ history.



- The DTA/COR request is the communication tool used by agencies to notify OSC of corrections which must be made by OSC.



CORRECT HISTORY FOR JOB

Agencies should submit a DTA/COR request for the following JOB actions:

Where the effective date is or should have been **prior** to the last row on **JOB**.

- Hire
- Rehire
- Paid Leave of Absence
- Leave of Absence
- Return from Leave
- Reason Code Change



CORRECT HISTORY

Agencies should submit a DTA/COR **as soon as possible** before the agency cutoff date so requests can be processed timely and any additional transactions can be submitted.



CORRECT HISTORY

If the situation meets one of the criteria above, submit a Data Change job action request:

- Enter today's date.
- Enter reason code COR.
- Complete Status Reason box. The agency must submit comments in the Status Reason box of the DTA/COR request **clearly** explaining the reason for the request. Since space is limited in the box, the agency may write “See General Comments” if the explanation is extensive and/or the agency wants the explanation to be saved. The agency must then immediately enter the explanation for the DTA/COR in General Comments.



CORRECT HISTORY- ADDL PAY

- Please change additional pay panels before changing the percentages on employees.
- Agencies are responsible for starting up Additional Pay earnings if changes are made to an employee's history through a DTA/COR request.
- If the agency cannot access the Additional Pay earnings, either another DTA/COR must be submitted or this request must be included in the Status Reason box of the original DTA/COR.



WHEN NOT TO SUBMIT A DTA/COR

- Any Pay Change, New Position or Transfer action that was originally submitted through a Job Action or Transfer request. These can be corrected with the same Job Action or Transfer request action.
 - Note: You cannot process a Position Change/Appt (or whatever the reason) to rehire a terminated employee. You have to process a Rehire and Rehire Salary.
- Incorrect EmplID.



WHEN **NOT** TO SUBMIT A DTA/COR

- Miscellaneous JOB Data information. If an employee's history is incorrect for one or more of the reasons listed below, the agency must submit a Data Change job action request:
 - Enter appropriate effective date.
 - Enter appropriate reason code from chart below.
 - Complete the necessary boxes.
 - Click Request.
 - Click SAVE.
- CBF, CFI, CIC, CPF, CPT, CRS, CSH, CTL, CWS, PWH, RCM, RUS, UCS, USP, VRW, WWP. See Payroll Bulletin 741 for detailed descriptions.
- PT/FT Indicator on a Paid Leave of Absence at less than 100% is P and should be F.



AGENCY FOLLOW-UP ACTIONS

- Remember to submit the appropriate transactions for all subsequent rows when entering retroactive transactions.
- After the DTA/COR request is submitted, continue to review the submitted request for further instructions from the PayCalc and Position Unit or to obtain the status of the request.
 - This information will be indicated in the Status Reason box of the DTA/COR request. It is the agency's responsibility to follow up on the OSC comments. The PayCalc and Position Unit will not contact the agency to report the status of their request.



SUBMISSION DATES

- Submission deadlines are the same as the agency online cutoff deadline.
- If the submission is after the online cutoff date, the agency must follow procedures for submitting additional transactions as described in Payroll Bulletin No. 1311.



- Special circumstances for after cutoff transactions exist
 - under/overpayments or no check.



SEQUENCE #88

- Agencies may use this on a DTA/COR request if a Time Entry transaction of RGS or RGH needs to be submitted as a result of a Correct History action; ie. RGS needed after a hire date is corrected.
 - The agency must indicate in Status Reason comments what transaction is waiting to be submitted.
- Used to triage requests that need further action.



OSC ACTIONS

- Requests are reviewed in order of submission by payroll cycle.
- All DTA/CORs are denied by OSC and then purged from the system after 30 days. DTA/CORs are not allowed to roll to JOB Data but the appropriate actions will be taken by OSC to correct the employee's history.
- The sequence is always changed to #9 or greater to allow other transactions to be submitted with lower sequencing.
- The PayCalc and Position Unit Analyst who reviews the DTA/COR will enter a comment and their initials in the Status Reason box.
- If the OSC comment indicates that the request is “done,” then the necessary actions have been taken by OSC to correct the employee's history.



OSC ACTIONS – CONTINUED

- The OSC comment may indicate that the request is pending if it has been forwarded to another analyst for review.
 - If OSC has not yet processed the request, the transaction will not be Denied.
- If the transaction submitted should not have been a DTA/COR, OSC staff will enter this comment on the correction sheet: “Transaction denied, should be _____, resubmit as _____.”
- The agency must remember to review the status of their requests. Currently, a project is underway to generate electronic correction sheets. This will assist with a record of the changes. However, like the current correction sheets, they will be generated after each payroll cycle closes.



CORRECT HISTORY - EXAMPLE

Request Approve/Deny

Name	ID: N01XXXXXX	Rcd#: 0
Current Job		
Position: 00235028	Job Date/Effseq: 09/29/2014 1	
Department: ██████████	Barg. Unit/Grade: 04 009	
Job Code: 020485 DIRECT SUP	Salary: 33306.000000	

Proposed Job		Find View All First 1 of 1 Last
<input type="button" value="Data Chg"/> <input type="button" value="Deny"/> <input type="button" value="Comments"/>		
*Eff Date/Seq #: 09/22/2014 9		
*Action/Reason: Data Chg COR Cor Hist		
		Status: Denied
		*Status Dt: 10/03/2014
		Status Reason:
		Correct 9/22/14 row Leave of Absence/FML - percent should be 100% not 50%. ***** Done - HH 10/3/14
Barg Unit/ Grade: 04 009	Pos Status: Approved	
Class/Uncl: 0	Pay Basis Code: ANN	

QUESTIONS???

