

Office of Operations
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Collaboration for Success

Combining Employee Identification Numbers

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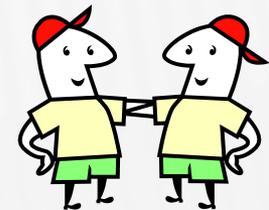
Robin Rabii, Director, Bureau of State Payroll Services

WHAT DOES THIS MEAN?

Combining Employee Identification numbers (Empl ID), i.e., the “N” number, where more than one Empl ID exists for the same employee.

Note:

- Can only be done for employees with more than one Empl ID number.
- Not to be used to combine multiple records under one Empl ID number.
- Agencies can make changes on the **Modify a Person** panel in PayServ.



MODIFY A PERSON

Agencies can change National Identification information.

Payserv - The NYS Payroll System Thomas P. DiNapoli, State Comptroller

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Modify a Person

Name Find | View All | First 1 of 1 | Last

Effective Date: 08/22/2005 + -

Format Type: English

Display Name: **John Doe** View Name

Biographic Information

Date of Birth: 10/29/1969 44 Years 10 Months

Date of Death: b1

Birth Country: b1

Birth Location: b1

FAS Code: b1

New York Retiree Indicator

Waive Data Protection

Biographical History Find | View All | First 1 of 1 | Last

*Effective Date: 10/13/2005 + -

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Married As of: 10/13/2005 b1

Language Code: b1

Alternate ID: b1

Full-Time Student

National ID Personalize | Find | View All | First 1 of 1 | Last

Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	XXXX XX XXXX	<input checked="" type="checkbox"/>

[Biographical Details](#) | [Contact Information](#) | [Regional](#)

HOW DOES THIS HAPPEN?

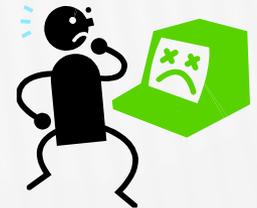
- Keypunch error
- Assigned temporary employee identification
- Employee has an old history record.
- Any or all information entered is incorrect.



HOW CAN YOU TELL IF THERE IS A PROBLEM?

Error Messages

- “Employee with that name exists.”
- “National ID already exists.”



WHEN DO YOU FIX THE PROBLEM?



Immediately!

Stop paying from the incorrect record.



HOW DO YOU FIX THE PROBLEM?

- Submit a Data Change / Correct History (DTA/COR) request (Payroll Bulletin #741) that explains the situation. Include:
 - Correct Empl ID number with correct National ID (Social Security) number.
 - Incorrect Empl ID number with incorrect National ID (Social Security) number in the **Status Reason** box.



ADDITIONAL ACTIONS THE AGENCY MAY HAVE TO TAKE



AGENCY PROCESS

- The employees' name must match exactly on all records.
- The record for the incorrect Empl ID must be terminated before the process is begun.
- If the employee has been paid in the incorrect record , term them on the first day of the following Pay Period:
 - Example: Admin Cycle Pay Period runs 9/11/2014 - 9/24/2014. If the employee was paid during this period, the termination date would be 9/25/2014.
- An employee who was never paid can be terminated as soon as the agency is aware of the error.



AGENCY PROCESS

- After the incorrect record has been termed the Employee can be rehired into the correct record, using the same date of the term from the incorrect record.
- If the companies are different then the agency would need to do a concurrent hire.
 - Example: NYS-SUNY to CNY-CUNY



OSC PROCESS

- Verify that the names are the same.
- Verify that the incorrect Empl ID is terminated.
- Verify that employment records do not overlap when necessary. This is very important when the agency owns both records.
- Deductions reviews prior year-end information for both Empl IDs to ensure any W-2 issued in a prior year has the correct National ID.
- PayCalc and Position Unit combines.
 - Friday - the program to combine runs.
 - Monday – records are reviewed to ensure the changes were made.



OTHER CHANGES

If multiple Empl IDs are being combined:

- The records are changed over the weekend and changes the incorrect Empl ID to the correct Empl ID using the next record available.
- All panels and tables are changed.
- If the employee has two Empl IDs, after the Empl ID is corrected the employee will have two (or more) records.



CHANGING AN INCORRECT EMPL ID WHEN ONLY ONE EMPL ID EXISTS.

- **Do not Hire the employee again if you have hired him with the wrong National ID and no record exists with the correct National ID.**
- Go to the Modify Person panel and overwrite the National ID with the correct information.



YEAR END BROADCAST MESSAGE ALERT

Example from 2013:

12/31/2013 Empl ID Combines: Empl ID Combines will not be processed after Friday, January 3, 2014. Agencies may continue to request Empl ID Combines, however the change will not be processed until after Form W-2 processing is completed. Questions may be directed to the Pay Calc and Position Unit at gnatale@osc.state.ny.us.



COMBINING EMPLOYEE IDENTIFICATION NUMBERS

QUESTIONS???

