

**Office of Operations  
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# ***Collaboration for Success***

## **The Pay Calculation and Confirmation Process**

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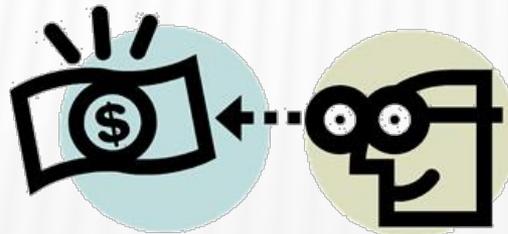
Robin Rabii, Director, Bureau of State Payroll Services

# PAYCALC AND POSITION UNIT- OVERVIEW

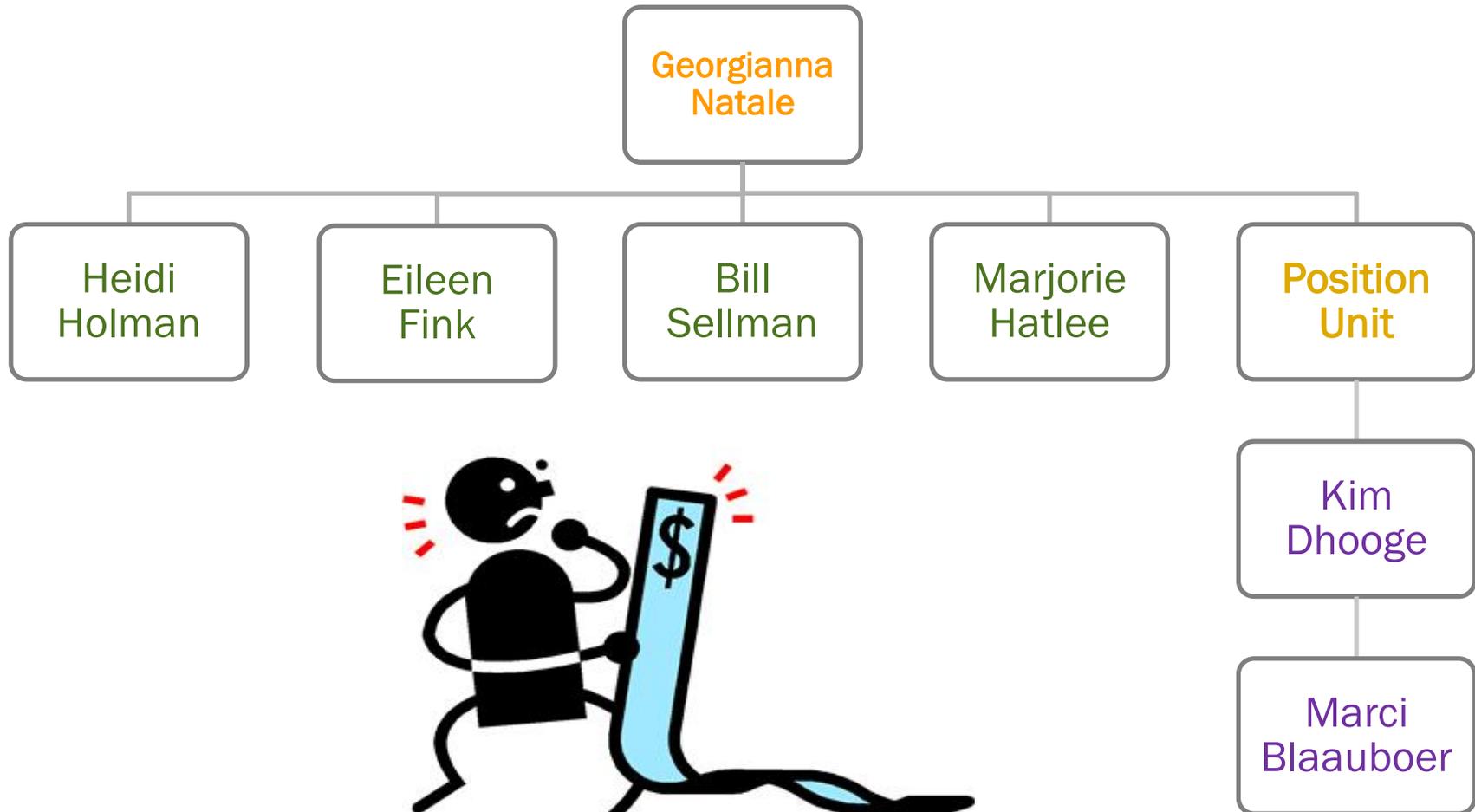
We are responsible for ensuring that the system generates checks for approximately 250,000 NYS Employees.

Examples of the work processes that we manage include:

- History Corrections or “Cor Hists”
- Combining Employee IDs and changing Social Security numbers
- Retroactive Payments
- Time Entry Files
- Pay Calculation and Confirmation



# PAYCALC AND POSITION UNIT



# PAYCALC AND POSITION UNIT

## The Pay Calculation and Confirmation Process

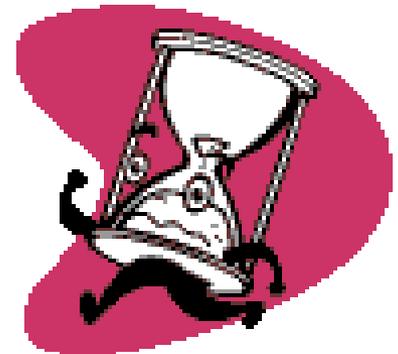
- Friday - Queries are reviewed for the Payroll being cleared
- Saturday/Sunday - PaySheets are built
- Monday – Continued query review for the Payroll being cleared
  - Audit staff completing transaction review of all Job, Time Entry, and Additional Pay requests.
- Tuesday - Work on Paysheets errors
- Tuesday night – Retro loads to Paysheets



# PAYCALC AND POSITION UNIT

## The Pay Calculation and Confirmation Process - continued

- Wednesday - Work on Paysheet errors, and review Tuesday changes for impact on Paycheck.
  - Must be done by noon so that Calc and Confirm Process can begin.
  - Coordinated effort with the General Deductions team.
  - When reviews are completed the 1<sup>st</sup> PayCalc (really fourth in the cycle) is run.
- 1st PayCalc is run
  - More queries are run to identify any errors.
  - When clear the Final PayCalc is run
- Final PayCalc is run.
  - Payroll error messages are checked and corrected
- Paychecks are confirmed
  - Agencies locked out for the payroll being confirmed.
  - Checks and Advices get printed



# PAYCALC AND POSITION UNIT

## The Pay Calculation and Confirmation Process - continued

- Thursday – “Specials” are confirmed
  - For those employees who work in more than 1 State Agency and have issues confirming their paychecks during the regular confirm process, they may be moved and subsequently processed in OSC’s Special Processing. For example: Employee paysheets that encountered problems during the Wednesday confirm process are moved to the Special processing thus allowing extra time to resolve the issue.
- Friday – Start the next cycle



# QUESTIONS?

