PaySR Conversion Impact Information

Table of Contents

Introduction

The following information gives a description of how information from the current Legacy system maps to PaySR.

Employees who will be converted:

Employees who have CYTD balances in 1998, all CUNY employees who have been paid since 1995, and all employees with a status type of Leave.

Company/EIN

All W-2's will be created in PaySR. Employees who work in multiple agencies will have only one W-2 created unless the jobs are in separate Companies or EIN's-The breakdown of Companies are:

- NYS Environmental Facility Corporation
- NYS Science and Technical Foundation
- State University Construction Fund
- Industrial Exhibit Authority
- City University of New York
- State of New York.

Social Security Numbers/Emplid

Social Security Number on PaySr will be left blank when the Social Security number in the legacy system:

- begins with a letter
- begins with 8
- begins with 9
- is 111111111, 222222222, 333333333, etc.
- is greater than 729000000 but less than 799000001.

The Employee ID (Emplid) will contain the Social Security Number from the legacy system regardless of whether it begins with letter, 8, 9, or any of the above situations.

Appointments and Removals

Employees

Personal Data Panel
- The Personnel Status will be **Employee** for everyone.

Full/Part Time Values on the Job Panel
- Voluntary Reduct (employee on Voluntary Reduction Program).
- Full Time (employee working 100%).
- Part Time (employee working on a percentage).
- **Note:** All Hourly employees are considered Full Time.

Employee Type on the Job & Position Panels
Employee type in PaySR is:
- *Salaried* if Pay Basis of ANN, CAL, CYF, BIW, APM, 21P, CYP, LEG, and Adjuncts
- *Exceptional Hourly* - for employees on the Exceptional Hourly Payrolls
- *Hourly*- for employees who are none of the above.
- Default- system default is Hourly.
  - System will default to Hourly on the Position Panel for vacant positions. This information was not available in the current legacy system.

Hourly employees who have not been terminated in Legacy, but whose activity code is 9 (not paid in 3 consecutive pay periods) will be converted with the Employee's status of Terminated.

Standard Hours on the Job Panel
- Will only be populated for Exceptional Hourly employees.
- Employees who are on the Exceptional Hourly Payrolls will have the number of hours they last worked divided by 2 to populate this field.
- Exceptional Hourly employees who have "OMIT" as their Last Transaction Code will have 1 in this field. It will be necessary for agencies to update this field when the employee is entitled to payment.

Service Date on the Employment Panel
- This is the employee's Anniversary Date. For employees that don't have one, the Effective Date that is used on Job Panel will also be used here.

Increment Codes on the Employment Panel
- Increment codes are 4 positions in PaySR
- PS&T employees who have an increment code of 77 through 98, will have a 19 in the first 2 positions.
- For employees not in Bargaining Units 01 and 61, with an increment code of 99, there will be a 19 in the first 2 positions.
- All other increment codes will have 00 in the first 2 positions.

Work Schedule on the Job Panel
- Employees with a pay basis code of CAL or Biweekly employees in Agency 04120 will have a work schedule of Sunday through Saturday (YYYYYYY). Everyone else will have a work schedule of Monday through Friday (NYYYYYN).

Check Sort Code
- If there is no check sort code, conversion will poplulate the code with the employees line number.

Additional Pay Panel

- At conversion, Goal Amount and Goal Balance will be the payment amount for the one-time annual payments, Judicial Bonus, PS&T Longevity, OGS Bonus, Performance Award and Fitness Bonus.

- Effective Dates for Earn Codes on the Additional Pay Panel will be the same as they are on the Job Panel. The exception is one-time payments. See Chart for Effective Date and Earnings End Date.

Description	Earn Code	Earnings Effective Date	Earnings End Date
Judicial Bonus	JLO	4/2/98	3/31/1999
PS&T Longevity	LLS	4/21/98	4/20/1999
Performance Award	PAW	4/1/98	3/31/1999
OGS Bonus	OGS	11/27/97	11/25/1998
Fitness Bonus	FIT	TBD	TBD

NOTE: OSC will manually update the Earnings End Date for employees going through the Salary Withholding Program at the time of conversion and for employees who have overpayments.

Salary Withholding
Employees going through the Salary Withholding:
- with a Pay-Basis of 21P will have an Earn Code of SWC
- with a Pay-Basis of BIW or HRY will have an Earn Code of SWB
  - aliens with a Pay-Basis of BIW or HRY will have an Earn Code of X63.
- all others will have an Earn Code of SWP with the exception of Aliens.
  - aliens will have an Earn Code ofX83.

Salary Withholding Balances Panel
- The number of days withheld will be displayed.
- Paid out days will not be converted.
- Agency that will be displayed will be the employee's most current agency at the time of conversion.
- Date displayed will be the conversion date for employees who have completed the Salary Withholding Program prior to conversion.

- Inactive employees will not have anything showing on this panel.

Legacy Shared Fields
Some of the following fields in Legacy share information. These shared fields will be assigned different earn codes in PaySR. The following will need to be updated by the agency.

Additional Compensation
- Employees in Agency 12010 will have an Earn Code of AC2.
- Employees in Bargaining Unit 17 and 62 will have an Earn Code of COM.

Geographic Pay
- Employees will have an Earn Code of GEO.

Location Pay
- Employees will have an Earn Code of LOC.

Occupational Pay Differential
- Employees will have an Earn Code of OPD.

Shift Pay
- Employees in Bargaining Unit 62 who received a clothing allowance will have an Earn Code of CLA.
- All other employees will have an Earn Code of SDF.

Long Comp
- Employees in Agency 01060 in Bargaining Units 07 and 17 will have an Earn Code of LGC.

Lieu of Expense
- CUNY employees will have an Earn Code of LEC.
- All other employees will have LEX.

Pre-Shift Briefing
- Employees in Bargaining Unit 01 (Pay-Basis of ANN) will have an Earn Code of PS1.
- Employees in Bargaining Unit 47 will have an Earn Code of PS3.
- Employees in Bargaining Unit 01 (Pay-Basis of HRY) will have an Earn Code of PS4.

Imputed Health
- Employees that have imputed health will have an Earn Code of IIR.

Inconvenience Pay
- Employees in Bargaining Unit 62 who received a maintenance payment will have an Earn Code of MTA.
- Employees receiving Annual Inconvenience Pay of:
  - $400 will have an Earn Code of IPF.
  - Less than $400 will have an Earn Code of IPP.

Premium OT
- All Premium OT Percentages will be converted into an annual amount.
- The Earn Code will be PRO**.**

Additional Overtime Payment
- Employees in Bargaining Unit 07 who received a Fitness Bonus will have an Earn Code of FIT.
- Employees in OCA who received a Judicial bonus will have an Earn Code of JLO.
- Employees in Bargaining Unit 05 who received a Longevity bonus will have an Earn Code of LLS.
- Employees in OGS who received the OGS bonus will have an Earn Code of OGS.
- Employees in Management Confidential who received a Performance Award will have an Earn Code of PAW**.**

Taxes

Tax Location Code
- NYC residents will be NY1.
- Yonkers residents will be NY2.
- Illinois residents will be IL.
- Washington, D.C. residents will be DC.
- All other residents will be NY**.**

Alien
- Alien Treaty information will be on the Federal Tax Data 3 panel.
- Tax Payer ID for Aliens will not be populated as OSC cannot determine if the ID is the employees social security number or the Tax ID.
- The calculation for the Treaty Expiration Date is six months after the conversion.

> ***Agency Must Do:***
> Alien Treaty Expiration Date
> - Agencies will need to correct the Treaty Expiration Date once they are converted.

Employee Transfers

If an Employee Transfers During Conversion

Legacy to PaySR:
- PaySR Agency - Treat as a newly hired employee. All information must be entered.
- Legacy Agency - Use current Legacy transaction codes.

PaySR to Legacy
- PaySR Agency - Use appropriate PaySR action codes.
- Legacy Agency - Treat as a newly hired employee. All information must be entered.

Checks

Employees who transfer in the middle of a pay period from a PaySR agency to a Legacy agency or vice versa, will receive 2 checks (one from each agency).

Direct Deposits, Deductions, Retirement Elections

Direct Deposit Information

Direct Deposit

- Employees with an existing credit union deduction will be converted with a direct deposit transaction.
- For conversion, credit unions were assigned with the lowest-priority number. Therefore, the direct deposit transaction with the lowest priority number will be taken first.

General Deduction Information

Legacy Deduction On-Line System

- Future dated deduction transactions in Legacy with dates equal to or greater than the pay period in which they are converted, will not be processed. These deduction transaction must be reentered into PaySR. For example, the first rollout group would be Administration pay period 7LAG/8Current. Any transaction date equal to or greater than this date must be submitted to PaySR.

> ***Agency Must Do:***
> If an employee is inactive at the time of conversion and has a payment due after conversion, the agency must go into the General Deduction Panel and activate any general deductions the employee wants taken out of the adjustment or LSP check. If the employee is being reinstated, the agency must restart the employees deductions.

SEFA Campaign for 1999

- Deductions for SEFA are to be entered in PaySR. Agencies must wait until they are converted into PaySR to enter in this information.

Dependent Care

- End Dates for Dependent Care will be 12/10/98 for the Administration cycle; 12/17/98 for the Institution cycle.

Funding Positions

Position Pools

Position Pool Creation
- Position Pools were created using the agency header file.

Position Pool Funding
- Line numbers that fall between headers will be assigned a Position Pool of ZZZ. All funds for the ZZZ Pool ID will be charged to the first Header in the Agency after conversion.

> ***Agency Must Do***:
> Position Pool Funding:
> - Agencies must review and correct any ZZZ Position Pools when the Agency is in PaySR.

Position Information:
- Effective Status of all positions upon conversion is Active with the exception of agencies 18000 & 01170 (inactive).
- Standard Hours on Position is 40.
- Position Status of all positions upon conversion is Approved with the exception of agencies 18000 & 01170 (Abolished) .
- Regular or Temporary Position.
  - This data was provided by Civil Service, OCA, or SUNY. Otherwise, the position defaulted to Regular.
- All Positions were converted as Full Time
- The Jurisdictional Class field defaults to Non Applicable for employees that do not have one.
- Dept Location is the Agency Code.
- FTE is 100%.
- Earnings Programs were derived by using the employees Bargaining Unit, Title Code, Grade, and Agency.

- Bargaining Units for:
  - Extra Service is ES.
  - Adjunct employees is AJ.
  - Summer Session is SS
  - Special Payrolls (08020, 28640, 70130) is CS.
  - Agencies 01071 and 01072 is DM.
  - Otherwise, employees bargaining unit was used.
  - A default of ZZ will be used if information is not available.

- Overtime Eligibility
  - Employees who are eligible or sometimes eligible were converted as eligible, all others as not eligible.

- NY Location Indicator
  - This information was supplied by Civil Service, OCA, or SUNY - if information was not provided, a default of 9999 will be used. If position was not covered by Civil Service, OCA, or SUNY, then an agency code matrix was used.

- Salary Administration Plan
  - Salary Administration Plan was derived by Agency, Title Code, and Bargaining Unit.

- Position Effective Date - will be obtained from Civil Service, OCA and SUNY. If information was unmatched or invalid, 1/2/1900 will be used. For positions not covered under Civil Service, SUNY or OCA then 1/1/1900 is used.

Split Charges
- Continuous split charges will be converted.

> ### *Agency Must Do:*
> Temporary split charges will need to be done by agencies.

General Information

Job Code Information

Jobcode Effective Date will be 01/01/1900 for all Job Codes.

Job Panel Information

How Job Effective Date, Job Code Entry Date, Dept Entry Date, Position Entry Date on the Job Panel were derived:

For employees who at conversion were:

- Active (including leaves with pay) - the Last Transaction Code Date was used if it was 1/1/98 or greater.
- Active (including leaves with pay) - the Last Transaction Code Date was less than 1/1/98, then 1/1/98 was used.
- Leave without pay (this includes Workers Comp, RPD) - the Last Transaction Code Date was used.

- Inactive-Last Transaction Code of Retired, CAN APPT or CAN TRANS; the Last Transaction Code Date was used.
- Inactive and Last Transaction Code is <u>not</u> Retired, CAN APPT, or CAN TRANS - the Last Transaction Code Date will be increased by one. In PeopleSoft logic, all transactions are beginning of business.
- If there are zeroes in the Last Transaction Code Date field; 1/1/98 will be used.
- Certain CUNY employees will have a Last Transaction Code Date field of 2/1/96 or 1/1/96 if they meet specific raise criteria where a future automatic raise would be applied.

Balance Information

Deduction Balances

- The only Deduction Balances that were converted to PaySR were the ones for W-2 processing.

Earnings Balances

The regular earnings balance is the CYTD Gross <u>minus</u>:

FYTD Pre-Shift	FYTD OT Straight	CYTD Inconvenience
CYTD Extra Service	CYTD Educational Assistance	CYTD Fringe Benefit
CYTD Geographic	CYTD Holiday	CYTD Hazard Pay
CYTD Location	CYTD OT Meals	CYTD Occupational Pay
CYTD Imputed Health	CYTD Overtime	CYTD Standby
CYTD Shift Pay	CYTD Taxable Parking	CYTD Lieu of Expense
CYTD Uniform/Tool Allowance		

Note: Regular Earnings Balance (Earnings Type is RGH for employees with pay basis codes of HRY or FEE, Earnings Type is RGS for all other pay basis codes) maybe incorrect. Payments indicated in the remarks section of the PR-75 that were made would affect the Regular Earnings balance as they wouldn't be captured in the appropriate field in the legacy master file.

MTD and QTD Balances

- Only the QTD Social Security balance will be converted. All other MTD and QTD balances will be zero at conversion.

YTD Balances for Involuntary Deductions
- YTD balances for Involuntary Deductions
  - Garnishments will contain the total amount paid, not the Year to Date Paid
  - Court orders and Fed Levys a YTD balance will be zero at conversion.

Note: YTD earnings for Taxable Expense and Lieu of Expense share the same field in Legacy. For conversion, if an employee had Annual Lieu of Expense only, the YTD monies would go into the balance for earn code LEX (For Agencies 01071 and 01072 the earn code is AC3). Employees with no Annual Lieu of Expense, the YTD monies would go into the balance for earn code TXE.

CYTD Earnings Balance Earnings Type for:
- Overtime is OTN. This is a catch all for all overtime for conversion purposes only.
- Extra Service is ES2.
- Adjunct is AJT.
- Education Assistance is EDA.
- Fringe Benefit is FRB.
- Geographic Pay is GEO.
- Holiday Pay is HPK.
- Hazard Pay is HZ1.
- Location Pay is LOC.
- Overtime Meals is OMK.
- Occupational Pay Differential is OPD.
- Imputed Health is IIR.
- Standby Pay is SBC.
- Shift Differential is SDF.
- Taxable Parking is TXP.
- Lieu of Expense is LEX.
- Taxable Expense is TXE.
- Inconvenience Pay is IPF.

Additional Shift Compensation for:
- State Police is AS4.
- OCA is AS1.
- CUNY is AS2.

Uniform Allowance/Tool Allowance for:
- Bargaining Units 01 and 61 is UA1.
- Agency 01060 is UA3.
- OCA is UA4.
- CUNYis UA6.
- For all others is UA2.

FYTD earnings balance Earn Code:
- CUNY Biweekly Bonus is CBC.
- Pre-Shift Briefing for Bargaining Unit 61 is PS2.
- Pre-Shift Briefing for Bargaining Unit 01 is PS1.
- Pre-Shift Briefing for Bargaining Unit 47 is PS3.
- Overtime is OTN.

- Overtime Straight Time for:
  - OCA is OTC.
  - CUNY is OTJ.
  - Everyone else it's OTB.

.

Additional Rows on Job Panels

In PaySR an employee has to be hired into a job and active before any type of payment can be made. To accommodate this, during conversion, additional rows of data were added. The effective dates for these additional rows was determined using the same logic as Job Effective Date(Page 11).

For employees whose last transaction code in Legacy was:

Appt Type is converted to an action of HIR in PaySR
- No additional row was created.

Reinstatement after a removal, resignation, etc. (example: REIN RES, REM APPT, REDEPLOY, SEAS) or Hourly employees who haven't been paid in 3 pay periods (PAY SERV)
- 2 additional rows were created:

	Effective Sequence	Action	Reason	Status
Additional Prior Row	0 (prior)	CNV (conversion)	CNV (conversion)	Active
Additional Prior Row	1 (prior)	CNV (conversion)	CNV (conversion)	Terminated
Actual Row	2 (current row)	REH	see matrix	Active

Salary Increase type, Change in Status, Change in Percentage or Voluntary Reduct (also includes any change to Additional Salary Factors) and employee is Active.
- 1 additional row was created:

	Effective Sequence	Action	Reason	Status
Additional Prior Row	0 (prior)	CNV (conversion)	CNV (conversion)	Active
Actual Row	1 (current)	PAY or DTA	see matrix	Active

Promotion or Demotion type, Lateral Movement type, etc (examples: DEPT, REIN, REASGN IN, TR REG).
- 1 additional row was created:

	Effective Sequence	Action	Reason	Status
Additional Prior Row	0 (prior)	CNV (conversion)	CNV (conversion)	Active
Actual Row	1 (current)	XFR,POS	see matrix	Active

Leave type (including Workers Compensation) or employee is on leave (includes Workers Compensation).
- 1 additional row was created:

	Effective Sequence	Action	Reason	Status
Additional Prior Row	0 (prior)	CNV (conversion)	CNV (conversion)	Active
Actual Row	1 (current)	LOA,STO,LTO	see matrix	Leave

Paid Leave type (examples: SICK LV with Pay, SAB LV with Pay, SAB LV FUL, OCC DIS LV, APPT LV with Pay).
- 1 additional row was created:

	Effective Sequence	Action	Reason	Status
Additional Prior Row	0 (prior)	CNV (conversion)	CNV (conversion)	Active
Actual Row	1 (current)	PLA	see matrix	Paid Leave

Reinstatement from Leave type (examples: REIN LV, REI DIS LV, REST).
- 2 additional rows were created

	Effective Sequence	Action	Reason	Status
Additional Prior Row	0 (prior)	CNV (conversion)	CNV (conversion)	Active
Additional Prior Row	1 (prior)	CNV (conversion)	CNV (conversion)	Leave
Actual Row	2 (current)	RFL	see matrix	Active

Retired
- 1 additional row was created:

	Effective Sequence	Action	Reason	Status
Additional Prior Row	0 (prior)	CNV (conversion)	CNV (conversion)	Active
Actual Row	1 (current)	RET	see matrix	Retired

Termination type (examples: RESIGN, DECEASED, TERM, PROB OUT) or employees status in Legacy is inactive.
- 1 additional row was created:

	Effective Sequence	Action	Reason	Status
Additional Prior Row	0 (prior)	CNV (conversion)	CNV (conversion)	Active
Actual Row	1 (current)	TER	see matrix	Terminated

FOR CUNY & SUNY ONLY

Non-Resident Alien earnings balance codes: These codes will begin with W,X,Y or Z.
- Income Code of 16 is Non-Employee Independent Services.
- Income Code of 17 is Dependent Services.
- Income Code of 18 is Teaching

- Income Code of 19 is Studying and Training.

Payment	Income Code 16	Income Code 17	Income Code 18	Income Code 19
Inconvenience/Additional Shift Differential		X43	Y43	Z43
Extra Service		X10	Y10	Z10
Adjunct		X72	Y72	Z72
Educational Assistance		X06	Y06	Z06
Fringe Benefit		X11	Y11	Z11
Imputed Health		X13	Y13	Z13
Taxable Parking		X42	Y42	Z42
Lieu of Expense/Tax Expense		X41	Y41	Z41
Regular earnings	WWW	X59 for HRY or FEE, otherwise X36	Y59 for HRY or FEE, otherwise Y36	Z59 for HRY or FEE, otherwise Z36

Legacy Shared Fields
Some of the following fields in Legacy share information. These shared fields will be assigned different earn codes in PaySR. The following will need to be updated by the agency.

> ### *Agency Must Do: CUNY*
> CUNY Biweekly Bonus
> - The catch-all earnings code that will be used by PaySR at Conversion is CBC(which is non-pensionable). Agencies will then need to put the earnings into the correct earning code.

> ### *Agency Must Do: SUNY*
> Additional Compensation
> - All other employees will have an Earn Code of AC1. SUNY will need to update employees to that appropriate code.

CUNY/RETRO RAISE EMPLOYEES ONLY:

Due to unsettled contracts, additional rows of data will be created for employees that are active at the time of

conversion. These employees have to meet certain criteria where a future automatic increase of salary and retroactive payments would be applied.

The Job Effective Dates on the Additional rows will depend on their Grade and Increment Code. For these employees, the Action and Reason codes on Job will be HIR and ACU. Their last Transaction Code in Legacy was not used. See the following matrix.

For Grade 600

	Effective Sequence	Effective Date	Action	Reason	Status
Additional Prior Row	0	01/01/96	HIR	ACU	Active
Additional Prior Row	0	01/01/97	CNV (conversion)	CNV (conversion)	Active
Additional Prior Row	0	01/01/98	CNV (conversion)	CNV (conversion)	Active

For Grade 980 and Increment Code 01

	Effective Sequence	Effective Date	Action	Reason	Status
Additional Prior Row	0	02/01/96	HIR	ACU	Active
Additional Prior Row	0	01/01/97	CNV (conversion)	CNV (conversion)	Active
Additional Prior Row	0	01/01/98	CNV (conversion)	CNV (conversion)	Active

For Grade 980 and increment code 07

	Effective Sequence	Effective Date	Action	Reason	Status
Additional Prior Row	0	02/01/96	HIR	ACU	Active
Additional Prior Row	0	07/01/96	CNV (conversion)	CNV (conversion)	Active
Additional Prior Row	0	01/01/97	CNV (conversion)	CNV (conversion)	Active
Additional Prior Row	0	01/01/98	CNV (conversion)	CNV (conversion)	Active