NEW YORK STATE Department of Corrections and Community Supervision **DIRECTIVE**	TITLE **Preparing the Payroll**		NO. 2701 DATE 07/11/2025
SUPERSEDES DIR #2701 Dtd. 02/18/22	DISTRIBUTION A	PAGES PAGE 1 OF 4	DATE LAST REVISED
REFERENCES (Include but are not limited to) OSC Payroll Bulletins; ACA Expected Practice 5-ACI-1B-16; PAYSERV Salary Manual	APPROVING AUTHORITY		

I. DESCRIPTION: This directive outlines steps to be followed in preparation of the employee payroll. General Information:

A. All regular and new employee payroll data must be reported to the Office of the State Comptroller (OSC).

B. OSC requires the use of the automated PAYSERV computerized payroll system for submission of all payroll transactions.

C. Submission of these transactions must be processed within the schedule set by OSC.

D. Deadlines for online processing will be set by OSC in a Payroll Bulletin, or changes made to online processing schedules may be posted on the PAYSERV sign-on bulletin board.

II. PROCEDURE

A. Preparing Hire, Rehire, Concurrent Hire, and Reinstatement Transactions for Submission into the PAYSERV Payroll System: (Refer to the PAYSERV Salary Manual for processing details.) The Payroll Examiner or designee shall:

1. Receive the "Agency Transaction Status Report" by Action Date on a daily basis from the Personnel Office.
2. Review the "Agency Transaction Status Report" for any transactions that need to be submitted into the PAYSERV payroll system. Enter those transactions into proper panels in the PAYSERV system. Any information needed to complete your transaction(s) should be requested from Personnel.
3. Update, if necessary, the Additional Pay panels to ensure the proper payment of any additional salary factors due. (Pre-shift Briefing may have to be updated for negotiating unit 01 if they are receiving the guaranteed minimum.)
4. Review and update, if necessary, all deductions and tax information.
    a. For Hire and Concurrent Hire transactions, deduction and tax information may need to be initiated or changed.
    b. For Rehire and Reinstatement from Leave transactions, deduction and tax information may need to be updated.
5. Prepare and submit all Pay Change requests needed to properly pay employees timely.

B. Preparing Transfer Requests and Job Action Requests: (Refer to the PAYSERV Salary Manual for processing details.)

1. The Payroll Examiner or designee shall receive and review the "Agency Transaction Status Report" and the "Security Transfer Urgent Letter" from Personnel for any transactions that need to be submitted in the Transfer Request and Job Action Request panels.
   a. Transfer Requests must be submitted for any employee being reassigned, promoted, or demoted from another agency on the same payroll cycle (Institution to Institution, Administration to Administration).
   b. Job Action Requests must be submitted for any position changes, salary changes, and payroll history corrections for employees currently assigned to your facility payroll. (Salary changes may also have to be submitted for newly hired, rehired, or reinstated employees.)
2. After Transfer Request and Job Action Request are approved by OSC and appear in job data, and, before agency cutoff for online processing, the Payroll Examiner or designee shall update, if necessary, the Additional Pay panels to ensure the proper payment of any additional salary factors that may be due. Some examples of Additional Pay transactions are: location pay, inconvenience pay, pre-shift briefing, etc. (Additional Pay transactions should only be submitted for eligible employees. Over payment of these factors are subject to the over payment recovery guidelines set by OSC.)

C. Preparing all Time Entry/Miscellaneous Pay Transactions for submission into the PAYSERV payroll system: The Payroll Examiner or designee shall (non-LATS users):
   1. Transfer daily overtime for Correction Officers from the Chart Office into the F220 Miscellaneous Pay for review and submission, review overtime entries for accuracy, and then submit.
   2. Receive any required documentation for security supervisor and civilian overtime, lost time, hazard duty (quarterly), pre-shift briefing, and other miscellaneous payments for entry into the F220 system. Review for accuracy and submit.
   3. The PAYSERV report NPAY502.10160 must be reviewed to determine if any time entry transaction rejection or warnings require action. If time entry transactions require re-entry in PAYSERV, the facility must email the Central Office Payroll Unit on the day the rejection report becomes available.

D. Preparing all Time Entry/Miscellaneous Pay Transactions for submission into the PAYSERV payroll system; The Central Office Timekeeper will prepare and submit the file (LATS users).

E. Review of Payroll Transactions: The Payroll Examiner or designee shall review all payroll transactions for accuracy and completeness.

F. Certification: The Payroll Examiner or designee shall:
   1. Prepare materials for supervisor's review prior to signing Form #2701A, "Payroll Certification Form."
   2. Run necessary report (queries) for recap of transactions submitted (Q92_DOCCS_TIME_ENTRY_AUD_PP_P1).
   3. Sort all "Agency Transaction Status Reports" for entries related to current pay period (Q92_DOCCS_JOB_TRANSACTIONS_P1).

4. Print “All Miscellaneous Payments Sent Last Cut-off” report (M) from F220 system.
5. Prepare all other materials necessary for supervisor’s review.
6. The supervisor certifying the payroll must review transactions appointing and separating employees for timeliness. *Any transaction that creates an overpayment should be noted and an appropriate notification must be sent to the employee. Any appointment not done in a timely manner should be reviewed to assess whether a salary advance is needed. Overtime should be reviewed for compliance of timeliness of payment as required by collective bargaining agreements. Quarterly hazard duty payments and pre-shift briefing adjustments should be reviewed for timeliness. Note whether the quarterly review of additional pay factors has been completed.
   a. Sign Form #2701A, scan and email to Doccs.sm.BF.Financeunit on the day after the payroll closes.
   b. Central Office will process online payroll certification in PAYSERV for all Department of Corrections and Community Supervision (DOCCS) facilities.

   *Payroll may not be certified by any employee preparing the payroll.

G. Quarterly Reviews
1. Inconvenience Pay - The Payroll Examiner or designee shall:
   a. Run the PAYSERV query (Q92_DOCCS_ADDLPAY_INCNV_PAY_P1) to a spreadsheet.
   b. Print the spreadsheet.
   c. Deliver the spreadsheet to the Steward or designee.
   d. The Steward shall have the spreadsheet results compared to facility records such as SISU reports, LATS, etc., by an employee independent of the payroll and timekeeping duties to determine if the inconvenience pay eligibility is correct in PAYSERV.
   e. Any discrepancies must be researched and appropriate action taken.
2. All other additional pay factors - The Payroll Examiner or designee shall:
   a. Run the PAYSERV query (Q92_DOCCS_ADDL_PAY_NOT_INC_P1) to a spreadsheet.
   b. Review the spreadsheet to ensure all additional pays are appropriate.
   c. Submit any additional pay transactions required as a result of the review in PAYSERV.

H. Notification of Salary Breakdown (for Non-LATS Users): Upon request by the employee, the Payroll Examiner or designee will print out the time entry panel for the current paycheck to show what miscellaneous payments are being paid.

I. Checking all Transactions: The Payroll Examiner or designee shall:

1. Check all time entry/miscellaneous payments against Check Register (Control D Report pay002) for completeness.
2. Check all additional pay and deductions against Check Register.
3. Note changes or deletions by OSC for action in the following pay period. This will be done by reviewing the NPAY776 in Control D on the Friday after your payroll is confirmed.