Payroll Users Group (PUG)
September 5, 2019

## OSC & Agency Processing Schedule

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Processing Schedule

An overview of certain functions of Payroll processing to assist Payroll users.

Some things to remember:

- OSC processes payrolls for all NYS agencies.
- The information in this presentation is based on a normal payroll cycle for Administration and Institution Lag and Current payrolls.
- Submission schedule available in Bulletin 1720
  - ➢ Changes to the schedule get posted on the Bulletin Board in PayServ and/or on the Agency Submission Schedule.

PayServ Bulletin Board

Submission Schedule

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transactions Cutoff*	Time Entry File Submission Date	On-line Deductions, Taxes, Direct Deposit	Electronic Certification Submission Date	On - Line Back End Splits Submission Begin/End Dates	Reports/Files Available
Inst 16 Lag	10/24 - 11/6	11/21/2019	11/4/2019	11/5/2019	11/5/2019	10/31/19-11/8/19	11/12/2019	11/14 noon-11/15	11/15/2019
Inst 17 Curr	11/7 - 11/20	11/21/2019	11/4/2019	11/5/2019	11/5/2019	10/31/19-11/8/19	11/12/2019	11/14 noon-11/15	11/15/2019
Inst 15 Extra Lag	10/17 - 10/30	11/21/2019	11/4/2019	11/5/2019	11/5/2019	10/31/19-11/8/19	11/12/2019	11/14 noon-11/15	11/15/2019
Admin 16 Lag	10/31 - 11/13	11/27/2019	11/12/2019	11/13/2019	11/13/2019	11/7/19-11/15/19	11/19/2019	11/21 noon-11/22	11/22/2019
Admin 17 Curr	11/14 - 11/27	11/27/2019	11/12/2019	11/13/2019	11/13/2019	11/7/19-11/15/19	11/19/2019	11/21 noon-11/22	11/22/2019
Admin 16 Extra Lag	10/24 - 11/6	11/27/2019	11/12/2019	11/13/2019	11/13/2019	11/7/19-11/15/19	11/19/2019	11/21 noon-11/22	11/22/2019
Inst 17 Lag	11/7 - 11/20	12/5/2019	11/18/2019	11/19/2019	11/19/2019	11/14/19-11/22/19	11/26/2019	11/29	11/29/2019
Inst 18 Curr	11/21 - 12/4	12/5/2019	11/18/2019	11/19/2019	11/19/2019	11/14/19-11/22/19	11/26/2019	11/29	11/29/2019
Inst 16 Extra Lag	10/31 - 11/13	12/5/2019	11/18/2019	11/19/2019	11/19/2019	11/14/19-11/22/19	11/26/2019	11/29	11/29/2019
Admin 17 Lag	11/14 - 11/27	12/11/2019	11/26/2019	11/27/2019	11/27/2019	11/21/19-11/29/19	12/3/2019	12/5 noon-12/6	12/6/2019
Admin 18 Curr	11/28 - 12/11	12/11/2019	11/26/2019	11/27/2019	11/27/2019	11/21/19-11/29/19	12/3/2019	12/5 noon-12/6	12/6/2019
Admin 17 Extra Lag	11/7 - 11/20	12/11/2019	11/26/2019	11/27/2019	11/27/2019	11/21/19-11/29/19	12/3/2019	12/5 noon-12/6	12/6/2019
Inst 18 Lag	11/21 - 12/4	12/19/2019	12/3/2019	12/4/2019	12/4/2019	11/28/19-12/6/19	12/10/2019	12/12 noon-12/13	12/13/2019
Inst 19 Curr	12/5 - 12/18	12/19/2019	12/3/2019	12/4/2019	12/4/2019	11/28/19-12/6/19	12/10/2019	12/12 noon-12/13	12/13/2019
Inst 17 Extra Lag	11/14 - 11/27	12/19/2019	12/3/2019	12/4/2019	12/4/2019	11/28/19-12/6/19	12/10/2019	12/12 noon-12/13	12/13/2019
Admin 18 Lag	11/28 - 12/11	12/24/2019	12/10/2019	12/11/2019	12/11/2019	12/5/19-12/13/19	12/17/2019	12/19 noon-12/20	12/20/2019
Admin 19 Curr	12/12 - 12/25	12/24/2019	12/10/2019	12/11/2019	12/11/2019	12/5/19-12/13/19	12/17/2019	12/19 noon-12/20	12/20/2019
Admin 18 Extra Lag	11/21 - 12/4	12/24/2019	12/10/2019	12/11/2019	12/11/2019	12/5/19-12/13/19	12/17/2019	12/19 noon-12/20	12/20/2019
Inst 19 Lag	12/5 - 12/18	1/2/2020	12/16/2019	12/17/2019	12/17/2019	12/12/19-12/20/19	12/24/2019	12/26 noon-12/27	12/27/2019
Inst 20 Curr	12/19 - 1/1	1/2/2020	12/16/2019	12/17/2019	12/17/2019	12/12/19-12/20/19	12/24/2019	12/26 noon-12/27	12/27/2019
Inst 18 Extra Lag	11/28 - 12/11	1/2/2020	12/16/2019	12/17/2019	12/17/2019	12/12/19-12/20/19	12/24/2019	12/26 noon-12/27	12/27/2019
Admin 19 Lag	12/12 - 12/25	1/8/2020	12/23/2019	12/24/2019	12/24/2019	12/19/19-12/27/19	12/31/2019	1/2 noon-1/3	1/3/2020
Admin 20 Curr	12/26 - 1/8	1/8/2020	12/23/2019	12/24/2019	12/24/2019	12/19/19-12/27/19	12/31/2019	1/2 noon-1/3	1/3/2020
Admin 19 Extra Lag	12/5 - 12/18	1/8/2020	12/23/2019	12/24/2019	12/24/2019	12/19/19-12/27/19	12/31/2019	1/2 noon-1/3	1/3/2020
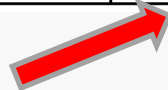
Processing Schedule

Please remember that OSC is consistently working on two payroll cycles, at times simultaneously (*illustration to follow*)

Week 1

<u>Tuesday:</u> Start cycle

- Agency - Automated Interface Cutoff. AI files load Tuesday night.

- OSC – AI is available to OSC on Wednesday morning.

<u>Wednesday:</u>

- Agency - Online and Time Entry Cutoff. *NEW -Time Entry files that were sent prior to 12pm on Wednesday may be processed early (contact your auditor with questions).

- OSC – begins the audit process on Time Entry files that were processed early.

Processing Schedule

Week 1 (continued)

Thursday & Friday:

- Agency - Control D report NPAY502 Warning/Rejected Time Entry Report is available for review.

- OSC - Transactions are audited for correctness. We understand that there may be times when a late entry is needed. However, at this point in the schedule, paying employees (correctly) and avoiding overpayments are the priorities. Even so, these late transactions require an auditor's permission prior to entering as it can adversely affect the production process by causing errors to an employee's record and processing delays.

  - Late transactions other than those previously noted will have to wait until the next cycle and will be paid retroactively.

Processing Schedule

Week 2

Monday:

- OSC –

    - Works on retroactive adjustments (Retro program runs over the weekend, another reason for timely submissions).

    - Reviews 30 queries, which can and do have hundreds of results.

    - Prepares to clear all transactions in the system for the current cycle.

    - Clears current cycle.

Processing Schedule

Week 2

Tuesday:

- Agency - No new information can be added, only changes requested by OSC staff.

- OSC –

  - Continues to review retro.
  - Resolves the issues that have kicked out of the system from Clearing.
  - Certifies employees.
  - This day marks the beginning of the next cycle.

Processing Schedule

Week 2 (continued)

Wednesday:

- Agency - agencies **must not** enter transactions for the payroll that we are confirming/closing at this point, as it will create a system error and delay or shut down paycheck processing.

    - **The system will not recognize any changes entered into Job and Additional Pay. To correct employees paychecks (overpayments and/or zero check only), manual changes will need to be made by OSC.**

- OSC –

    - The PayCalc Unit confirms the payroll cycle that we cleared on Monday.

    - Audit staff review AC230's to clear up overpayments.

    - Continue on the new cycle.

Processing Schedule

Week 2 (continued)

Thursday:

- Agency – In the afternoon, may start entering data for their next pay period at this time.

- OSC –

    - PayCalc Unit confirms Special Paygroups.

    - Audit staff review additional query results for the payroll that was just confirmed.

    - Audit staff review queries, including but not limited to Time Entry, Job Requests, and Additional Pay for the new cycle that was started on Tuesday.

Processing Schedule

Week 2 (continued)

Friday: Close cycle

- Agency - Control D report NPAY776 can be reviewed by agencies for corrections done in Time Entry, Additional Pay, Job, Workers Compensation, Tax, and General Comments.

- OSC –
  - Audit staff review last of the query results for the payroll that was just confirmed.
  - Audit staff review various queries, and proceed with work similar to Thursday to correct transactions for the new cycle.

Control D

Effective Dates	Cycle		Automated Interface Cutoff	Online Transaction Cutoff Time Entry Submission	After Confirm on Thursday, the next payroll can be started	Reports/Files Available
		Monday	Tuesday	Wednesday	Thursday	Friday
		9/16/2019	9/17/19	9/18/19	9/19/19	9/20/19
	Institution12L Week 2	Clear	Certification	Confirm Process	Confirm Specials	End
9/5-9/18/19	Admin 12L *Week 1	XXXX	Start	Audit	Audit	Audit
		9/23/19	9/24/19	9/25/2019	9/26/19	9/27/19
	Admin 12L *Week 2	Clear	Certification	Confirm Process	Confirm Specials	End
9/12-9/25/19	Institution 13L *Week 1	XXXX	Start	Audit	Audit	Audit
		9/30/19	10/1/19	10/2/19	10/3/19	10/4/19
	Institution13L *Week 2	Clear	Certification	Confirm Process	Confirm Specials	End
9/19-10/2/19	Admin 13L *Week 1	XXXX	Start	Audit	Audit	Audit
		10/7/19	10/8/19	10/9/19	10/10/19	10/11/19
	Admin13L *Week 2	Clear	Certification	Confirm Process	Confirm Specials	End
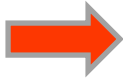
Questions?

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