

Query Subcommittee PUG Presentation

LQ_045_CURRENT_AND_ARCHIVED

Current and Archived Info

What Does This Query Report?

- ▶ Earn Code, Earns begin and end date, hours worked, and total earnings per pay period.
 - ▶ This query pulls information based on NYS Employee ID on/after a specific pay period end date

How do we get to the report?

The screenshot shows the user interface of the Office of the State Comptroller's web application. At the top, a dark blue header contains the text "Office of the State COMPTROLLER" on the left and "NEW YORK STATE COMPTROLLER Thomas P. DiNapoli" with the state seal on the right. Below the header, there are two buttons: "Log Out" with a computer icon and "Change Profile" with a person icon. The main content area is divided into two sections. The first section, "PayServ Applications", is accompanied by a money icon and contains two links: "PayServ" with a globe icon and "PS Query" with a globe icon and a yellow highlight. The second section, "Reports", is accompanied by a document icon and contains one link: "Control D" with a globe icon. A solid blue horizontal bar is located at the bottom of the page.

How do we get to the report? (cont.)

New York State Office of the State Comptroller
Thomas P. DiNapoli, State Comptroller

PS Query Bulletin Board

Announcements

Welcome to PS Query! This Bulletin Board will provide you with important information related to PS Query. The most recent notices will be posted at the top of the page. Check the Bulletin Board for new information each time you log in to PS Query.

Proceed to PS Query

Query Data Dictionary

Locked Generic Queries

Payroll Services Web Page

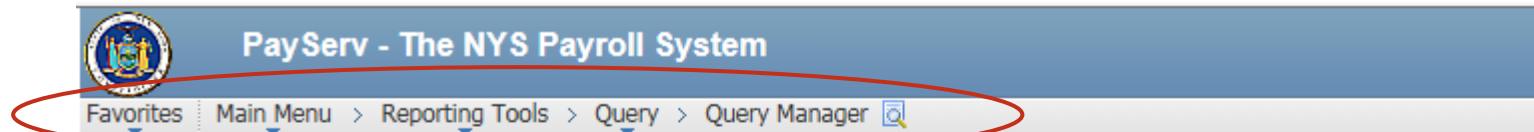
PS Query Training

Agency Query Request Form

Close Window

For Help With...	Please Contact...
Security Access Rights and Password Resets	Your agency's PayServ Security Coordinator
Developing queries Running queries Troubleshooting queries	Agency Query Liaisons
Technical questions regarding logging in to PayServ (excluding Security Access issues)	OSC - CIO Help Desk (518) 486-6745

How do we get to the report? (cont.)



Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Query](#) | [Create New Query](#)

***Search By**

begins with

[Advanced Search](#)

How do we get to the report? (cont.)

 **PayServ - The NYS Payroll System** Thomas P. DiNapoli

Favorites | Main Menu > Reporting Tools > Query > Query Manager

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Query | [Create New Query](#)

*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

*Action

Query										
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	LQ_045_CURRENT_AND_ARCHIVED	Current & Archived Info	Public	LOCKED	Edit	HTML	Excel	XML	Schedule	Lookup References

Run the Query!

LQ_045_CURRENT_AND_ARCHIVED - Current & Archived Info

ID:

On/After This Pay End Date:

	Dept ID	Pay Period End	Name	ID	Earn Code	Descr	Earns Begin	Earns End	Hours	Earnings
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- I selected the option to run the query to Excel
- Enter the NYS Empl ID for the employee you need to look up.
- Chose the pay period end date that you would like to pull for this query.
 - REMEMBER: This query will pull all payment information on *and after* the pay period end date that you select.
- Select "View Results"

Current & Archived Info				
Dept ID	Pay Period End	Name	ID	Earn Code
28650	4/19/2017	SMITH,JOHN	N01234567	RGS
28650	5/3/2017	SMITH,JOHN	N01234567	RGS
28650	5/17/2017	SMITH,JOHN	N01234567	RGS
28650	5/31/2017	SMITH,JOHN	N01234567	RGS

Descr	Earns Begin	Earns End	Hours	Earnings
Regular Pay Salary Employee	4/6/2017	4/19/2017	80.00	1841.09
Regular Pay Salary Employee	4/20/2017	5/3/2017	80.00	1841.09
Regular Pay Salary Employee	5/4/2017	5/17/2017	80.00	1841.09
Regular Pay Salary Employee	5/18/2017	5/31/2017	80.00	1841.09