

# Bureau of State Payroll Services

## PayServ Batch Schedule Overview



NYS COMPTROLLER  
**THOMAS P. DiNAPOLI**

Presenters:

Melissa Heid

Matthew McGeady

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# PayServ Hours

- Sunday No Regular Availability (upon request only)
- Monday 7:00am – 6:00pm
- Tuesday 7:00am – 6:00pm
- Wednesday 7:00am – 6:00pm
- Thursday 7:00am – 6:00pm
- Friday 7:00am – 6:00pm
- Saturday 7:00am – 4:00pm

Contact your Earnings auditor to request extended hours.



# Batch Stats

- **Weekly Processing:** Over 300 programs are run on the weekly batch schedule
- **Daily Processing:** Union Dues programs, Paygroup Assignment, Position File updates, QRY refresh, etc.
- **Monthly, Quarterly and Annual Processing:** Audit Table purges, Quarterly Tax reporting, Year-End processing etc.
- **On Request Programs:** Union Raises, Perf Advs, W2-Cs, Taxable Expense, Workers' Comp clean-ups etc.



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
Admin 9 Lag	7/22 - 8/4	8/18/2021	8/3/2021	8/4/2021	8/4/2021	7/29/2021 noon-8/6/2021	8/10/2021	8/12 noon-8/13	8/13/2021
Admin 10 Curr	8/5 - 8/18	8/18/2021	8/3/2021	8/4/2021	8/4/2021	7/29/2021 noon-8/6/2021	8/10/2021	8/12 noon-8/13	8/13/2021
Admin 9 Extra Lag	7/15 - 7/28	8/18/2021	8/3/2021	8/4/2021	8/4/2021	7/29/2021 noon-8/6/2021	8/10/2021	8/12 noon-8/13	8/13/2021
Inst 10 Lag	7/29 - 8/11	8/26/2021	8/10/2021	8/11/2021	8/11/2021	8/5/2021 noon-8/13/2021	8/17/2021	8/19 noon-8/20	8/20/2021
Inst 11 Curr	8/12 - 8/25	8/26/2021	8/10/2021	8/11/2021	8/11/2021	8/5/2021 noon-8/13/2021	8/17/2021	8/19 noon-8/20	8/20/2021
Inst 9 Extra Lag	7/22 - 8/4	8/26/2021	8/10/2021	8/11/2021	8/11/2021	8/5/2021 noon-8/13/2021	8/17/2021	8/19 noon-8/20	8/20/2021
Admin 10 Lag	8/5 - 8/18	9/1/2021	8/17/2021	8/18/2021	8/18/2021	8/12/2021 noon-8/20/2021	8/24/2021	8/26 noon-8/27	8/27/2021
Admin 11 Curr	8/19 - 9/1	9/1/2021	8/17/2021	8/18/2021	8/18/2021	8/12/2021 noon-8/20/2021	8/24/2021	8/26 noon-8/27	8/27/2021
Admin 10 Extra Lag	7/29 - 8/11	9/1/2021	8/17/2021	8/18/2021	8/18/2021	8/12/2021 noon-8/20/2021	8/24/2021	8/26 noon-8/27	8/27/2021
Inst 11 Lag	8/12 - 8/25	9/9/2021	8/24/2021	8/25/2021	8/25/2021	8/19/2021 noon-8/27/2021	8/31/2021	9/2 noon-9/3	9/3/2021
Inst 12 Curr	8/26 - 9/8	9/9/2021	8/24/2021	8/25/2021	8/25/2021	8/19/2021 noon-8/27/2021	8/31/2021	9/2 noon-9/3	9/3/2021
Inst 10 Extra Lag	8/5 - 8/18	9/9/2021	8/24/2021	8/25/2021	8/25/2021	8/19/2021 noon-8/27/2021	8/31/2021	9/2 noon-9/3	9/3/2021
Admin 11 Lag	8/19 - 9/1	9/15/2021	8/30/2021	8/31/2021	8/31/2021	8/26/2021 noon-9/3/2021	9/7/2021	9/9 noon-9/10	9/10/2021
Admin 12 Curr	9/2 - 9/15	9/15/2021	8/30/2021	8/31/2021	8/31/2021	8/26/2021 noon-9/3/2021	9/7/2021	9/9 noon-9/10	9/10/2021
Admin 11 Extra Lag	8/12 - 8/25	9/15/2021	8/30/2021	8/31/2021	8/31/2021	8/26/2021 noon-9/3/2021	9/7/2021	9/9 noon-9/10	9/10/2021
Inst 12 Lag	8/26 - 9/8	9/23/2021	9/7/2021	9/8/2021	9/8/2021	9/2/2021 noon-9/10/2021	9/14/2021	9/16 noon-9/17	9/17/2021
Inst 13 Curr	9/9 - 9/22	9/23/2021	9/7/2021	9/8/2021	9/8/2021	9/2/2021 noon-9/10/2021	9/14/2021	9/16 noon-9/17	9/17/2021

## Submission Schedule Provided to State Agencies

# AI Processing

- Agencies submit AI files (NHRP573) on a daily basis.
- AI files are processed in PayServ every day except for Wednesday and Sunday.
  - NHRP573 files and NHRP574 error reports are processed approximately between 3 – 4pm.
  - The App Engine (NAPP002) that actually rolls these transactions into Job/Job Request/Addl Pay does not run until the nightly batch schedule (approx. 7pm).
- Agencies can correct errors on a subsequent file or online, if needed, as long as the cut off deadline has not passed.
- Agency AI cutoff is Tuesday, approximately 2 weeks prior to the check date.
- Online cutoff is Wednesday, approximately 2 weeks prior to the check date.

- NHRP573
- NHRP574
- NAPP002



# Time Entry File Processing

- Agencies submit NPAY502 files throughout the week
- Time Entry is opened Tuesday, 2 weeks prior to confirm (approx. 3 weeks prior to check date)
- Time Entry cutoff is Wednesday, a week prior to confirm (approx. 2 weeks prior to check date)
- Time Entry is extracted (NPAY535) and loaded (NPAY501) into the paysheets on Monday night prior to confirm

- **NPAY502**  
(file submitted by agencies)
- **NPAY535**
- **NPAY501**



# Friday (evening)

## Day 1

- PAYSHEET BUILD

- Combine EmplID programs are run
- Build and calculate the paychecks for the next pay cycle
- Retro Contract Pay Adjustments are completed



# Saturday

## Day 2

- Retro Paycalc
- DCS Position Certification
- Accounting Schedule

- **Accounting Schedule**  
(for previous paycheck)





# Sunday

## Day 3

- System Maintenance Days
- No Online Agency Access
- System Maintenance Day
- Self Service & DD Advice jobs for previous week paycheck
- On-request programs that have excessive run times



# Monday

## Day 4

- Time Entry Load

- Clear run during the day (approx. 3pm)
- Time Entry Load to Paysheet
- Last Calc all of Paychecks
- Retro Paycalc & Retro Contract Pay
- DCS Certification



# Tuesday

## Day 5

- Retro Load

- Contract Addl Pay calculated
- Calculated Retro is loaded to Paysheets
- Payroll Calc before and after Retro Load
- Job Pay Flag is turned off – last day for job transactions to roll to open paycheck



# Wednesday

## Day 6

- Confirm Day

- Noon Calc
- 3pm Final Calc
- Confirm
- Bank Files, Direct Deposit Advices and Checks are generated



# Thursday

## Day 7

- Confirm Specials
  - Confirm Off-Cycle Checks
- 
- Confirm specials, off-cycles, and emergencies in the morning
  - Check and Direct Deposit Reconciliation Reports are created
  - Retro Paycalc
  - Back-end reports to Vendors are created; including tax and deduction journals to SFS
  - Masterfile is generated and provided to agencies



e.g.	Pay Period # 24	Admin Lag	Check Date 3/18/2020	Pay Beg Date 2/20/2020	Pay End Date 3/4/2020		
	SUN	MON	TUES	WED	THUR	FRI	SAT
February					Pay Begin Date 20 - AI opens	21	22
	23	24	25 - Time Entry opens	26	27	28	29 - Job Bio Sent to NYSLRS
March	1	2	3 - AI cutoff	4 Pay End Date - Time Entry cutoff - Online Job & Addl Cutoff	5 - Raise Processing Programs Run - Retro Calc	6 - Paysheet Build - Online Ded, Taxes & DD - NYSLRS Files Received Day 1	7 - Retro Calc Day 2
	8 - Clear - Time Entry Load - Retro Calc Day 3	9 - Clear - Time Entry Load - Retro Calc Day 4	10 - Retro Load - Job Pay off Day 5	11 Confirm Date Day 6	12 - Confirm Specials - Confirm Off-Cycle Day 7	13 - Back-End Reports to Vendors	14 - Accounting Schedule
	15	16	17	18 Check Date	19	20	21

## One Pay Cycle Example

# Misc. Considerations

- If any Direct Deposit opt out changes are needed between confirm on Wednesday and Thursday, agencies should wait until Friday to make the update.
- Remember to keep your IT contacts in the agencies informed of any changes to payroll schedules as they are responsible for ensuring files are run on the correct days.



# Contact & Questions

For any questions regarding this presentation,  
the batch schedule, or file processing;

Contact: [PayrollSystemQuestions@osc.ny.gov](mailto:PayrollSystemQuestions@osc.ny.gov)

