

## **Payroll Enhancement Project** Office of the State Comptroller Bureau of State Payroll Services

Date: 09/21/2012

## **Searching in the Employee Tax Distribution Page**

As a result of the PayServ EMPLID conversion to a non-SSN based EMPLID, new search procedures are provided for the Employee Tax Data page:

To search for an individual using the Employee Tax Data Page:

- 1. Navigate to the **Payroll for North America > Employee Pay Data USA > Tax Information > Update Tax Distribution** search page
- 2. On the **Update Tax Distribution** page enter the search fields that are available. Note that the **SSN** has been added as a search field. Enter a full or partial SSN to retrieve a record.

	PayServ - The NYS Payroll System			
Menu E	1			
eyroll for North America Employee Pay Data USA	Update Tax	Distribution		
Update Employee Tax     Data     Deductions	Enter any information you have and click Search. Leave fields blank for a list of all values.			
<ul> <li>Additional Pay (Agency)</li> <li>Adjust Sal Withhold Balance</li> </ul>	Find an Exist	ing Value		
- <u>Time Entry</u> - <u>Time Entry (OSC)</u> - <u>Workers Comp Refund</u> - <u>Workers Compensation</u>	Empl ID: Empl Rcd Nbr	begins with v		Search by full or partial SSN
- Workers Comp Claims	SSN:	begins with 🐱		
Supplement - Create Additional Pay - Request Direct Deposit - Update Payroll Options Payroll Processing USA	Name: Last Name: Department:	begins with 🐱 begins with 🐱 begins with 🐱	٩	
Retroactive Payroll Payroll Distribution Periodic Payroll Events USA U.S. Quarterly Processing	Include History			
U.S. Annual Processing Payroll Interface	Search	Clear Basic Search	Save Search Criteria	