

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

Date: 09/21/2012

Searching in the Time Entry Page

As a result of the PayServ EMPLID conversion to a non-SSN based EMPLID, new search procedures are provided for the Time Entry page for both **Find an Existing value** and **Add a New Value**:

To search for an individual using the Time Entry Page (Find an Existing Value tab):

- 1. Navigate to the **Payroll for North America > Employee Pay Data USA > Time Entry** search page
- 2. On the **Time Entry** search page enter the search fields that are available. Note that the "**SSN Last 4 Digits**" has been added as a search field. Enter a full or partial "SSN Last 4 Digits" to retrieve a record. Note that the Searach Results List box also displays the "SSN Last 4 Digits" field in the display.

	PayServ -	The NYS	Payroll Sys	tem		
Menu E PayServ Custom A Workforce Administration Benefits						
Payroll for North America	Time Entry					
Employee Pay Data USA D Tax Information Deductions	Enter any information you have and click Search. Leave fields blank for a list of all values.					
 Additional Pay (Agency) Adjust Sal Withhold Balance 	Find an Existing Val	ue Add a Nei	w Value			
- Time Entry - Time Entry (OSC) - Workers Comp Refund - Workers Compensation	Department:	begins with 🐱	00640	Q	Search by full or partial "SSN Last 4 Digits" field	
Data - Workers Comp Claims Supplement	Empl Rcd Nbr: Pay Period End Date:	= v			"SSN Last 4 Digits" displays in the Search Results List	
- Request Direct Deposit	SSN Last 4 Digits:	begins with 🛩	-		BOX	
Update Payroll Options Payroll Processing USA Retroactive Payroll	Name:	begins with 🛩				
 Payroll Distribution Periodic Payroll Events USA U.S. Quarterly Processing U.S. Quarterly Processing 	Search Clear	Basic Search	Save Search	Criteria		
Payroli Interface Organizational Development	oli Interface Search Results					
Workforce Monitoring MIA	View All Department Empl ID	Empl Rcd Nbr	Pay Period End Da	te SSN Last 4 Die	First 🚺 1-20 of 20 🚺 Los	
Reporting Tools	00640 N0123456	<u>z>0</u>	04/01/2009	0850	PLATT, PHL	
PeopleTools V	00640 N0122221	10	12/09/2009	7010	SMITH SALLY	

To search for an individual using the Time Entry Page (Find an Existing Value tab):

- 1. Navigate to the **Payroll for North America > Employee Pay Data USA > Time Entry > Add a New Value** search page
- 2. On the **Time Entry** search page enter the search fields that are available. To utilize the "**SSN Last 4 Digits**" search feature, click on the Empl ID field and "**SSN Last 4 Digits**" is available in the resulting search box. The "SSN Last 4 Digits" also displays in the Search Results list box.

PayServ - The NYS Payroll System						
		Home				
Menu E						
PayServ Custom	5	Help				
Workforce Administration						
Benefits Payroll for North America	Time Entry	Look Up EmpLID				
Employee Pay Data USA		LOOK OP Emprilo				
Tax Information						
▷ Deductions	Find an Existing Value Add a New Value					
- Additional Pay (Agency)		Department: 00640				
- Adjust Sal Withhold Balance		Empl ID: begins with 🐱				
- Time Entry	Department: 00640 Q	SSN Last 4 Digits: begins with 🐱				
- Time Entry (OSC)	Empl ID:	Name: begins with				
- Workers Comp Refund						
- Workers Compensation	Empl Rcd Nbr: 0 Q					
- Workers Comp Claims	Pay Period End Date:	Look Up Clear Cancel Basic Lookup				
Supplement						
- Create Additional Pay		Search Results				
- Request Direct Deposit	Add	View 100 First 🕢 1-130 of 130 🕟 Last				
Dpdate Payroll Options		Empl ID SSN Last 4 Digits Name				
Retroactive Payroll		N09998877 5145 SMITH SAMUEL				
Payroll Distribution		N11122353 0860 JACKSON JOHN				
D Periodic Payroll Events USA	Find on Existing Value Add a New Value					
D U.S. Quarterly Processing	Find an Existing value Add a New Value					
	Add a New Time Entry for an Employee and search using full or partial "SSN Last 4					
	Digits" field. Click on EMPLID on the Add a New Value tab and the Search box includes					
	"SSN Last 4 Digits" as a search field. The	e search results box also displays the "SSN Last				
	4 Digits" field.					

I