

CERTIFICATION OF POSITIONS IN NYSTEP

Payroll Users Group

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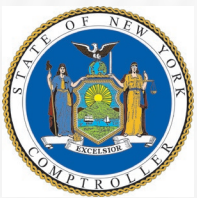


BACKGROUND

Pursuant to the Civil Service Law, Section 100, no officer of the State may approve any salary payment for personal service to any person holding a position in the classified service unless the Department of Civil Service (DCS) has certified that the person is employed in that position.

- *What does that mean?*

In order to verify that the data entered into the DCS matches the data in PayServ, OSC staff reviews and compares the DCS transactions through the process of Certification.



WHAT IS CERTIFICATION?

PAYSERV VS. NYSTEP

- Certification is the process where OSC Audit staff compare data submitted into the Civil Service, New York State Electronic Personnel System (NYSTEP) and the data entered into OSC's online payroll system (PayServ) to make sure the data is the same.
- Reference: Payroll Bulletin No. 413 - Employee Certification by the Department of Civil Service (DCS)



CERTIFICATION RECONCILIATION PROCESS

- On Saturday and Monday of each week, the Department of Civil Service (DCS) sends a file with all transactions recently approved in NYSTEP to OSC.
- OSC compares the transactions not automatically certified on the Emp Job Certification record in Payserv to the NYSTEP transactions.



WHAT TRANSACTIONS REQUIRE CERTIFICATION?

- Hire, Rehire, Concurrent Hire
- Return from Leave, Return from Disability
- PT/Full Change, Work % Change, Transfer
- Position changes, provided one or more of the following **critical** fields are changing:
 - Department
 - Job Code
 - Grade
 - Position Number
 - Percentage worked



CERTIFICATION REPORTS

- There are several reports generated by NYSTEP and PayServ that require review by agency payroll staff and/or OSC Audit staff:
 - NYSTEP Report:
 - Appointment End Date Report (Agency and OSC)
 - PayServ Reports:
 - NHRP715 – Transactions Not Certified (OSC)
 - NHRP735 – Unused DCS Transactions (OSC)
 - NHRP519 – Agency Mismatch Report (Agency)



CERTIFICATION RECONCILIATION PROCESS

When reviewing the Certification reports:

- If there is a critical data mismatch or there is no DCS History Record page, OSC will contact the agency to resolve the discrepancy.
 - For transactions entered into PayServ but not entered into NYSTEP, the agency must enter the correct transactions into NYSTEP for DCS review and approval.
 - For transactions entered in NYSTEP but there is a critical data mismatch in PayServ, the agency must enter the correct transactions in PayServ.



CERTIFICATION RECONCILIATION PROCESS

- Once the agency submits the corrected information in PayServ and/or NYSTEP and the NYSTEP transaction is approved by DCS, OSC will update the status on the Emp Job Certification record to “Approved.”



REPORTS:

APPOINTMENT END DATE REPORT

- The NYSTEP Appointment End Date Report is maintained by DCS.
- Tracks employees who were only temporarily certified in their positions and, as a result, have a certification “good thru” date assigned by DCS.
- Generally, employees who are not permanently assigned to positions are given a “good thru” date.



NYSTEP

APPOINTMENT END DATE REPORT

Agency Actions:

- Review the NYSTEP Appointment End Date Report and enter the transactions into NYSTEP for those employees or positions that require recertification by Civil Service before the NYSTEP deadline.
- Agencies should be sure the recertification transaction is submitted into NYSTEP prior to the certification end date to avoid an employee's check being held by OSC.



NYSTEP

APPOINTMENT END DATE REPORT

OSC Actions:

- OSC will review the NYSTEP Appointment End Date Report for end dates that expire prior to the last day of the payroll period being processed.
- Although the agency should have already received and reviewed this report, OSC will send the agency a notification of employees still requiring recertification.
- Failure to recertify in a timely manner could result in OSC disabling direct deposit/holding an employee's paycheck.



PAYSERV REPORTS

There are two reports used by OSC Audit staff to verify the information in both PayServ and NYSTEP match.

- **NHRP715 - Transactions Not Certified Report**
- **NHRP735 - Unused DCS Transaction Report**



TRANSACTIONS NOT CERTIFIED REPORT

This report has two purposes:

- **No Corresponding NYSTEP Transaction:** It identifies those certifiable transactions entered into **PayServ** that **do not** have a corresponding transaction entered and approved in **NYSTEP**.
 - If **entered** into NYSTEP and not approved, **agency** must contact Civil Service to inquire about approval.
 - If **not entered** into NYSTEP, **agency** must contact Civil Service to ask for permission to enter and to request immediate approval.



TRANSACTIONS NOT CERTIFIED REPORT

- **Critical Fields Mismatched:** It also identifies transactions certified in the **NYSTEP** and entered into **PayServ** with **critical fields** that **do not** match.
- *Critical data includes: effective date, department, position number, job code, grade, and percentage of time worked.*
- **Agency** must contact either Civil Service or OSC to correct the discrepancy.



UNUSED DCS TRANSACTIONS REPORT

This report provides OSC with a listing of transactions that are approved in NYSTEP and do not have a corresponding PayServ transaction, such as:

- Leaves, Percentage Changes and other removals
- **Agency** must contact either Civil Service or OSC to correct the discrepancy.



CONTACTING CIVIL SERVICE

- Please keep in mind it is the Agencies responsibility to contact Civil Service to resolve Certification Discrepancies when the information needs to be updated on NYSTEP.
- While OSC has contacted Civil Service in the past in an attempt to resolve certification issues, this courtesy will no longer be extended.



NOTIFYING AGENCIES OF DISCREPANCIES

- When discrepancies are found, OSC Audit staff will notify agencies via email.

NYSTEP/PayServ Certification Reconciliation Form

To: Agency Payroll Officer
From: OSC Payroll Audit
Pay Period: PP23L

The OSC Payroll Audit Unit compared transactions entered into PayServ for the above check date against information contained in NYSTEP to determine if the employees have been appropriately certified by DCS.

As a result of this review, the employee(s) identified below requires the appropriate follow-up action by the agency and/or DCS before the employee's paycheck will be released.
The deadlines for resolving the certification issues are:

- if an employee is on direct deposit, the direct deposit will be disabled by 9:30AM on Wednesday.
 - If by Thursday at 10:00 a.m., the employee is still not certified, a Check Hold form will be forwarded to the Division of Treasury and the employee's check will be held.
- if an employee is receiving a paper check and the certification issue is not resolved by Thursday at 10:00 am, the employees check will be held.

The agency should contact OSC after resolving the certification issue in PayServ and/or NYSTEP.

In order to avoid discrepancies and the disablement of direct deposit and the withholding of paychecks in the future, it is important for the Agency to confirm all transactions are entered into the PayServ and NYSTEP systems by the established submission deadlines and that the information entered into both systems is exactly the same.

If the agency has a question pertaining to a certification issue, the agency should contact their auditor and cc: payrollearnings@osc.ny.gov

<u>Empl id</u>	Name	Rec #	<u>PayServ</u> info	<u>Nystep</u> info	DD

HOLIDAY WEEK CERTIFICATION TEMPLATE

- When there is a holiday week or any early deadlines, the Certification process is accelerated.

HOLIDAY WEEK

NYSTEP/PaySery Certification Reconciliation Form

To: Agency Payroll Officer
From: OSC Payroll Audit
Pay Period: PPXXL

The OSC Payroll Audit Unit compared transactions entered into [PaySery](#) for the above check date against information contained in NYSTEP to determine if the employees have been appropriately certified by DCS.

As a result of this review, the employee(s) identified below requires the appropriate follow-up action by the agency and/or DCS before the employee's paycheck will be released.
The deadlines for resolving the certification issues are:

- If an employee is on direct deposit, the direct deposit will be disabled by 9:30am on Tuesday.
 - If by Wednesday at 10:00 a.m., the employee is still not certified, a Check Hold form will be forwarded to the Division of Treasury and the employee's check will be held.
- If an employee is receiving a paper check and the certification issue is not resolved by Wednesday at 10:00 am, the employees check will be held.

The agency should contact OSC after resolving the certification issue in [PaySery](#) and/or NYSTEP.

In order to avoid discrepancies and the disablement of direct deposit and the withholding of paychecks in the future, it is important for the Agency to confirm all transactions are entered into the [PaySery](#) and NYSTEP systems by the established submission deadlines and that the information entered into both systems is exactly the same.

If the agency has a question pertaining to a certification issue, the agency should contact their auditor and cc: payrollearnings@osc.ny.gov.

Empl id	Name	Rec #	Paysery info	Nystep info	DD

DIRECT DEPOSIT DISABLES AND CHECK HOLDS

- If Certification issues are not resolved, OSC may disable employees' direct deposit and/or hold employees' paychecks until the issue is resolved.
 - Direct Deposit Disables occur on Wednesday mornings during a normal schedule and Tuesday mornings when there is an accelerated schedule.
 - Checks are held Thursday mornings on a normal week and Wednesday mornings when the schedule is accelerated.
- Agencies **must** notify employees whose direct deposit is disabled and/or paycheck is withheld.

PROBLEM RESOLUTION, OR *HOW TO AVOID HAVING AN EMPLOYEE'S PAYCHECK HELD*

- Agencies must enter **all** transactions that require any certification by the respective NYSTEP and PayServ cutoff dates.
 - Reference: Payroll Bulletin No. 1895- Schedule for Agency Payroll Submission and Availability of Reports and Files (this Bulletin is published each Fiscal Year).



PAYSERV CONTROL-D NHRP519 MISMATCH REPORT

This report identifies all transactions entered and approved in both NYSTEP and PayServ, where there are one or more non-critical field mismatches.

- Non-critical fields include:
 - Line Number
 - Employee Status
 - Appointment Code
 - Jurisdictional Class
 - Full/Part-time Indicator



PAYSERV CONTROL-D NHRP519 MISMATCH REPORT

Agency Actions:

- Review the Control-D NHRP519 Agency Mismatch Report to resolve the non-critical field mismatches by entering the correct follow-up transaction into NYSTEP and/or PayServ by the next payroll period.
- Agencies can refer to Bulletin 413 for more information.



SUMMARY

- All Positions in NYSTEP must be certified by DCS before employees can be approved for payment.
- While neither Agency Payroll staff and OSC auditors want to hold employees' paychecks, if discrepancies are not resolved this can lead to employees' direct deposits being disabled and/or employees' checks being held.
- It is crucial that Agency Payroll and Human Resource officers communicate about the timing of transactions entered into the two systems.



QUESTIONS?

- If you have any questions, please contact your OSC Auditor or email payrollearnings@osc.ny.gov

