



**Payroll – Operating Agreement**

BSC		Agency	
Key Performance Indicator	Target	Key Performance Indicator	Target
Process employee submitted forms successfully within Control Agencies' deadlines	97%	Submit forms with complete, accurate information	97%
Transmit non-routine miscellaneous payments and deductions to OSC prior to payroll close deadline	100%	Ensure employees submit timesheets by the Friday after the close of the time record and supervisors approve timesheets by the following Tuesday	75% - annual 100% - hourly
		Submit miscellaneous payments spreadsheets by the Friday before payroll close	100%

Operating Responsibility	Agency	BSC
Promote employees' use of New York State Payroll Online to view and update payroll information, opt out of receiving paper pay stubs and W-2s, and manage tax withholdings.	X	X
Promote employees' enrollment in Direct Deposit.	X	X
Process changes to employee tax data.		X
Process employee direct deposit request/change.		X
Process retirement panel changes.		X
Process lump sum payments.		X
Process payments for hourly employees.		X
Handle verification of employment letters/forms.		X
Handle proper taxation and final payments for deceased employees.		X
Review M/C performance advance plans for non-statutory employees if requested.		X
Process requests to reissue W-2s.		X
Determine employee eligibility for non-routine miscellaneous payments, complete Agency spreadsheet, and submit to the BSC by the established deadlines for processing (e.g., clothing allowance and taxable use of employee provided vehicles).	X	
Process Agency spreadsheet submitted for non-routine, miscellaneous payments.		X
Transmit miscellaneous payments submitted in LATS-NY to PayServ.		X
Complete statement of accruals for retired employees.		X

Run the following BSC Control-D reports and update PayServ as required.			
<b>Number</b>	<b>Name</b>		
NTAX722	Agency W2C Report		
NHRP708	Mass Increment Payment Exception (BSC provides to Agency)		
NPAY502	Warning/Rejected Time Entry Transaction		
NPAY708	New York City County Field Mismatch NPAY722 Deductions not Taken		
NPAY758 CSEA, or	Educational Assistance Reported to OSC from OER, PEF,		X
UUP NPAY766	Employee Address not Barcodeable		
NPAY776	Consolidated Correction Sheet		
NPAY799	Location Pay Exception		
Issue petty cash check when required due to BSC issue.			X
Issue petty cash check when required due to Agency issue, including for late timesheet submittal/approval. Agency may request BSC assistance for calculating check amount.		X	
Notify the BSC of “unsatisfactory” performance evaluation determination before automatic salary increase is implemented for applicable employees and submit relevant HCM template.		X	
Prepare and submit NS Plans for DOB review and approval.		X	
Process HCM template for discretionary salary increases and increases per approved NS plans, except for employees identified by the Agency as having received an “unsatisfactory” performance evaluation determination.		X	
All paycheck distribution activities including: providing direction to OSC and Treasury to deliver paychecks through preferred method, receive and distribute paychecks and/or advices, and troubleshoot instances where paychecks have been issued but not received by employees.		X	
Provide necessary employee data (e.g., New York State Employee ID Number or Social Security Numbers) to process salary calculations/adjustments.		X	
Identify the need for payment of Additional Pay Factors and include information on HCM template.		X	
Run Agency-specific PayServ Control-D reports and queries and follow-up per Agency policy.		X	
Collaborate to notify employees of overpayments, underpayments, or other paycheck discrepancies and facilitate resolution.		X	X