



**Personnel/Payroll Job Actions – Operating Agreement**

BSC		Agency	
Key Performance Indicator	Target	Key Performance Indicator	Target
Percent of employee job and payroll transactions processed in control agency systems within the effective pay period	70%	Submit accurate, complete templates by the deadlines that the BSC distributes to the agency at the beginning of the fiscal year. Generally, the deadlines are: The Friday after the start of the effective pay period for regular transactions, and The Wednesday after the start of the effective pay period for medical leave transactions.	100%
Percentage of denied transactions	<2%	Submit template with all information required to process the transaction	98%

Operating Responsibility	Agency	BSC
Manage positions, including position classification/reclassification, reallocation, earmark release, and position extensions. Submit position requests in control agency system (such as NYSTEP) and verify/update position information in HCM to reflect all position changes. This includes updating Division/Bureau/Section information for positions in HCM.	X	
Conduct recruitment activities, including posting vacant positions, requesting list certifications from the DCS, canvassing eligible lists, determining applicant eligibility, and interviewing/selecting candidates.	X	
Obtain DCS clearance codes for transactions as necessary.	X	
Submit and track Budget Director's Approvals ("BDAs") and hiring freeze waivers in control agency systems and assure all approvals have been received prior to submitting transactions to the BSC.	X	
Conduct background checks, drug tests, and fingerprinting if necessary.	X	
Obtain approval from DCS Staffing Services for transactions that require prior approval (e.g., year in grade waiver, triple encumbering items, non-competitive promotions, retroactive transactions for more than 5 pay periods, and any additional transaction that requires Staffing Services approval) prior to submitting these transactions in HCM to avoid potential certification issues resulting from DCS denying transactions.	X	
Submit appropriate HCM templates and Time & Attendance Transaction Request Forms timely to initiate all personnel and job action transactions the BSC will process.	X	
Submit HCM transactions to update probationary status including probation duration upon hire/promotion, probation extension, probation completion, probation resignation/termination, second probation, etc.	X	
Notify the BSC of adjustments to all transactions prior to the effective date.	X	
Manage local labor agreements and relationships.	X	
Process the I-9 form, including attestation of the I-9 form with proper identification within 3 business days of the employee's first day of work and submit the original I-9 form and a copy of the identification document(s) to the BSC for filing no later than the expiration of the benefits waiting period.	X	
Distribute Agency-specific orientation materials and policies.	X	

Approve discretionary leave requests and submit discretionary leave extension requests to the Civil Service Commission as necessary.	X	
Submit HCM template for discretionary salary increases and increases per approved NS plans.	X	
Notify the BSC of "unsatisfactory" performance evaluation determination before automatic salary increase is implemented for applicable employee(s) and submit relevant HCM template.	X	
Perform salary calculations.		X
Post forms for employees to access on the BSC website and mail forms to employees as requested.		X
Assist employees with the completion of personnel forms.		X
Review, approve and commit personnel transactions in HCM, apply appropriate control agency system coding and ensure transmittal to those control agency systems.		X
Enter personal data changes into HCM system and transmit changes to control agency systems.		X
Monitor the status of transactions that have been transmitted to control agency systems and enter transactions directly into those control agency systems as necessary.		X
Each payroll period, report to the Agency Liaison on the stages that agency-initiated transactions are in throughout the process lifecycle.		X
Track transactions and work with DCS and OSC processors as necessary to avoid payroll certification issues due to unprocessed transactions.		X