

TO: NYSTEP Users
FROM: Technical Assistance
SUBJECT: Implementation of changes to NYSTEP
DATE: June 5, 2009

The following changes to NYSTEP PER processing will be implemented on 06/08/2009:

- Processing has been modified for Retirement (RET) and Termination (TER) transactions where the employee has a hold. Worklist notification has been added for some cases.
- Worklist notification will now be sent when a hold is reactivated as the result of a Cancellation of Termination (CTM) transaction being processed.

Worklist items that are more than three months old will periodically be removed by Civil Service IT Staff.

The following change will also be implemented on 06/08/2009:

This change is for online transactions. Batch transactions are not affected.

For these Leave of Absence (LOA) transactions:

WCInj=>7/92-NU2,3,4,6,47,66,67 (WDL)

WCInj=>7/93-NU5 7/04-2,3,4,67 (WPS)

The edit to verify the NU checks the employee's current NU. If the employee's current NU is different than the NU at the time of injury, users will now have the ability to enter the date of injury on the Transaction Comments page. This date will then be used to verify the NU using NYSTEP history.

Documentation regarding these changes appears on the pages that follow.
If you have any questions, please contact Technical Assistance at 518-473-8301.

RET and TER Changes

Batch transactions –

A worklist item will be sent for each hold that is inactivated. This includes holds in the same agency. No warning messages will be reported.

Online transactions –

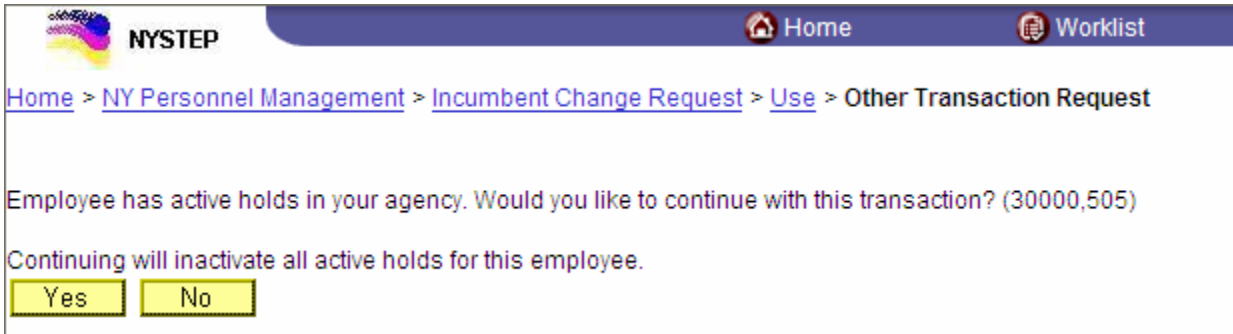
A worklist item will be sent for each hold that is inactivated for an agency other than the transaction agency.

No warning will be given for these transactions:

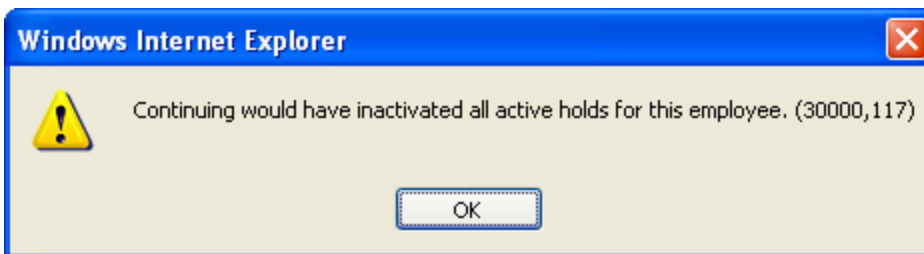
- RET - Retirement (RET)
- TER - Deceased (DEC)
- TER - Resign to Unclassified Service (RTU)
- TER - Termination Occ Disability-S71 (S71)
- TER - Termination Ord Disability-S73 (S73)

For all other Termination (TER) transactions:

If the employee has a hold in the same agency, this message and question will be displayed:



Answering Yes will allow the transaction to continue. Answering No will stop processing and display this message:



Here is an example of the worklist item:

	Detail	Business Process	Activity	Worklist	Count
1	Detail	NY Hold Reactivation	NY Generated Hold Reactivation	Generated Hold Reactivation	1
2	Detail	NY Hold Removal	NY Generated Hold Removal	Generated Hold Removal	1

Field 1: Field 2: Field 3:

Details										
Find View All First 1 of 1 Last										
Mark Worked	SSN	Rcd#	Agency	Line	Name	Eff Date	Action	Reason	Avail	
1	Available	Work It	123987456	0	11111	02632	Snow,Tammy	02/15/2009	HLD	RMV 02/1

Cancellation of Termination (CTM) Change

Batch transactions –

A worklist item will be sent for each hold that is reactivated. This includes holds in the same agency.

Online transactions –

A worklist item will be sent for each hold that is reactivated for an agency other than the transaction agency.

Here is an example of the worklist item:

	Detail	Business Process	Activity	Worklist	Count
1	Detail	NY Hold Reactivation	NY Generated Hold Reactivation	Generated Hold Reactivation	1
2	Detail	NY Hold Removal	NY Generated Hold Removal	Generated Hold Removal	1

Field 1: Field 2: Field 3:

Details										
Find View All First 1 of 1 Last										
Mark Worked	SSN	Rcd#	Agency	Line	Name	Eff Date	Action	Reason	Avail	
1	Available	Work It	123987456	0	11111	02632	Snow,Tammy	02/15/2009	IAG	CTM 02/1

LOA transactions - WDL & WPS

This change is for online transactions. Batch transactions are not affected.

For these Leave of Absence (LOA) transactions:

WCInj=>7/92-NU2,3,4,6,47,66,67 (WDL)

WCInj=>7/93-NU5 7/04-2,3,4,67 (WPS)

The edit to verify the NU checks the employee's current NU. If the employee's current NU is different than the NU at the time of injury, users will now have the ability to enter the date of injury on the Transaction Comments page. This date will then be used to verify the NU using NYSTEP history.

Date should be entered in number 9. below:

The screenshot displays the NYSTEP web application interface. At the top, there is a navigation bar with icons for Home, Worklist, Reports, and Help. Below this is a breadcrumb trail: Home > NY Personnel Management > Incumbent Change Request > Use > Other Transaction Request. A 'New Window' link is visible on the right. The main content area is divided into several tabs: Transaction Request 1, Transaction Request 2, Transaction Comments (selected), Warnings Capture Panel, and Ny Position Vw. The 'Transaction Comments' tab is active, showing details for a transaction for Whine, Devin (SSN: 987987654, Empl Rcd #: 0). The transaction data includes Agency: 11111, Line: 51527, Action: LOA, Reason: WDL, Eff Dt: 02/04/2009, and Seq: 0. The 'Transaction Comments' section contains a list of 10 items, each with a checkbox and a description. Item 9, 'Date of Injury for WDL or WPS', has an empty date input field. A red arrow points to this field. At the bottom of the page, there are buttons for 'Save' and 'Return to Search', and a '<< Back >>' link.

Whine,Devin SSN: 987987654 Empl Rcd #: 0

Transaction Data View All First 1 of 6 Last

Agency: 11111 Line: 51527 Action: LOA Reason: WDL Eff Dt: 02/04/2009 Seq: 0

Transaction Comments

- Another trans for this emp must be submitted this pp.
- Additional information was sent to on
- Refer transaction to
- Emp obtained license on Emp obtained certification on
Emp passed performance test on Emp passed phys med on
- Emp has new assignment and new supervisor for 2nd probation.
- Advance based on prior experience to on
- A background check has been completed.
- See certification special transaction number
- Date of Injury for WDL or WPS
- See Transaction for View All First 1 of 1 Last

SSN + -

<< Back >>

Save Return to Search