

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE  
STATE PERSONNEL MANAGEMENT MANUAL  
2800 Automated Position-Personnel System**

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**NOTE:** Blanks in the "PAGES" and "ISSUED" columns indicate that no "white pages" have been issued. These sections *may* contain Policy Bulletins or Advisory Memoranda.

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The white pages and some of the memoranda in previous versions of this manual have not been included in this reprint since the APPS system has been replaced by NYSTEP.

**SEE YOUR NYSTEP USER'S MANUAL**

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**Advisory Memorandum #21-01**

**1200 Examinations/2300 Reductions in Force**  
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**THIS ADVISORY MEMORANDUM (21-01) REPLACES THE FOLLOWING  
ADVISORY MEMORANDA:**

- **#04-03 (ISSUED IN JUNE 2004)**
- **#04-04 (ISSUED IN DECEMBER 2004)**
- **#06-03 (ISSUED IN SEPTEMBER 2006)**

**PLEASE REMOVE ADVISORY MEMORANDA 04-03, 04-04 AND 06-03  
FROM YOUR SPMM AND DESTROY.**

**MILITARY SERVICE BENEFITS AND  
VETERANS' STATUS AND DEFINITIONS**

New York State provides a variety of merit system rights and other benefits for people who are performing or have performed military service in the armed forces or reserve forces of the United States. The military benefits outlined below do not apply to military duty in the service of New York State or *any temporary or intermittent gratuitous service* in any federal reserve or auxiliary force (Military Law, §243.1(b)).

Eligibility for benefits as a veteran or disabled veteran under the Civil Service Law should not be used in determining eligibility as a veteran or disabled veteran under other New York State or federal statutes or programs. Similarly, entitlement to benefits as a veteran or disabled veteran under other state or federal statutes or programs is not controlling for determining entitlement to benefits under the Civil Service Law.

**MILITARY BENEFITS**

**Age Deductions for Positions Specifying a Maximum Age**

Applicants may deduct the time spent in federal military service from their ages when applying for positions which specify maximum age limitations at the time of examination or appointment. The allowable age deduction varies depending upon the nature and extent of qualifying military service:

- **Four Years:** Any person who performed active duty in the armed forces of the United States, whether involuntary or voluntary, is entitled to an age deduction of up to four years, depending upon the actual duration of duty. The computation includes time traveling to and from such duty and any period[s] of terminal leave.
- **Five Years:** Individuals who voluntarily entered the armed forces of the United States after July 1, 1970, but did not serve in time of war may deduct up to five

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years, if the fifth year was at the request of and for the convenience of the federal government (see pp. 5 and 6 for definition of “time of war”).

- **Six Years:** Individuals may deduct up to six years of time served during a time of war or national emergency declared by the President.

### **Make-up Examinations**

Any member of the armed forces who has met the announced minimum qualifications **and** who properly filed an application for a competitive examination within the announced filing period but was unable to participate in the examination due to active military duty is entitled to a special military make-up examination. *The eligible list resulting from the original examination must still be in existence at the time the request for the make-up examination is made.* This benefit is available to any examination candidate and is not limited to State employees (Military Law, §243-b). Requests for make-up examinations must be made in writing to the Staffing Services Division at the NYS Department of Civil Service.

If a **promotion** examination is held while a public employee who would be entitled to participate in the examination is on military duty, the employee is entitled to a comparable examination, *provided that the employee makes such request within 60 days after being restored to his/her position* (Military Law, §243.5). Requests for comparable examinations pursuant to §243.5 must be made in writing to the Staffing Support Unit, NYS Department of Civil Service.

Any person who has passed one or more parts of an examination but has been prevented from completing the remaining parts of the examination because of military duty is entitled to complete the examination, *provided that such request is made within 90 days from the termination of military duty* (Military Law §243.7-b). This benefit is available to any examination candidate and is not limited to State employees. Requests to complete an examination pursuant to §243.7-b must be made in writing to the Staffing Services Division at the NYS Department of Civil Service.

### **List Eligibility**

While on military duty, **any** person whose name is on an eligible list shall retain all associated rights and status on that list.

A person may be appointed from an eligible list while on military duty (Military Law §243.6). If a candidate is canvassed while on military duty and fails to respond timely, the person should be recorded as temporarily unavailable (code “TI”) for purposes of that canvass. A person on military duty should not be recorded on a Report of Canvass as declining a position (code “DP”) absent that eligible’s actual declination. (Refer to SPMM Policy Bulletins ## 00-01, 97-05, and 97-04 for list canvassing policies and procedures.)

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**Special Military Lists**

If a person's score becomes reachable for certification from an eligible list during military duty, that eligible's name will be placed on a special military list upon request following separation from military duty, *provided the original eligible list is still in existence* (Military Law §243.7). A person who has competed in a comparable examination (Military Law §243.5) or has completed all parts of a prior examination following military duty (Military Law §243.7-b) is entitled to special military list status if his or her score was reached for appointment between the date of entrance into military duty and the date he or she is notified of passing the examination.

Eligibility on any special military list is for a maximum period of two years. While an eligible retains special military list status, his or her name also remains active on the regular eligible list so long as that list is in existence. If an eligible is appointed from a special military list, his or her name may also be removed from the regular list for other positions filled from that list at that salary grade (or lower). A person appointed from a regular eligible list will have his or her name removed from the corresponding special military list.

**Eligibility for Retroactive Seniority from Appointments from Special Military Lists**

An employee performing military duty who is appointed from an open-competitive, transition, or promotion special military eligible list may be entitled to retroactive seniority from the date on which *any* eligible was appointed with a lower score from the regular eligible list. This retroactive seniority can be used for computing seniority credit in promotion examinations, computing training and experience credit for promotion, and determining eligibility for admission to promotion examinations.

**Certification of Special Military Lists**

Special military lists established pursuant to Military Law §§243.5 and 243.7-b generally enjoy priority in certification over any other lists, including the original eligible list, any subsequent eligible list for that title, or any subsequent reemployment lists.

Special military lists established pursuant to Military Law §243.7 have certification priority over the original eligible list and any subsequently created eligible list.

Special military lists never have priority over a previously established (already existing) mandatory reemployment list.

There can be no more than one special military list for each regular eligible list. No matter what the source of special military list status (e.g., from status on an existing eligible list, or following administration of a make-up or comparable examination), the names of all

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eligibles should be interfiled on a single special military list, in rank order, recording eligibility dates and the statutory basis for special list status. A special military list is **not** a mandatory list, unless it includes three or more names of individuals willing to accept appointment to a given position.

### **VETERANS' AND DISABLED VETERANS' BENEFITS**

In addition to the benefits described above, qualified veterans and disabled veterans receive merit system benefits under the State Constitution and Civil Service Law.

#### **Additional Credit in Examinations**

Eligible war-time veterans are entitled to receive an additional five points on open competitive examinations and two and one-half points on promotion examinations. Eligible war-time disabled veterans are entitled to receive an additional ten points on open competitive examinations and five points on promotion examinations. These credits are added to the final earned rating for passing candidates and may be used only **once**, for appointment to a State or municipal civil service job (New York Constitution, Article V, §6; §85 Civil Service Law).

#### **Additional Service Credit for Retention**

Non-disabled war-time veterans serving in positions subject to Civil Service Law §§80 or 80-a, or labor class employees granted equivalent rights pursuant to collective bargaining agreements, are deemed to have received an original classified service appointment date 30 months prior to their actual date of permanent appointment. War-time disabled veterans serving in such positions are deemed to have received an original classified service appointment date 60 months prior to their actual date of permanent appointment (Civil Service Law §85).

A spouse of a veteran with a 100 percent service-connected disability and who is also a head of household and is domiciled with the veteran-spouse has a seniority date deemed to be 60 months earlier than the date of original permanent appointment to the classified service. The veteran with the 100 percent service-connected disability need not be a current or former New York State employee (Civil Service Law §85).

#### **Tenure Protection**

Veterans, disabled or non-disabled, who are not subject to contract disciplinary procedures, obtain the due process protections against discipline or removal pursuant to Civil Service Law §75. Veterans may obtain §75 rights even if they serve in a position in the exempt class or in the non-competitive class which has been designated confidential or policy influencing, provided they do not hold a position of private secretary, cashier, or deputy of any official or department (Civil Service Law §75-b).

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**Transfer Upon Abolition of Positions**

Veterans, disabled or non-disabled, serving in positions in the labor class or the non-competitive class which are not subject to the provisions of Civil Service Law §80-a, who are **not** private secretaries, cashiers or deputies, and whose positions have been abolished, may request a transfer to another similar vacant position at the same salary grade. This benefit is available for one year from the date of layoff (Civil Service Law §86).

Specific questions about the military service and veterans' benefits noted should be referred to your Staffing Services Representative.

**ELIGIBILITY FOR VETERANS' AND DISABLED VETERANS' BENEFITS**

**Veterans**

To be considered a veteran for all purposes under the Civil Service Law, an individual **MUST:**

- be a United States citizen or alien lawfully admitted for permanent residence and a resident of the State of New York at the time of application for appointment or promotion or retention;
- have been honorably discharged or released under honorable circumstances from the armed forces of the United States or is in possession of a letter from the New York State Division of Veterans' Services that restores access to state benefits pursuant to the Restoration of Honor Act. The armed forces of the United States includes the army, navy, marine corps, air force, coast guard, including all components thereof; and the national guard when in the service of the United States pursuant to call as provided by law, on a full-time duty basis, other than active duty for training purposes; **and**
- have served anywhere in the US armed forces during a designated "time of war". "Time of war" includes the following wars and hostilities:

Persian Gulf Conflict	August 2, 1990 – the date upon which such hostilities end (includes the Global War on Terrorism)
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*Hostilities in Panama	December 20, 1989 – January 31, 1990
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*Hostilities in Lebanon	June 1, 1983 – December 1, 1987
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*Hostilities in Grenada	October 23, 1983 – November 21, 1983
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[\* Service during these periods is qualifying only if the veteran received the armed forces, Navy, or Marine Corps expeditionary medal.]

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Viet Nam Conflict                      February 28, 1961 – May 7, 1975

Korean Conflict                        June 27, 1950 – January 31, 1955

Service in the commissioned corps of the US Public Health Service:

July 29, 1945 – September 2, 1945 **or**

June 26, 1950 – July 3, 1952

World War II                            December 7, 1941 – December 31, 1946

World War I                             April 6, 1917 – November 11, 1918

(Civil Service Law §85, General Construction Law, Section 13-a.)

**Notes:**

- An otherwise eligible individual may apply for extra credits in an examination as a war-time veteran or disabled veteran if he or she **expects to receive** an honorable discharge or release under honorable conditions or is in possession of a letter from the New York State Division of Veterans' Services that restores access to state benefits pursuant to the Restoration of Honor Act.
- Dates of service and award of campaign medals are typically detailed on a veteran's federal Form DD-214, "Certification of Release or Discharge from Active Duty."

**Disabled Veterans**

In order to qualify for status as a disabled veteran, an individual, **in addition to meeting all of the criteria for veterans' status, must:**

- be certified by the United States Department of Veterans Affairs (DVA; formerly the Veterans Administration) as entitled to disability payments for a disability incurred while serving in the United States armed forces during a designated time of war as defined above;

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- have his or her disability rated by the DVA at 10 percent or more;
- have the qualifying disability at the time of application for appointment or promotion or retention; and
- be receiving payment from the DVA for such disability at the time of application for appointment or promotion, or for retention.

(NYS Constitution, Article V., Civil Service Law §6; §85.1(b))

### **VERIFYING CLAIMS OF VETERANS' AND DISABLED VETERANS' STATUS**

As the appointing authority, you are responsible for verifying claims of a veteran's or a disabled veteran's eligibility for additional service credit in the event of a reduction in force. Because gathering appropriate documentation may take some time, we recommend that you verify a veteran's or a disabled veteran's qualifying status as soon as possible—upon appointment, upon notification by the employee, or upon a change in an employee's status (following a period of military duty, for example). You should retain copies of the veteran's or disabled veteran's documentary evidence in the employee's personal history folder.

To document a claim of veterans' status, you should inspect the employee's federal Form DD 214 (NAVPERS-553 / NAVMC-78 PD / WDAGO-53, 55 / WDAGO-53, 98) to verify the dates of qualifying service (and for service in Lebanon, Grenada, or Panama, the award of an appropriate expeditionary medal) and that separation from the service occurred under honorable circumstances. If applicable, review the employee's letter from the Division of Veterans' Services that restores access to state benefits pursuant to the Restoration of Honor Act. If the employee is still a member of the armed forces of the United States (the National Guard or Reserves) and cannot provide a DD-214, you should examine the employee's military orders to evaluate whether a specific period of service was qualifying.

To assist in verifying an employee's claim for status as a disabled veteran pursuant to Civil Service Law §85, the Department of Civil Service provides form S-7 [see last page of this Advisory Memorandum]. After completing the top of the form with the employee's name and your office's return address, please ask the employee to complete Section 1.

Employees should also complete and sign federal form VA 10-5345, "Request for and Authorization to Release Medical Records or Health Information," and attach it to Form S-7. When completing form VA 10-5345, we suggest that the employee indicate that the information requested on the accompanying form S-7 concerns the employee's service-connected disability (check "other" in the "Information Requested" section of form VA 10-5345 and describe the information sought), and explain that the information is needed to establish or verify the employee's status as a disabled war-time veteran for purposes of



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New York State Civil Service Law benefits (and so indicate in the “Purposes(s) or Need for which the Information is to be Used by Individual to Whom Information is to be Released” section of VA 10-5345). Form VA 10-5345 can be obtained and printed from the DVA web site at <http://www.va.gov/vaforms>. Simply type “10-5345” in the search window. Please note that the DVA may revise or replace forms without notice; it is likely that current forms will remain available at the DVA website.

The employee should attach the completed Form S-7 to the VA 10-5345 and forward both forms to the appropriate DVA office.

The DVA will complete the S-7 and return it to your office. At that time, please review the responses to ensure that the veteran’s claim is supported. Questions 1, 2, and 3 must be answered YES. If question 4 is answered NO, then question 5 must be answered YES. This completed form should be retained as a permanent part of the employee’s personal history file.

#### **Reviewing Veterans’ and Disabled Veterans’ Status in NYSTEP**

Agencies may verify/maintain documentation in veterans in NYSTEP at **NYSTEP Reports > Agency Management Reports > Employee Listing**. On the Employee Listing panel, you may customize a report for veterans’ information using the new checkboxes. The NYSTEP record reflects information on an employee submitted by your agency or by an earlier appointing authority.

Please update an employee’s NYSTEP records once a claim of veterans’ or disabled veterans’ status has been established or the employee’s recorded status has changed.

#### **QUESTIONS AND ANSWERS RE: ELIGIBILITY FOR VETERANS' STATUS**

The following questions and answers are provided as background information only. For answers to detailed inquiries regarding specific employees or applicants, please consult with your Staffing Services Representative.

**Q1:** A candidate or employee claims veterans’ status based upon designation as a veteran or disabled veteran for other State or federal programs or benefits. Is this sufficient to establish an entitlement under the State Constitution and Civil Service Law?

**A:** No. The Civil Service Law definitions of veteran and disabled veteran are specific to such law. Proof of veterans’ or disabled veterans’ status for purposes of other programs or benefits will not necessarily establish eligibility for merit system benefits under the NYS Constitution and Civil Service Law.

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**Q2:** Is the United States now in a designated time of war?

**A:** Pursuant to Civil Service Law §85.8, the United States has been in a designated time of war for hostilities participated in by the military forces of the United States in the Persian Gulf from August 2, 1990 until the end of such hostilities. Service during this designated time of war is not limited to the Persian Gulf theater of operations and does not require an employee or examination applicant to possess a specific expeditionary medal or campaign ribbon. For the purposes of the veterans' and disabled veterans' benefits described in this memorandum, the current time of war period will continue until it is formally ended by action of the State Legislature with approval of the Governor.

**Q3:** Is an employee on military leave, regardless of pay status, a veteran under the Civil Service Law?

**A:** Not necessarily. Pursuant to Military Law §242 and §243 and provisions of federal law, public employees have a right to military leave while performing ordered military duty. However, an employee's absence on military leave does not automatically establish veterans' status since certain types or periods of ordered military duty for which military leave is granted do not qualify toward attainment of veterans' status. Each period of ordered military duty must be evaluated independently against the standards for qualifying service. (Note that many of the merit system rights and benefits described in this memorandum **do not** require veterans' status.)

**Q4:** What is the difference between military service in the armed forces of the United States and in the organized militia of New York State? Is all military service creditable toward obtaining veterans' status under the Civil Service Law?

**A:** Only active military service in the armed forces of the **United States** during a time of war, other than active duty for training, is creditable towards attaining veterans' status under the Civil Service Law. References to federal active duty service (other than for training) on a United States Department of Defense Form DD-214 may reference "Executive Orders (of the President of the United States)," "Orders of the Secretary of Defense," or provisions of Title 10 of the United States Code. These descriptions address military duty in the armed forces of the United States, and potentially may be used in establishing a claim for veterans' status. Federal military orders which include the code "IADT" may indicate federal initial activation for training purposes. Federal active duty for training or less-than-full-time duty in the armed forces of the United States is not qualifying for veterans' or disabled veterans' purposes.

Since September 11, 2001, certain individuals and units of the National Guard have been ordered to active duty by the Governor for disaster relief and homeland security operations. Military orders referencing "Orders of the Governor" or provisions of Title 32 of the United States Code or Military Law §6 describe military duty in the service of New York

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State, which **cannot** be used to support an application for veterans' status. A federal Form DD-214 is not issued for State military service.

An employee's or applicant's military unit or the New York State Division of Military and Naval Affairs may be able to assist you with questions regarding the specific military orders recorded on a person's Form DD-214 or other military documentation.

**Q5:** An employee's or applicant's orders show that he or she has been released from active duty, but his or her service obligation has not yet terminated. Is he or she already a veteran?

**A:** Perhaps. An individual may attain veterans' status if he or she is released under honorable circumstances from qualifying military duty (or expects such release, if applying for additional examination credits only). A release can occur when a specific set of military orders for active duty ends, but **before** an individual's reserve obligation terminates. Periods of military service and the termination of the reserve obligation date (if applicable) will be recorded on an individual's Form DD-214. To be creditable towards attainment of veterans' status, each release following a period of federal active duty (other than for training) must be under honorable conditions.

Orders for active military duty in the armed forces of the United States (other than active duty for training) may vary in duration from periods of less than a day, to continuous absences of several months, or more. Original military orders may also be modified and extended. In the case Matter of the City of New York, et al., v. City Civil Service Commission (60 NY2d 436), the New York State Court of Appeals determined that veterans' status under the Civil Service Law should be granted only to those individuals whose service "was on a full-time basis evidencing a sacrifice in the form of disruption of civilian life and divorce from civilian occupation..." and should be denied if it "did not significantly interfere with the applicant's normal employment and way of life." (See SPMM Advisory Memorandum No. 85-01)

For individuals who claim veteran status based solely upon one or more periods of active duty (other than for training) in a reserve component of the armed forces of the United States, appointing authorities should review each request against the standard for military service described by the Court of Appeals (see above). Any agency policies on the crediting of active duty reserve service towards attainment of veterans' status should be reasonable and applied consistently for all similarly situated employees or examination applicants.

**Q6:** An employee or applicant bases a request for veterans' status on a period of active duty but cannot produce a Form DD-214 for such service. Should his or her claim be automatically denied?

**A:** No. Outright rejection of claims for veterans' status should be avoided if an individual describes potentially qualifying service but is awaiting appropriate documentary proof. An

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employee or applicant may not be able to promptly supply documentary proof of active duty for a variety of reasons. A Form DD-214 may not be issued for periods of active duty shorter than 90 days, or military paperwork processing delays may occur. Personnel offices can assist employees or applicants to document periods of service by contacting military officials; usually an employee or applicant's military unit is a good place to start.

When a federal Form DD-214 has not been issued, a commanding officer or other appropriate military official may forward a signed summary of military duty on official letterhead or the employee may furnish copies of his or her actual military orders. However, the individual requesting veterans' status must still establish that his or her release from active duty (other than active duty for training) following a period of claimed service occurred under honorable conditions.

As necessary, preliminary approval can be granted, but final determinations of veterans' or disabled veterans' status should be withheld until appropriate documentation can be obtained.

Additional credits on examinations may be approved in expectation of honorable discharge or release under honorable circumstances from qualifying service or is in possession of a letter from the New York State Division of Veterans' Services that restores access to state benefits pursuant to the Restoration of Honor Act. However, an individual must have already obtained an appropriate discharge or release following qualifying military service prior to requesting veterans' benefits in retention situations.

**Q7:** An individual claims status as a disabled veteran but does not appear to meet all of the eligibility requirements. Could this person be a veteran?

**A:** For purposes of Civil Service Law §85, a disabled veteran must be a veteran who has a qualifying service-related disability incurred during a designated time of war and is currently receiving disability payment from the DVA. Therefore, each element of the veteran and disabled veteran definitions must be reviewed carefully; an individual who cannot qualify as a disabled veteran may nevertheless be eligible for merit system benefits as a veteran.

**Q8:** Must a veteran (disabled or non-disabled) be a New York State resident to qualify for additional service credits (seniority) for purposes of retention?

**A:** State residency at the time of layoff is necessary for adjusted seniority, as required by a 1993 amendment to §85(1)(a) of the Civil Service Law. Agencies should review each veteran's recorded place of residence when verifying the information on seniority rosters prepared by the Department of Civil Service. Individuals who are not New York State residents at the time of layoff are not entitled to adjusted seniority as war-time veterans or disabled veterans.

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**Q9:** Must a veteran (disabled or non-disabled) be a New York State resident at the time of exam application in order to qualify for additional credits on examinations?

**A:** No. However, an individual must establish his or her entitlement to veterans' credits prior to the creation of the resulting eligible list. In almost all cases, this means that a candidate is a New York State resident at the time he or she applies for an examination. If an otherwise qualified veteran or disabled veteran obtains New York State residency during the period between applying for an examination and issuance of the eligible list, he or she should contact the Staffing Services Division at the Department of Civil Service. Appropriate veterans' credits can then be added to his or her score.

By law, veterans' credits cannot be conferred after establishment of an eligible list.

A veteran must be a New York State resident at the actual time of appointment, as indicated on Form S-203. Thus, an individual who was a New York State resident at the time of application for examination/eligible list establishment, but who is no longer a State resident when an offer of appointment is made, will not be able to use veterans' credits at that time.

Residency requirements for veterans' or disabled veterans' status are independent of other New York State residency requirements for certain State jobs.

**Q10:** An employee is recorded in NYSTEP as a veteran or disabled veteran, but there is no supporting documentation in his/her personal history folder. Should that employee's veterans' or disabled veterans' status be changed to non-vet (or non-disabled vet, as the case may be)?

**A:** Not immediately. You should inquire further. First, the employee should be consulted. Members and veterans of the armed forces are advised to retain copies of important military documents, including any Forms DD-214 produced for separate periods of duty. Documentation may also have been retained by one of an employee's previous appointing authorities. The New York State Division of Military and Naval Affairs, the United States Department of Defense, including the various branches of the armed services, and the United States Department of Veterans Affairs may be able to assist the employee or personnel office in obtaining military service records.

**Q11:** Does Civil Service certification of an employee or applicant as CSL §55-c eligible automatically establish that individual's status as a disabled veteran? (Civil Service Law §55-c is entitled "Employment of veterans with disabilities by the state.")

**A:** No. The criteria for eligibility under CSL §55-c are different than the criteria to determine disabled veterans' status for the purpose of receiving additional credits on an examination or for receiving additional seniority in event of a reduction in force. A §55-c

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employee may nevertheless be entitled to veterans' or disabled veterans' merit system benefits if he or she otherwise meets the criteria of CSL §85. Questions regarding eligibility for participation in the §55-c program **only** should be directed to the Governor's Program to Hire Disabled Veterans at the Department of Civil Service at (518) 473-8961 or (866) 297-4356.

Attachment (S-7)

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**June 11, 2020**

**TO:** Department and Agency Directors of Human Resources, Personnel and Affirmative Action Officers, Equal Opportunity Specialists, Diversity and Inclusion Specialists

**FROM:** Jessica Rowe, Director of Staffing Services

**SUBJECT:** FY 20-21 Payroll Certification Schedule

The Payroll Certification Schedule for Fiscal Year '20-'21, beginning April 1, 2020, appears on pages 3, 4 and 5 of this memorandum.

**THIS MEMORANDUM AND SCHEDULE REPLACE ADVISORY MEMORANDUM #19-01 ISSUED MAY 7, 2019, AND ITS ATTACHED SCHEDULE. PLEASE REMOVE ADVISORY MEMORANDUM #19-01 AND SCHEDULE.**

**PAYROLL DEADLINES**

The Department of Civil Service requires five working days to process and certify the payroll. Based on the Office of the State Comptroller's (OSC) deadlines, we must establish the normal payroll due date as the Friday prior to the last date of the payroll period. Agencies are required to submit their payroll to this Department by the NYSTEP Transaction Cutoff Date, including coding of substantiating eligible list certifications in ELMS or submission of substantiating paperwork such as S-203's. On the Friday after the end of the payroll period, this Department will certify the payroll to OSC.

However, we recognize that on rare occasions you may need to submit late transactions (e.g., for unexpected returns from leaves). While we will accept transactions that cannot be submitted by the payroll deadline, it is imperative that agencies limit the transactions submitted after the deadline to those that are absolutely necessary. These late transactions must be submitted no later than Tuesday after the Friday payroll deadline to ensure certification to OSC by the following Friday.

**Transactions Submitted After The Payroll Deadline Will Be Handled As Follows:**

If you must submit a late transaction, please provide the last four digits of the social security number, name, action/reason code, and date the transaction was submitted to your Appointment Examiner by e-mail or by fax to (518) 473-7193.

Transactions affecting paychecks or pay status will be processed first.

If there is a critical problem with the transaction that cannot be resolved by the certification date (e.g., Division of Budget (DOB) approval), the transaction will be denied.

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If there is insufficient time to obtain this Department's required approvals before the payroll must be certified, the transaction will be approved with temporary status for one pay period for the purpose of producing a check. The agency must resubmit the original transaction in the next pay period and receive the necessary approvals from this Department in order for the transaction to be approved.

Transactions that are not certified to OSC and transactions that do not affect paychecks will be processed on an "as time allows" basis. Transactions that are not completed by the time the payroll is certified will be held and worked with the agency's next payroll (e.g., change of hold item, change contingent to permanent status).

**FREEZE WAIVERS/EXEMPTIONS**

Agencies should not submit a transaction until any necessary DOB freeze waiver or exemption appears on the NYSTEP system. A transaction may be denied if no waiver is in place at the time the transaction is submitted, since DOB may not act on an agency's request during the five-day period in which we work on the payroll. Refer to Budget Bulletin B-1223 (April 28, 2020) for the most recent requirements.

**REMINDERS**

OSC uses the "Appointment End Date Report" to determine one category of checks which could be withheld. For each lag ADM/INS pay period, OSC creates a report, which covers two weeks, beginning one day before the start of the pay period and ending one day before the end of the pay period. It then advises agencies that, in the absence of an extension of the employees' end dates, checks for employees will be held. Generating the same report for your agency can alert you to NYSTEP transactions which need to be submitted before OSC notifies you that check(s) may be held.

NYSTEP guidelines for early submission of transactions will not be affected by the payroll deadline schedule. You may still submit transactions up to 30 days in advance of the effective date or, in the case of transactions requiring clearance, as soon as a clearance number has been obtained.

The PayServ submission schedule is not affected by this notice. Agencies should continue to submit transactions to PayServ based on the submission schedule issued by the Office of the State Comptroller.

If you have any questions regarding the implementation of the payroll deadline schedule, please contact Janet Vrooman at (518) 473-5053.

Please make sure that all members of personnel and payroll staff have copies of this information.



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**DCS AGENCY PAYROLL CERTIFICATION SCHEDULE  
FY 20 – 21 LAG - Early Payroll deadlines indicated in **bold print****

<b>Pay Period</b>	<b>Dates</b>	<b>NYSTEP Transaction Cut-off Date</b>	<b>Payroll Certified to OSC</b>	<b>Check Date</b>
Inst 1	03/26-04/08	04/03	04/10	04/23
Adm 1	04/02-04/15	04/10	04/17	04/29
Inst 2	04/09-04/22	04/17	04/24	05/07
Adm 2	04/16-04/29	04/24	05/01	05/13
Inst 3	04/23-05/06	05/01	05/08	05/21
Adm 3	04/30-05/13	05/08	05/15	05/27
Inst 4	05/07-05/20	05/15	05/22	06/04
Adm 4	05/14-05/27	<b>05/21</b>	05/29	06/10
Inst 5	05/21-06/03	05/29	06/05	06/18
Adm 5	05/28-06/10	06/05	06/12	06/24
Inst 6	06/04-06/17	06/12	06/19	07/02
Adm 6	06/11-06/24	06/19	06/26	07/08
Inst 7	06/18-07/01	06/26	07/03	07/16
Adm 7	06/25-07/08	<b>07/02</b>	07/10	07/22
Inst 8	07/02-07/15	07/10	07/17	07/30
Adm 8	07/09-07/22	07/17	07/24	08/05
Inst 9	07/16-07/29	07/24	07/31	08/13
Adm 9	07/23-08/05	07/31	08/07	08/19
Inst 10	07/30-08/12	08/07	08/14	08/27
Adm 10	08/06-08/19	08/14	08/21	09/02
Inst 11	08/13-08/26	08/21	08/28	09/10
Adm 11	08/20-09/02	08/28	09/04	09/16
Inst 12	08/27-09/09	09/04	09/11	09/24
Adm 12	09/03-09/16	09/11	09/18	09/30
Inst 13	09/10-09/23	09/18	09/25	10/08

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Adm 13	09/17-09/30	09/25	10/02	10/14
Inst 14	09/24-10/07	10/02	10/09	10/22
Adm 14	10/01-10/14	<b>10/08</b>	10/16	10/28
Inst 15	10/08-10/21	10/16	10/23	11/05
Adm 15	10/15-10/28	10/23	10/30	11/10
Inst 16	10/22-11/04	10/30	11/06	11/19
Adm 16	10/29-11/11	<b>11/05</b>	11/13	11/25
Inst 17	11/05-11/18	11/13	11/20	12/03
Adm 17	11/12-11/25	11/20	11/27	12/09
Inst 18	11/19-12/02	11/27	12/04	12/17
Adm 18	11/26-12/09	12/04	12/11	12/23
Inst 19	12/03-12/16	12/11	12/18	12/31
Adm 19	12/10-12/23	12/18	12/25	01/06
Inst 20	12/17-12/30	<b>12/24</b>	01/01	01/14
Adm 20	12/24/20- 01/06/21	<b>12/31</b>	01/08	01/20
Inst 21	12/31/20- 01/13/21	01/08	01/15	01/28
Adm 21	01/07-01/20	<b>01/14</b>	01/22	02/03
Inst 22	01/14-01/27	01/22	01/29	02/11
Adm 22	01/21-02/03	01/29	02/05	02/17
Inst 23	01/28-02/10	02/05	02/12	02/25
Adm 23	02/04-02/17	<b>02/11</b>	02/19	03/03
Inst 24	02/11-02/24	02/19	02/26	03/11
Adm 24	02/18-03/03	02/26	03/05	03/17
Inst 25	02/25-03/10	03/05	03/12	03/25
Adm 25	03/04-03/17	03/12	03/19	03/31
Inst 26	03/11-03/24	03/19	03/26	04/08
Adm 26	03/18-03/31	03/26	04/02	04/14

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Advisory Memorandum #05-02

1400 Eligible Lists / 2200 Separations and Leaves  
2800 Automated Position/Personnel System

April 28, 2005

**This memorandum supercedes and replaces Advisory Memorandum #96-01, "Transaction code for permanent employees who refuse a reassignment" in SPMM section 2800. Please remove that Advisory Memorandum from your manual.**

TO: Department and Agency Personnel, Human Resource, and Affirmative Action Offices

FROM: Terry Jordan, Director of Staffing Services

SUBJECT: New NYSTEP Code for Permanent Employees Who Refuse Reassignment (**RFR**)

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Permanent or contingent permanent (CP) employees who refuse reassignment to positions in counties other than current work locations are separated from employment. To date, the transactions separating those permanent or CP employees who refuse reassignment have been submitted to NYSTEP as resignations. Effective on May 12, 2005 (beginning of Institutional Payroll 4), these transactions are to be coded:

Action Code: SEP or TER

Transaction Group: OUT

**Reason Code: RFR** [refuse reassignment]

We shall continue to grant reemployment list rights to employees who refuse reassignment, provided the employees meet §§80/80-a CSL criteria.

You may address questions to Employment Records at (518) 457-3780.

Note: Please add a copy of this Advisory Memorandum to your copy of the *Guidelines for the Administration of Reductions in Force*, or annotate page 33 of your printed *Guidelines* with this new transaction code. Our online versions of the *Guidelines* have been updated. Also, please save a copy of this memo with your NYSTEP/PER User Manual.

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**Advisory Memorandum #00-05**

**2800 Automated Personnel-Position System**

**October 16, 2000**

**T0:** Department and Agency Personnel, Human Resource and Affirmative Action Offices

**FROM:** William Doyle / Crys Hamelink, Division of Staffing Services

**SUBJECT:** Techniques for Managing Appointment, Position and Traineeship End Dates

---

All agencies are now on the Payroll Certification Schedule. Some agencies had been notified by OSC that checks were being withheld for some of their employees, and had to submit late transactions to either NYSTEP or PaySr to resolve discrepancies. There are several NYSTEP reports that agencies can use which can help them reduce the number of these instances in the future:

**1. Appointment End Date Report**

The Appointment End Date report lets agencies know which appointments will expire during the pay period. This gives agencies the opportunity to determine whether submission of an appointment extension transaction is in order or whether a line change or termination transaction should be submitted.

This report should be run at the beginning of each pay period to cover the dates of the entire pay period.

Agencies submitting NYSTEP transactions through the Batch Process should run the report even earlier, so that transactions which "error out" can be correctly resubmitted in a timely manner.

**2. Position End-date Report**

The Position End Date Report tells agencies when Temporary Service positions are due to expire. Appointments cannot be made to expired positions, nor can appointees in expired positions be extended in their positions if the positions are not extended.

It should be run regularly so that necessary NYSTEP TPM requests for extensions can be submitted to Classification and Compensation and approved by the Division of Budget before the positions expire.

**3. Traineeship End-date Report**

The Traineeship End Date Report is designed to assist agencies in tracking the end-dates of traineeships of various lengths.

It should be generated at the start of each pay period in order to assure timely submission of NYSTEP transactions for mandatory advances to the next level of the traineeship or to the journey level title, as appropriate

*More*

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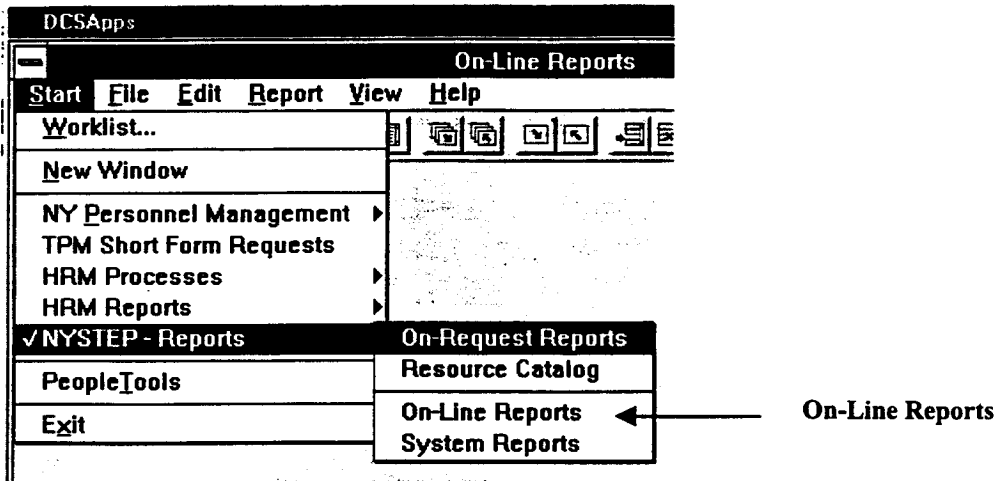
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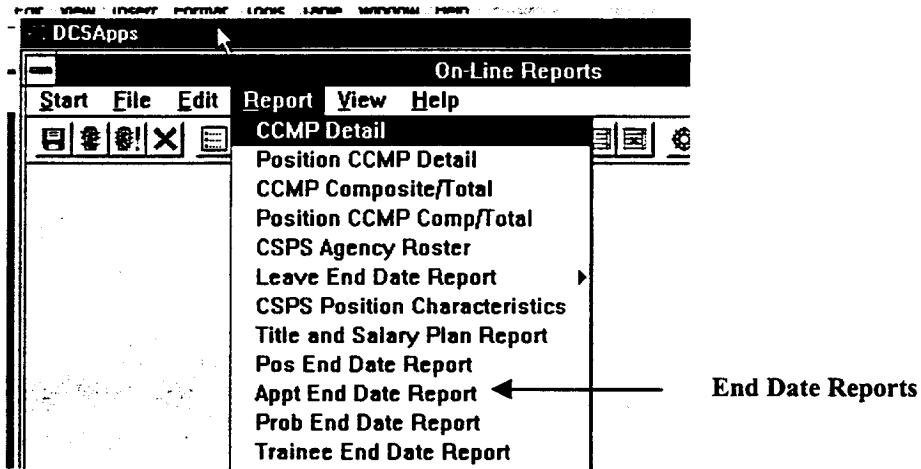
2800 Automated Personnel-Position System

October 16, 2000

To produce these reports:



- Click on "Start" in the Menu
- Click on "NYSTEP Reports" to open its menu
- Click on "On-line Reports" to open the following panel.



- Click on "Report" on the menu bar
- Click on "Appt End-date Report", "Pos End Date Report" or "Trainee End Date Report" to open the data entry panel for that report.

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You will have to click through the following two panels to reach the date entry panel...

Update/Display - Appt End Date Report

Run Control ID: [ ]

OK

Cancel

Use Query

New Query

- Click "OK" on the **Update/Display** panel

List

Run Cntl	Lang Cd
PLE	English

Select

Detail

Cancel

- Click "**Select**" on the **List** panel

*More*

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The data entry panel (**Appointment End Date Report** shown) has several fields where agencies *must* specify *Agency payroll code*, the *End Date From and Thru* for the time period under review, and the agency *Pay Group* (ADM or INS) [if shown]. The *Title Code* is an optional entry.

On-Line Reports - Report - Appt End Date Report

Start File Edit Report View Help

Appt End Date Report

Operator ID: PLE  
Run Control ID: PLE

Agency  Rollup

Agency: [dropdown]  
Pay Group: [dropdown]

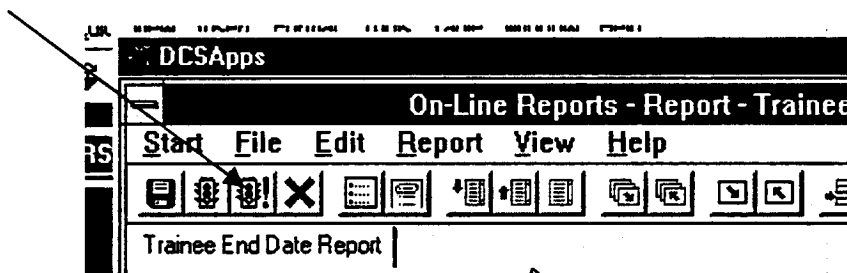
Title Code: Z [dropdown]

Reset Panel

End Date From: 08/28/2000  
End Date Thru: 10/27/2000

Appt End Date Report Update/Display

Once you have entered the information, to produce the report, click on the traffic light with exclamation point at the top of the data entry panel.




If you have any questions about producing these reports, please contact Julie Dominian, Supervisor of Employment Records and Payroll Processing at 518-457-3780.

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Advisory Memorandum #99-01

2800 Automated Position / Personnel System

TO: Department and Agency Personnel, Human Resource and Affirmative Action Offices  
FROM:  James W. Sever, Director of Staffing Services  
SUBJECT: Disposition of Veterans Credits Form Number S-203  
DATE: 1/27/99

**THIS MEMORANDUM REPLACES ADVISORY MEMORANDUM 98-05, ISSUED JULY 10, 1998 ON THIS TOPIC IN THIS SECTION. THE INFORMATION UNDER "DISPOSITION OF VETERANS CREDITS FORM NUMBER S-203" HAS CHANGED. IN ALL OTHER RESPECTS THIS MEMO REMAINS UNCHANGED.**

The NYSTEP system is designed to provide operating agencies within New York State government with an on-line method for processing personnel transactions. The implementation of the New York State Electronic Personnel system has resulted in the following changes in our processes.

**Disposition of Veterans Credits Form Number S-203**

- Agencies will still be responsible for retaining one copy of the S-203 for their files and giving one signed copy of the form to the employee, however,
- Agencies will now be responsible for faxing to this Department a copy of the form on the day that the personnel transaction is submitted via NYSTEP. The appointment can not be approved until the S-203 is received. The fax number for this is (518) 457-5497.

**Notice of Discipline**

Agencies are no longer required to submit the Notice of Discipline to the Department of Civil Service in order for DCS to approve an appointment. Agencies will be responsible for maintaining the documentation in their files.

**Rein Dir**

*Rein Dir* is the code used when an agency is directed to reinstate an employee based on an administrative action (i.e., court order). Only the Department of Civil Service can enter the code *Rein Dir*. Agencies will need to contact their status examiner relative to the documentation required prior to the transaction being submitted via NYSTEP.

**Clearance for Research Scientist**

Clearance for Research Scientist titles will be done off line (agencies will not use the RIF system). Agencies who wish to fill a Research Scientist position (at any level) will need to contact Betsy Gordon, (518) 457-3626 in the Reemployment Services Unit to obtain a clearance number prior to entering a transaction into NYSTEP.

**Changing Vets Status**

Changes to an employee's veteran status can now be made directly in NYSTEP by agencies on the Personal Data 2 panel.



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Advisory Memorandum 98-04**

**2800 Automated Position-Personnel System**

TO: Department and Agency Personnel, Human Resource and Affirmative Action  
Offices

FROM: James W. Sever, Director of Staffing Services

SUBJECT: NYSTEP and APPS codes

DATE: May 19, 1998

This advisory memorandum replaces Advisory Memorandum #98-01 on this topic in this section which should be removed. It contains updated and corrected information on the NYSTEP codes and their APPS equivalents. It is now in order by NYSTEP code.

\* indicates the code is used by the New York State Police or Division of Military & Naval Affairs.

\*\* indicates a note of explanation is provided on page 4.

NYSTEP CODE	NYSTEP SHORT DESCRIPTION	APPS CODE
**2PB	2ND PROB	
3MO	THREE MO	THREE MO
42B	RULE 4.2B	NCOC
526	TR S52.6	TR ADM
641	S64.1C	PEND PL
6MO	SIX MO	SIX MO
701	TR S70.1	TR REG
704	TR S70.4	NCQ
713	REIN 71/73	REIN DIS
ADV	MNDTRY ADV	TRAIN ADV
*APP	APPT SP/MN	
APT	APPOINT	APPT
*ASP	ASSIGN SP	
CAD	COR APT DT	COR APT DA
CAN	CANCEL APT	CAN APPT
CCL	CHLD CR LV	CHLD CR LV
CEX	COMM EXT	LV EXT PER CS COMM
CHL	CHG LINE	CHG LINE
**CHO	CHG HOLD	
CLD	COR LV DT	COR LV DA
CPF	CHG PT FT	CHG PT FUL
**CPM	R4.11/4.12	
CPT	CHG PCT	CHG PCT
CRD	COR REI DT	COR REI DA
**CRE	NO CREDENS	
CRN	COVER IN	COVER IN
CSD	COR SEP DT	COR SEP DA
CSP	CANCEL SEP	CAN SEP
**CTD	COR TER DT	
**CTM	CANCEL TRM	
CVR	CANCEL VR	CANCEL VR
CVS	CANVASS	CANVASS
DEC	DECEASED	DECEASED

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<b>NYSTEP CODE</b>	<b>NYSTEP SHORT DESCRIPTION</b>	<b>APPS CODE</b>
DMT	DEMOTE	DEMOTE
DPD	DISPL DIR	DISPL DIR
DPM	DISCIP REM	DISCIP REM
DPR	DISPL RET	DISPL RET
DPT	DEPT	DEPT
DSP	DISC PROB	NOD PROB
EDL	EDUC LV	ED LV
EDW	EDUC W/PAY	ED LV 1/2
EXL	EXTEND LV	EXT LV
FML	FAM MED LV	FAM MED LV
IDP	IDP	IDP
LAD	LAYOFF DIR	LAYOFF DIR
LAF	LAYOFF	LAYOFF
LAR	LAYOFF RET	LAYOFF RET
LIT	DCR LV INT	LV INT
LOT	DCR LV OUT	LV OUT
LRV	LST REVOKE	LST REVOKE
LTO	LONG T DIS	LONG T DIS
LTT	LIST TERM	LIST TERM
LTU	LV TO UNCL	LV TO UNCL
MIL	MIL	MIL
MLL	MIL LV	MIL LV
**MLV	MANDAT LV	
NCA	NCACQ	NC ACQ
NCP	NCP	NCP NCDP
OCM	OC	OC
OCS	OCCASIONAL	OCCAS
PBC	PROB COMP	PROB COMP
PBL	PROB LV	PROB LV
PBT	PROB TERM	PROB TERM PROB OUT
PCS	PEND COMM	PEND COMM
PEX	PEND EXAM	PEND EXAM
PJC	PEND JC	PEND JC
PJT	PROJECT	PROJECT
PLR	PLCMT ROST	TR LAYOFF
POR	PEND ORAL	PEND ORAL
PPH	PEND PHYS	PEND PHYS
PRE	PEND RECL	PEND RECL
PRF	PREF	PREF
*PRM	PROM	
**PTR	POST RECL	
PXT	PROB EXT	PROB EXT

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<b>NYSTEP CODE</b>	<b>NYSTEP SHORT DESCRIPTION</b>	<b>APPS CODE</b>
R54	REIN R5.4	REIN RES REIN CONT REIN ERROR REIN DISCP
RCM	REIN COMM	REIN COMM
RCR	RECERT	RECERT
RDR	REIN DIR	REIN DIR
RDY	REDEPLOY	REDEPLOY
REC	REC	REC
RER	REROST	RE ROST
RET	RETIRED	RETIRED
RFT	RIF TERM	RIF TERM
RLV	REIN LEAVE	REIN LV REI WC SUP REI DIS LV REI PT SUP
RNI	REASGN IN	REASGN IN
RNL	REASGN LAY	REASGN LAY
ROT	REASGN OUT	REASGN OUT
**RPD	RPD	
RPT	REEMP TERM	REEMP TERM
RRV	RIF REVOKE	RIF REVOKE
RSN	RESIGN	RESIGN INT RESIGN EXT PROB RESGN
RSP	REIN SUSP	REIN SUSP
*RST	REIN SUPT	
RTA	RETRO COMM	RETRO COMM
RTI	RET INCUMB	RET INCUMB
RTU	RS TO UNCL	RS TO UNCL
S71	TERM S71	OCC DIS TM
S72	LEAVE S72	ORD DIS LV
S73	TERM S73	ORD DIS TM
SEA	SEASONAL	SEAS
SKL	SICK LV	SICK LV
SLW	SICK W/PAY	SICK LV 1/2
SPF	SUSP FUL	SUSP FUL
SRV	SVS REVOKE	SVS REVOKE
STO	SHRT T DIS	SHRT T DIS
SUP	SUSPENSION	SUSP
TER	TERM	TERM
TML	TERM LV	TERM LV
TMS	TERM SEAS	TERM SEAS
TRF	TR FUNCTN	TR FUNC
TRL	TR LIST	TR LIST



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POLICY BULLETIN NO. 84-02

2830 Teleprocessing

July 16, 1984

Page 1

File this material in the section of the manual referenced above.

**TO: All Agency Heads, Personnel Officers and Affirmative Action Officers**

**SUBJECT: Policy on the Release of Social Security Numbers**

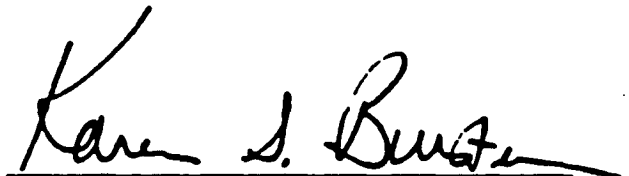
By this policy bulletin, the Department of Civil Service is restricting release of individual social security numbers while continuing to make them available for agency employee identification.

This policy is essential both to address individuals' legitimate concerns for privacy in the face of spreading use of the social security number as the universal identifier and to respond to increasing scrutiny of government's role as a repository of sensitive information. It is imperative that public servants be circumspect in use and revelation of social security numbers and other personal information; I believe that this policy bulletin will help achieve that end.

To protect privacy, the Department of Civil Service will disclose an individual's social security number only under the following conditions:

1. where required by law;
2. upon written authorization of the number holder; or
3. for legitimate employee identification by State Departments and Agencies and/or employee organizations.

This policy shall take effect immediately and applies to reports normally made available to the public, such as eligible lists, as well as to requests for information available under the Freedom of Information Act. Such material should be made available on the same basis as before, with social security numbers excised.



Karen S. Burstein  
President, Civil Service Commission