

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 07-04

TO: Department and Agency Personnel, Human Resource, and Affirmative Action Offices
FROM: Terry Jordan, Director of Staffing Services
SUBJECT: Timely Submission of NYSTEP Transactions
DATE: May 24, 2007

In SPMM Advisory Memorandum #07-01 we published the FY '07-'08 Payroll Certification Schedule. In that memo we alerted you to the deadlines for submitting NYSTEP transactions—typically close of business the Friday prior to the end of the payroll period. (If your agency processes personnel transactions using the NYSTEP batch interface, we ask that you submit them by c.o.b. the Thursday prior to the end of the pay period to allow Friday for resolving problems and on-line entry.)

We are very concerned by the increasing number of late transactions. In Fiscal Year 2006–2007, over 20% of NYSTEP transactions were submitted after the cut-off dates. Late transactions require extra effort and expense to process, disrupt our work flow, allow us too little time to resolve problems with you, and may result in your employees' paychecks being held by the Office of the State Comptroller (OSC). We once again ask you to adhere to the published deadlines (a hyperlink to Advisory Memorandum #07-01 appears below). To avoid a check hold if you miss the NYSTEP deadline, do NOT submit the corresponding PAYSRV transaction. Both submissions should wait until the next cycle if at all possible.

In addition to receiving NYSTEP transactions late, we are experiencing delays in the receipt of eligible list certifications and other documentation (e.g. S-203's, Disposition of Veterans Credits) necessary to approve appointments. You should submit all required documentation to the Certification Unit prior to entering related transactions in NYSTEP.

In SPMM Advisory Memorandum #00-05 "Techniques for Managing Appointment, Position and Traineeship End Dates" we listed a number of NYSTEP reports that will help you process appointment transactions. These are the "**Appointment End Date**," "**Position End Date**," and "**Trainee End Date**" reports. Please use these to plan your transaction workload! We encourage you to submit transactions early (up to 30 days in advance of the effective date or, as required, as soon as a clearance number is obtained).

Your timely submission of NYSTEP transactions will enable us to more efficiently certify the payroll to OSC as required by law; and importantly, there will be less likelihood of employees' paychecks being held. Please refer to the deadline schedule in Advisory Memorandum #07-01 (also available on the Web: [click here to go to SPMM ADVISORY MEMORANDUM #07-01](#)).

Please share this Bulletin with your staff responsible for processing NYSTEP transactions. We anticipate and appreciate your cooperation.