

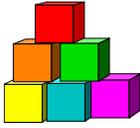
# **Processing Multiple Transactions for the Same Employee or Item Number**

## **Chapter Topics**

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## Processing Multiple Transactions for the Same Employee or Same Item Number

### Same Effective Date for the Same Employee (Eff Seq)

To process multiple (two or more) transactions with the same effective date (**Eff Dt**) for one employee, the order in which the transactions should occur must be designated in the **Seq** data field on the **Transaction Request 1** page.

Multiple transactions for one employee with the same effective date must be sequenced even if the transactions are submitted on different dates.

The first transaction in the sequence must have been processed by DCS before the second transaction can be submitted.



**NOTE:** Many transactions in NYSTEP are submitted as a single request. For example, an appoint leave or an appoint continue establishes the appointment and the hold at the same time. Appoint Leave combos establish the appointment/hold/reinstatement at the same time. Appoint Continue combos establish the appointment, hold of the appointment, reinstatement to the appointment, and separation/hold in the “old” item at the same time. In addition, many IAG or XAG appointments provide a mechanism for designating a Separation Reason and also don’t require sequencing.

#### To Process a Sequenced Transaction:

1. Submit the first transaction with the default **Eff Seq** of *0*.
2. After the first transaction has been processed by DCS, submit the second transaction with an **Eff Seq** of *1*.
3. If there is a third transaction with the same effective date, after the second transaction has been processed by DCS, submit the third transaction with an **Eff Seq** of *2*.



**NOTE:** If a payroll deadline requires immediate approval of the first transaction so the second transaction can be submitted, be sure to check the box by the **#1** comment field on the **Transaction Comments** page or call your DCS Status Examiner.

## Same Effective Date for the Same Item Number

To process multiple (two or more) transactions with the same effective date (**Eff Dt**) against the same item number the transactions should be submitted in the order in which they need to be processed.

### Example:

Transaction 1: Change Line for Employee A out of Item # 10001 effective July 1.

Transaction 2: Promote Employee B with Provisional status to Item # 10001 effective July 1.

NYSTEP will find Item # 10001 filled as DCS processing of the transaction has not yet taken place. A Warning is displayed, but will not prevent the transaction from being submitted.

When DCS processes Transaction 1, Item # 10001 becomes vacant allowing DCS to process Transaction 2.

Agency can note Social Security Number of related transaction in the **#9** comment of the **Transaction Comments** page.



**NOTE:** A Status Examiner will contact the agency only if the item is filled more than 100% after the complete series of transactions has been processed.