



# Downstate Health Sciences University State Payroll Department



Jennifer Del Rosario  
Director, State Payroll

Yvonne Knight  
DHSU Payroll Analyst



# Mission Statement

- The Payroll Department is a dedicated team of professionals committed to paying employees on-time and accurately; to providing employees with excellence in customer service and to supporting campus efforts to achieve its mission.



# Vision Statement

- The Payroll Department will always support SUNYDMC as it works to achieve its mission. We will provide leadership, professionalism and knowledge of payroll practices. We will make sure that SUNYDMC stays in compliance with SUNYHR, with respect to collective Bargaining agreements and The Office of the State Comptroller. We will be receptive and responsive to employees' and other department's needs.



# Vision Statement Cont'd

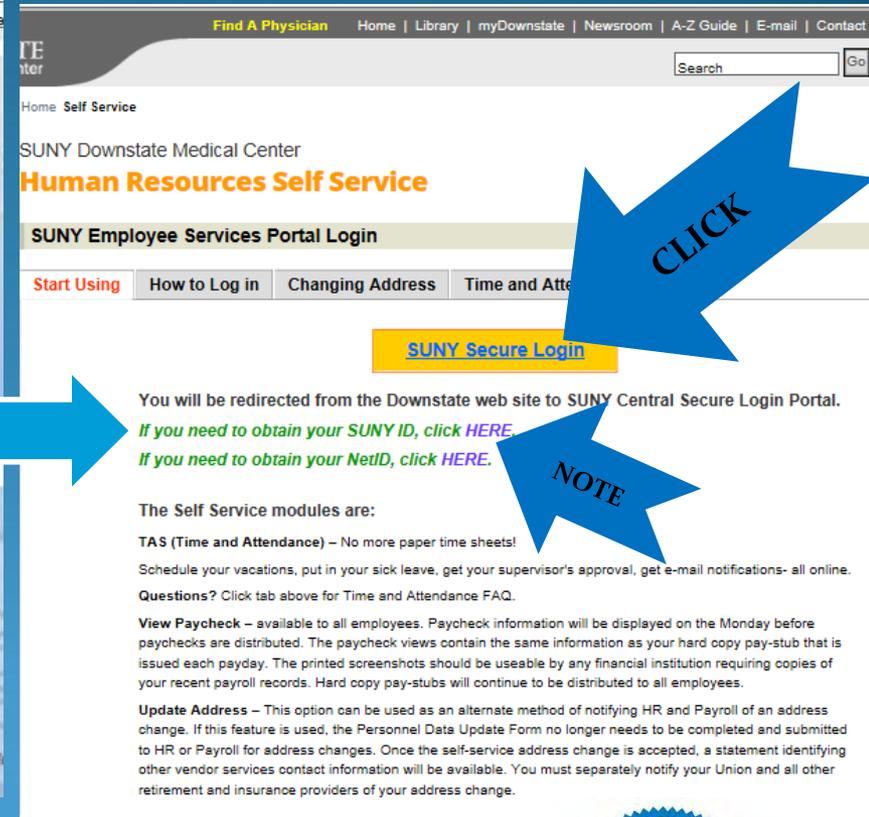
- **Our vision will be accomplished by:**
  - Fulfilling the Payroll Department's mission statement,
  - Providing center-wide communication and training in usage and interpretation of TAS (Time and Attendance) and campus payroll policies, while enhancing employee development.
  - Continuing the departmental education in regards to technology, and
  - Exploring every available avenue to convey information to our customers and updating our website to facilitate communication with the campus community.
- **Core Values:** Confidentiality, Individuality/ Empathy, Teamwork, Honesty, Accuracy/ Timeliness, Trust/ Accountability.



# Payroll - Time and Attendance

- It is an employment requirement for every State Employee to maintain their time record on a Bi-Weekly or monthly basis. **Timely submission of time sheets/time records is mandatory.**
- New Employees will not have access to the *Payroll online Self Service system* for three to four weeks as their information is being validated in the SUNY HR system
- Following is the schedule when Time sheets/records are due:
  - Classified employees (CSEA, PEF and PBANYS/NYSCOPBA) time sheets / records are due in the Payroll Office **two days after the close of each Bi-Weekly pay period.**
  - Non-classified employees (UUP and MC) time sheets/ records must be updated by the **10th day of the following month.**
- **Manually prepared Time sheets**
- For those *departments and staff that are NOT YET on the online TAS*, time sheets can be scanned and submitted via email to the "CSEA Time Sheets" inbox in DMC's Lotus Notes directory ([CSEA Time Sheets@Downstate.edu](mailto:CSEA.Time.Sheets@Downstate.edu)), scanned to [Payroll@downstate.edu](mailto:Payroll@downstate.edu) or faxed to the Payroll Office 718-270-4143.
- Payroll Website: <https://www.downstate.edu/finance/departments/payroll.html>
- Most state employees now process time records online at [SUNY Time and Attendance System \(TAS\)](#). This will require your login to access.

# ACCESS TO SUNY HR WILL BE FOUND AT:



# CLICK ON THE "HUMAN RESOURCES SYSTEMS" TAB

The screenshot displays the SUNY Employee Services Portal in a web browser. The browser's address bar shows the URL: <https://www2.sysadm.suny.edu/employeeservices/main/employeeportal.cfm?>. The page title is "SUNY Employee Services Portal".

The main navigation bar includes the following tabs: **Business Systems Applications**, **E-Business Services**, **Enrollment Management**, **Specialty Websites**, and **More >>**. The "E-Business Services" tab is currently selected and highlighted in orange.

Under the "E-Business Services" tab, the following links are visible:

- [Finance & Management System](#)
- [Human Resource Systems](#)
- [IDL Inquiry Form](#)
- [SMRT - SUNY Management Resource Tool](#)

The right sidebar contains a user profile for JOANNE FRASER, dated 8/8/15, with links for [My Profile \(-\)](#), [Configure initial web access](#), [My Tools \(-\)](#), [SUNY Online Directory](#), and [My Links \(-\) \(edit\)](#). A note asks, "Would you like to add some personal Links?".

The main content area is divided into two columns:

- Training/Presentation Materials:** Lists various documents and training materials, including "Data Transfer System - SUNY Emergency Alert", "University Systems Strategic Business Plan", "Finance and Management", "Institutional Research", "Security", and "SUNY Web Site Content Management".
- Employee Directory:** Provides a search interface for employees. It includes a description: "The online directory provides the ability to search for employees in the SUNY Campus Directories." and a search form with fields for "Last Name:" and "First Name:". Search options include "Begins with" (selected) and "Contains". Buttons for "Search" and "Clear Form" are present, with a note: "(Results open in a new window)".

The footer of the page contains the SUNY logo, the text "The State University of New York", and copyright information: "Copyright © 2015 The State University of New York. All rights reserved." It also includes links for "Contact Us", "WEB ACCESSIBILITY", and "Privacy Policy", along with a note: "\*Note: You need to have Adobe Reader installed to view and print PDF files." The Windows taskbar at the bottom shows the system clock as 10:51 AM on 6/8/2015.



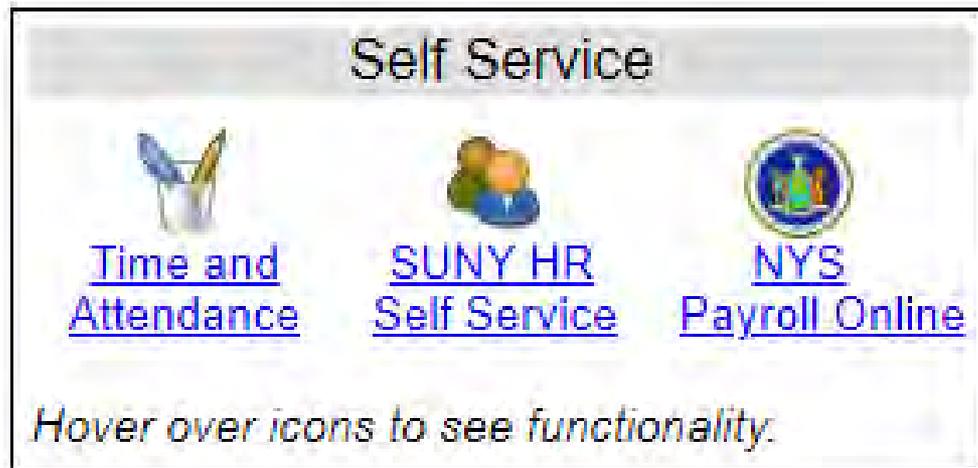
# First-time System Sign-in Information

- For security reasons your sign-in will be different the first time you enter into the Time and Attendance System. You will be asked for your SUNY ID (which is provided by your campus) and your date of birth (DD/MM/YYYY).
- Once you complete this security procedure, you will not need to verify your information again.



# SUNY HR Self Service

- Click on Icons





# UUP Time and Attendance Record

**Time and Attendance Record for**  
**Jane Doe**

[Employee Info](#) | 
 [Time Record](#) | 
 [History](#) | 
 [Request Time Off](#) | 
 [Adjust Balances](#) | 
 [Manage Holidays](#) | 
 [Setup Proxy](#) | 
 [Supervisor Work Roster](#)

**Campus:** 28650 **Supervisor:** Joe Smith  
**Department:** 853005: University-wide Human Resources

**Employee Time Record for December 2012**

**Accrual Period**  
 December 2012 ~ Working

Accrual Balances										
Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Floater	Holiday	Regular	Non-Chargeable Time	Reason
Beginning	23.75	91.75	1.25	0.25	0	0		0.25	0	
Charged	2.5	0.0	0.0	0.0	0.0	0.0		0.0	0.0	
Sub-Total	21.25	91.75	1.25	0.25				0.25		
Earned	1.75	1.75	0.0	0.0	0.0	0.0		0.0	0.0	
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0	
Ending	23.00	93.50	1.25	0.25				0.25		

\* Includes family sick leave balance

Time Charged							Double-click a day to add or update an Accrual Charge
January 2012							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 New Year's Day	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16 Martin Luther King Day	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

- S - Saved Time Off Request
- P - Pending Time Off Request
- A - Approved Time Off Request

Double click on the day you wish to add or update time charged on the monthly calendar (shown above).



# UUP Accruals – Years of Service

- 0-1 .....1.25 a month
- 2.....1.33 a month
- 3,4,5.....1.50 a month
- 6.....1.67 a month
- 7.....1.75 a month

***Eligible full time employees also earn an extra annual day in January each year.***

**\*\* The maximum annual leave days an employee can carry over on Jan 1<sup>st</sup> is 40 days. An employee cannot accrue more than 200 sick days. \*\***



# Vacation Accruals- UUP

- Vacation balance will not exceed 40 days as of January 1<sup>st</sup> of any calendar year. Vacation accruals may exceed 40 days during the calendar year.
- You will be paid for ***up to 30 vacation days*** upon separation from State service.
  - Your last time record must be approved and property tracking form submitted upon separation.
  - Lump Sum Payments are processed (6 to 8) weeks ***after*** receiving final paycheck.
    - ***We will need those documents to process Lump sum payment.***
- All time off requires prior supervisory approval.
- No advances on vacation accruals.

# To Complete a Time Off Request:

**Time and Attendance Record for**  
**Jane Doe**

[Employee Info](#) | 
 [Time Record](#) | 
 [History](#) | 
 [Request Time Off](#) | 
 [Adjust Balances](#) | 
 [Manage Holidays](#) | 
 [Setup Proxy](#) | 
 [Supervisor Work Roster](#)

Campus: 28650 Supervisor: Joe Smith  
 Department: 853005: University-wide Human Resources

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**Time Off Request**

**Entitlement Balances**

Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Floater	Holiday	Regular
Current	23.75	91.75	1.25	0.25	0	0		0.25
Post-Request* (on 12/31/12)	23.00	93.50	1.25	0.25	0.0	0.0		0.25

\* - Estimated Post-Request Balances: are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 New Year's Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Martin Luther King Day	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- S - Saved Time Off Request.
- P - Pending Time Off Request.
- A - Approved Time Off Request.

Select Request Time Off from the menu bar located at the top of the screen (highlighted above). To request time off from your supervisor, double click on the day you wish to request off or update on the calendar (shown above).



### Time Record Posting

As submitted at 4:50:22 PM

#### Notes:

- Please enter comments if charging less than a full day."

#### Single Day Leave (using quarter units)

[Show Multi-Day](#)

From Date:	10/06/2020
Vacation:	<input type="text" value="0"/>
FLSA Compensatory:	<input type="text" value="0"/>
Sick:	<input type="text" value="0"/>
Family Sick:	<input type="text" value="0"/>
Holiday:	<input type="text" value="0"/>
Floating:	<input type="text" value="0"/>
Voluntary Work Reduction:	<input type="text" value="0"/>
Lost Time:	<input type="text" value="0"/>
Military Leave:	<input type="text" value="0"/>
Non-Chargeable:	<input type="text" value="0"/>
Non-Chargeable Type:	Administrative Leave ▼
Adjustment Reason:	Select ... ▼
Comments (r) :	<input type="text"/>

[Save](#) | [Cancel](#)



# Payroll

- Paid Bi-Weekly on Wednesdays for work performed two weeks earlier.
- Salary Factor used to compute your Bi-Weekly salary
  - Full-time employees  
Base Salary X Factor
  - Part-time employees  
Base Salary X Factor X Percentage of obligation (FTE)
- **Please Note:**
  - Dividing your salary by 26 will not give you the correct salary. State paychecks are base on the State fiscal year which can not be equally divided.
- The Salary Factor use is .038356 (for leap year is .038251).
- Review all information for accuracy.

The pay week begins on Thursday and ends on Wednesday.

<https://www.downstate.edu/payroll/forms.html>



# NY State Leaves

Leaves information in your packet include the following:

- Additional Sick Leave (Presidential Leave)
- Bone Marrow and Organ Donors
- Breast Cancer Screening (BCS): doctor's note
- Family Medical Leave Act (FMLA)
- Jury Duty
- Conference
- Off Campus Meeting
- Professional Exam
- Training/Professional Development
- Sabbatical Leave
- Extra Ordinary Inclement Weather
- Military Leave
- Prostate Cancer Screening (PCS).

***Please Note: Documentation is required for all leaves and all leaves must be recorded on time record (TAS) or on paper time records.***



# Observed Legal Holidays

- New Years Day
- Martin Luther King Day
- President's Day
- Memorial Day
- June 19.....Juneteenth
- 4<sup>th</sup> of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

## *Floating Holidays*

*Lincoln Day*

*Election Day*



# DHSU Payroll Internet Website

## THE SUNY DOWNSTATE FINANCE DIVISION

### Payroll

#### Our Mission: What We Do

The Payroll Department is a dedicated team of professionals committed to paying employees on-time and accurately; to providing employees with excellence in customer service and to supporting campus efforts to achieve its mission.

Located At: EB Room B-007 [map](#)

Mail Stop Code: 10

Department email: [payroll@downstate.edu](mailto:payroll@downstate.edu)

Department phone: (718) 270-1139

Hours: Walk-in hours are from 10am - 3pm

### Payroll Resources:

#### Policy & Procedures

- **Overpayment Policy:** As of July 1, 2020, the deduction for all new overpayments will be at 15% of gross salary.
- [Review the complete Overpayment Policy here \(PDF\) »](#)

[Forms & Documents >>](#)

[Time & Attendance >>](#)

[Training Resources >>](#)

#### Bulletins (PDF)

- [Non-Chargeable Type Submission of Time Sheets Time Records](#)
- [Separation Final Payments \(Last Paychecks Lump Sum Payments\)](#)

<https://www.downstate.edu/finance/departments/payroll.html>



# DIRECT DEPOSIT

- The Direct Deposit form is located on the Payroll website

<https://www.downstate.edu/payroll/documents/payroll/payroll-ac2772-2012.pdf>

- Scan completed form along with a voided check or bank letter with routing and account number to [payroll@downstate.edu](mailto:payroll@downstate.edu)
- **DO NOT SUBMIT DIRECT DEPOSIT FORM UNTIL YOU RECEIVE YOUR FIRST MANUAL PAYCHECK WHICH IS MAILED TO ADDRESS ON FILE**



# Click on this tab in TAS

Office of the State Comptroller

## Online Services

New York State Comptroller  
Thomas P. DiNapoli



## NYS Payroll Online

[Home](#) | [Sign out](#) | [Terms of Use](#)

### NYS Payroll Online

#### [View Paycheck](#)

View your past and present pay stubs.

#### [View Direct Deposit Account\(s\)](#)

View your direct deposit account details.

#### [Go Paperless](#)

Opt In/Out of receiving printed pay stubs and/or W-2s.

#### [Update Tax Withholdings](#)

View and update your Federal, State, and Local tax withholding information.

#### [View W-2](#)

View and print your past and present W-2s.

#### [Update Email Addresses](#)

View and update your email addresses.

#### [How Can We Improve This Site?](#)

Take a quick survey and share your thoughts.

### NYS Payroll Online Help

#### [NYS Payroll Online Availability](#)

24 hours a day, 7 days a week

Maintenance Downtime: 3<sup>rd</sup> Sunday of the Month

#### [Troubleshooting Guide](#)

#### [Job Aids](#)

#### [Agency Coordinators](#)

### Payroll News

#### Direct Deposit Enrollment Information

The Office of the State Comptroller (OSC) encourages all employees paid through the New York State payroll system to enroll in direct deposit. Enrolling in direct deposit will help ensure employees are able to safely access their payroll funds.

With direct deposit, you get paid even when you are out sick or out of town. It saves you from having to go to the bank to cash your check and from worrying that your check has been lost, misplaced, or stolen. Your net pay can be deposited in up to 8 accounts, giving you flexibility in managing your money. Over 85% of the State workforce is already enrolled.

To enroll in direct deposit, complete the [Direct Deposit Form for NYS Employees \(AC-2772\)](#) and submit it to your agency's Office of Human Resources or Payroll Office.

### Of Interest...

#### A Mountain of Pay Stubs

For New York State employees, payday happens 26 times a year, which means 26 pay stubs are printed for each employee. When stacked, 26 sealed pay stubs stands just 0.312 inches—that's not much. However, 26 sealed pay stubs for 300,000 employees would stand 7,800 feet! That's nearly 1.5 times the height of Mount Marcy, the tallest mountain in New York State. In less than 4 years, enough pay stubs will be printed to stand as tall as Mount Everest—a height of 29,029 feet!

How can you help reduce this mountain of pay stubs? If you haven't done so already, choose to [Go Paperless](#) and opt out of receiving printed pay stubs. If you have opted out, you can help by encouraging your coworkers to do the same. So far, more than 35,000 New York State employees have chosen to go paperless, which has cut down the stack of pay stubs by 975 feet. That's 3 times the height of the Statue of Liberty and almost the





# Payroll Calendar on Downstate website

Office of the State Comptroller  
BUREAU OF STATE PAYROLL SERVICES  
**ADMINISTRATION PAYROLL CALENDAR**  
APRIL 1, 2017 – APRIL 30, 2018  
LAG

Period No.	APRIL 2017	OCTOBER 2017	Period No.
26	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	13
1	MAY 2017	NOVEMBER 2017	14
2	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 H 30 31	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	15
3	JUNE 2017	DECEMBER 2017	16
4	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 H 26 27 28 29 30 31	17
5	JULY 2017	JANUARY 2018	18
6	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	19
7	AUGUST 2017	FEBRUARY 2018	20
8	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 H 20 21 22 23 24 25 26 27 28	21
9	SEPTEMBER 2017	MARCH 2018	22
10	SUN MON TUE WED THU FRI SAT 1 2 3 H 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	23
11			24
12			25

NEW FISCAL YEAR...2018-2019

Period No.	APRIL 2018	Payday is the Wednesday following two weeks after the end date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.
26	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	
1		

○ = PAYROLL PERIOD ENDING DATE

H = HOLIDAY

ADMINISTRATION AGENCIES 2017-2018  
ON A LAG BASIS  
(Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 April 6 – April 19	May 3
No. 2 April 20 – May 3	May 17
No. 3 May 4 – May 17	May 31
No. 4 May 18 – May 31	June 14
No. 5 June 1 – June 14	June 28
No. 6 June 15 – June 28	July 12
No. 7 June 29 – July 12	July 26
No. 8 July 13 – July 26	August 9
No. 9 July 27 – August 9	August 23
No. 10 August 10 – August 23	September 6
No. 11 August 24 – September 6	September 20
No. 12 September 7 – September 20	October 4
No. 13 September 21 – October 4	October 18
No. 14 October 5 – October 18	November 1
No. 15 October 19 – November 1	November 15
No. 16 November 2 – November 15	November 29
No. 17 November 16 – November 29	December 13
No. 18 November 30 – December 13	December 27
No. 19 December 14 – December 27	January 10
No. 20 December 28 – January 10	January 24
No. 21 January 11 – January 24	February 7
No. 22 January 25 – February 7	February 21
No. 23 February 8 – February 21	March 7
No. 24 February 22 – March 7	March 21
No. 25 March 8 – March 21	April 4
No. 26 March 22 – April 4	April 18

<https://www.downstate.edu/finance/departments/payroll.html>

# OFFICE OF STATE PAYROLL

## TIME AND ATTENDANCE

### CONTACT INFORMATION

**(Please Call for an appointment)**



Telephone #(718)-270-1139

Fax # (718)-270-4143

Education Bldg Rm B-007

E-mail address: [Payroll@downstate.edu](mailto:Payroll@downstate.edu)

### General Office Hours:

Monday – Friday 10:00am – 2:00pm

- In an effort to provide prompt response to your inquiries regarding Payroll / Time and Attendance questions, please utilize the Payroll Inbox. ([payroll@downstate.edu](mailto:payroll@downstate.edu))
- This email address will also serve to collect all documents relating to Payroll (e.g. Direct Deposit forms, time sheets, IT-2104, etc.).
- Employees may also log onto the Payroll intranet page for additional information, tax information, commonly used forms and Time and Attendance (TAS) training resources.

<https://www.downstate.edu/finance/departments/payroll.html>



# QUESTIONS & ANSWERS

