

## NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

### DIVISION OF STAFFING SERVICES

#### GENERAL INFORMATION BULLETIN No. 98-03

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

FROM: James W. Sever, Director of Staffing Services

SUBJECT: "Rollout" of New York State Electronic Personnel system (NYSTEP)

DATE: June 22, 1998

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The last PR-75s accepted by the Department of Civil Service will be for Administration Payroll #6. As indicated in the Office of the State Comptroller's PaySR Bulletin No. 15, the submission date for that payroll is June 24, 1998. All transactions for Administration Payroll #6 will be reviewed and entered into APPS by June 29.

NYSTEP will go "live" on July 6, 1998. In NYSTEP, agencies will be able to submit personnel transactions not requiring Reemployment System clearance numbers up to 30 days prior to their effective date. However, because of the condensed timeframe in which we will be operating at rollout, there must be interim operating procedures put in place.

#### **Interim Procedures**

- During the period July 6 through July 8, we are asking agencies to only process and submit personnel transactions for Institution Pay Period #7
- On July 9 and 10, we are asking agencies to only process and submit personnel transactions for Administration Pay Period #7.
- For both Institutional Pay Period #7 and Administration Pay Period #7, we are asking agencies to submit only essential transactions affecting employees' pay. Transactions changing lines, impacting status, or moving holds should be held until the next pay period.
- During the period July 6 through July 10, we are asking agencies to only access NYSTEP for general informational purposes when necessary. The system is designed to handle what we believe to be the typical number of users accessing the system at one time. However, it will not be able to handle the large volume of users who may want to access the system out of curiosity at rollout.

#### **Regular Procedures**

Beginning July 13 we will begin our regular NYSTEP procedures and access practices, with no restrictions on use of the system. Although we will no longer be tied to the former requirement of submitting all transactions for a pay period on one date, there are some guidelines as to when agencies need to submit transactions in order to get them processed by DCS and the payroll certified to OSC.

- Generally, DCS cannot process a personnel transaction if it is submitted less than four days prior to the deadline for us to send approved transactions to OSC. The deadline is typically the Thursday prior to the date that the check is released by OSC. We will be providing you with a schedule of transaction submission deadlines.
- At conversion, we will be entering into NYSTEP all outstanding Division of the Budget approved freeze waivers. Based on agreement reached with DOB, all existing waivers

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will expire c.o.b. September 3, 1998, regardless of the amount of time remaining on the waiver. DOB will enter all new waivers on-line beginning July 6.

**NYSTEP Help Desk**

On July 6, we are establishing a NYSTEP Help Desk to assist you in accessing and using the system during implementation. We expect to maintain NYSTEP Help Desk operations at least during the months of July and August. During that period, please do not contact your Status Examiners, Staffing Representative, or the DCS IRM Help Desk with NYSTEP problems.

An exception to this does exist for programmatic issues related to on-line C&C requests. Questions concerning specific operations of the Title and Position Management portion of NYSTEP should be directed to your Division of Classification and Compensation Analyst.

**The NYSTEP Help Desk phone number is (518) 457-3782**

NYSTEP will be available from Monday through Friday from 7 a.m. to 6 p.m. Extended hours and Saturday hours can be arranged by contacting the NYSTEP Help Desk. The Help Desk will remain staffed during extended and Saturday hours.