

Common Name	Field Names	Field is Used Most Frequently in this Record(s)	Definition	Special Notes
<b>Action</b>	ACTION	JOB	The Action Code identifies the action processed for an employee.	<a href="https://www.osc.state.ny.us/sites/default/files/state-agencies/documents/pdf/2018-10/actions_reasons.pdf">The Action/Reason Code is a two-part code. The Action Code identifies what action is being processed for the employee. The Reason Code explains the action. For information on valid Action/Reason codes visit: https://www.osc.state.ny.us/sites/default/files/state-agencies/documents/pdf/2018-10/actions_reasons.pdf</a> Narrative descriptions of Reason Codes are in the ACTN REASON TBL <a href="#">See also Reason</a>
<b>Action Date</b>	ACTION_DT	JOB ADDL_PAY_DATA	The Action Date in the JOB record is the date that a transaction was recorded in the JOB record.	If a transaction is "auto-approved" by the application, the Action Date is the same as the date of entry. For other transactions, it is the date that the transaction was approved by OSC and recorded in the JOB record.
<b>Additional Deduction Amount</b>	DED_ADDL_AMT	GENL_DEDUCTION		
<b>Address Line 1</b>	ADDRESS1	ADDRESSES PERSONAL_DATA PAY_CHECK	The first line of the employee's address.	
<b>Address Line 2</b>	ADDRESS2	ADDRESSES PERSONAL_DATA PAY_CHECK	The second line of the employee's address.	Optional

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<b>Address Type</b>	ADDRESS_TYPE	ADDRESSES PAYROLL_DATA	The Address Type determines which address is printed on payroll documents (checks, advices, W-2 statements, etc.). Employees can have multiple Address Types. The significant values for Address Type are: CHK, HOME, MAIL.	The Home Address Type is the only required address. Use the CHK Address Type when employees want their paycheck sent to a different address. Use the MAIL Address Type when employees want their W-2 mailed to a different address.
<b>Agency Code</b>				<a href="#">see Department ID</a>
<b>Anniversary Date</b>	NY_ANNIVERSARY_DT	JOB	Depending on an employee's bargaining unit, the Anniversary Date may refer either to an employee's first date of service in their current grade, or to an employee's first date of State service. It may be adjusted due to interrupted service.	For UCS, in most cases, the Anniversary Date will be 03/31/XXXX. "XXXX" represents the first year an employee can obtain 120 service days.
<b>Annual Salary</b>				<a href="#">see Compensation Rate</a>
<b>Approved Salary Rate</b>				<a href="#">see Not to Exceed Amount</a>
<b>Bank Code</b>	BANK_CD	DIR_DEP_DISTRIB	An identifier used in the processing of direct deposits between OSC and the appropriate financial institution.	

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<b>Bargaining Unit</b>	BARG_UNIT			Not recommended for use in queries. See NY_BARG_UNIT
<b>Bargaining Unit</b>	NY_BARG_UNIT	JOB POSITION_DATA	Represents the collective bargaining agreement governing a position.	This is the preferred field to use in queries that include bargaining unit. For UCS agencies, the appropriate bargaining unit for underfilled positions is from the Position Data record.
<b>Begin Date</b>				<a href="#">see Earnings Begin Date</a>
<b>Benefit Flag</b>	NY_BENEFIT_FLAG	JOB JOB_APPROVALS	The Benefit Flag is an indicator that designates the employee's vision, dental and drug benefit.	
<b>Benefit Number</b>	BENEFIT_NBR	SAVINGS_PLAN PENSION_PLAN	Represents the Benefit Plan in which the employee is enrolled.	
<b>Benefit Plan</b>	BENEFIT_PLAN	SAVINGS_PLAN PENSION_PLAN	A Benefit Plan indicates the employee's specific Retirement benefit or Deferred Compensation benefit within the plan type.	
<b>Benefit Program</b>	BENEFIT_PROGRAM	BEN_PROG_PARTIC	The Benefit Program determines the savings and pension plans for which an employee is eligible.	The Benefit Program is no longer used to determine an employee's eligibility for general deductions.
<b>Benefit Record Number</b>	BENEFIT_RCD_NBR	PAY_CHECK	The Benefit Record Number links an employee's benefits to the employee's employment record.	

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<b>Birthdate</b>	BIRTHDATE	PERSONAL_DATA	Employee's birthdate.	Use with caution. This field is required beginning in 9.2, but was not audited for accuracy by OSC. Many employees have system dates (e.g. 01/01/1900) as their birthdate.
<b>Budget Year</b>	BUDGET_YEAR	PAY_ERN_DIST	Displays the Budget Year, if applicable. The Budget Year could be blank.	
<b>Budgeted Position</b>	BUDGETED_POSN	POSITION_DATA	Denotes that a position has budgeted approval.	
<b>Calendar Year</b>	BALANCE_ID	EARNINGS_BAL	The Balance ID represents the year type being used to keep employee balances, such as taxes, deductions, and earnings.	The Balance ID defaults to CY for Calendar Year. The EARNINGS_BAL record is used in W-2 processing.
<b>Check Date</b>	CHECK_DT	PAY_CHECK PAY_CALENDAR	The date the paycheck or direct deposit advice was issued to the employee.	
<b>Check Distribution Code</b>				<a href="#">see Mail Drop</a>
<b>Check Number</b>	PAYCHECK_NBR	PAY_CHECK	Unique number assigned to each paycheck.	
<b>Check or Advice</b>				<a href="#">see Paycheck Option</a>

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<b>City</b>	CITY	ADDRESSES PERSONAL_DATA PAY_CHECK	The city of the employee's address.	Required field.
<b>Classified Indicator</b>	CLASS_INDC	JOB POSITION_DATA	Class/Uncl refers to the jurisdictional class of the position. Classified/Unclassified relates to how the position is defined by Civil Service.	Use the XLAT (translate) function to include a description of the jurisdictional code in the results. Valid values are: 0 - Competitive 1 - Non-competitive 2 - Exempt 3 - Labor 4 - Unclassified Service 5 - Other 6 - Pending Non-competitive 7 - Pending Exempt 8 - Pending Labor 9 - Pending Competitive N - N/A
<b>Comments</b>		Genl_Comments		<a href="#">see General Comments</a>
<b>Comments</b>		NY_Time_Dtl		<a href="#">see Time Entry Comments</a>
<b>Company</b>	COMPANY	Multiple records	Company relates to an agency's Federal Employer Identification Number. All agencies with the same tax identification number have the same company code in PayServ. Most agencies have a company code of NYS for the State of New York.	The full list of valid Companies is in the COMPANY_TBL record.

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<b>Compensation Rate</b>	COMPRATE	COMPENSATION	The Compensation Rate is calculated by the system. It is based on the employee's pay basis code and part-time percentage. For employees with an ANN (annual) Pay Basis, it is their annual salary rate. For Employees with a BIW (biweekly) Pay Basis, it is their biweekly rate.	Do not use the CompRate field from the JOB record in queries. Use the CompRate field from the Compensation record.
<b>Compensation Rate Code</b>	COMP_RATECD	COMPENSATION POSITION_DATA	The Comp Rate Code is the method or schedule used to pay an employee.	This field was previously called the Pay Basis Code.
<b>Coverage Election</b>	COVERAGE_ELECT	SAVINGS_PLAN PENSION_PLAN		
<b>Coverage Election Date</b>	COVERAGE_ELECT_DT	SAVINGS_PLAN PENSION_PLAN	Original date of membership in the Retirement System.	
<b>Coverage End Date</b>	COVERAGE_END_DT	SAVINGS_PLAN	The date coverage is ended. If the field is blank, coverage is still in effect.	
<b>Current Deduction Amount</b>				<a href="#">see Deduction Amount</a>
<b>Cycle</b>				<a href="#">see Pay Cycle</a>

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<b>Days Worked</b>	NY_DAYS	NY_TIME_DTL	The days the employee is to be paid, if applicable.	
<b>Deduction Amount</b>	DED_CUR	PAY_DEDUCTION	The amount of a specific deduction in the current paycheck.	
<b>Deduction Amount</b>	FLAT_DED_AMT	SAVINGS_PLAN	The flat amount of the deduction, if applicable.	
<b>Deduction Code</b>	DED_CD	NY_GENL_DEDN PAY_DEDUCTION DEDUCTION_TBL	A Deduction Code represents a unique deduction in PayServ.	The full list of valid Deduction Codes and descriptions is in the DEDUCTION_TBL record.
<b>Deduction End Date</b>	DEDUCTION_END_DT	NY_GENL_DEDN SAVINGS_PLAN PENSION_PLAN	The effective date the deduction is to be or was stopped. This date is usually the beginning of a pay period.	If the Deduction End Date is blank, the deduction is still in effect. The Deduction End Date can be a future date.
<b>Deduction Percentage</b>				<a href="#">see Deduction Rate</a>
<b>Deduction Rate</b>	DED_RATE_PCT	NY_GENL_DEDN	The rate or percentage of the deduction, where applicable.	
<b>Deferred Compensation</b>		SAVINGS_PLAN		Deferred Compensation information is stored in the Savings_Plan record. It is no longer classified as a deduction.

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<b>Department ID</b>	DEPTID	Multiple Records	The Department reflects the five digit agency code.	The full list of valid DeptIDs and descriptions is in the DEPT_TBL record.
<b>Deposit Amount</b>	DEPOSIT_AMT	DIR_DEP_DISTRIB	The amount of the deposit.	
<b>Deposit Type</b>	DEPOSIT_TYPE	DIR_DEP_DISTRIB	The type of deposit.	Valid values: Amount - a specific dollar amount to be direct deposited Balance - the remaining balance of the check to be deposited after all other direct deposit transactions have been processed. Percent - a specific percent to be deposited.
<b>Direct Deposit Priority</b>	PRIORITY	DIR_DEP_DISTRIB	Priority identifies the rank order that direct deposit transactions will be processed, when applicable. The lower the number, the higher the priority (i.e. the earlier in the process the deduction is handled). 100 is the highest priority.	Priority numbers are important when an employee's pay is not enough to cover all direct deposits. The Balance deposit type should have a priority of 999.
<b>Earnings</b>	EARNINGS	PAY_CHECK_EARNS	Dollar amount associated with a specific Earnings Code paid to an employee before taxes and deductions are withheld.	

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<b>Earnings Begin Date</b>	EARNS_BEGIN_DT	Multiple Earnings records	The Earnings Begin Date is the start date or first day that earnings are to be paid for an Earnings Code.	
<b>Earnings Code</b>	ERNCD	Multiple Earnings records	An Earnings Code is a three-character code that represents the specific earnings that an employee can be paid from the Earn Code table.	The narrative descriptions of the Earnings Codes are in the EARNINGS_TBL record.
<b>Earnings End Date</b>	EARNINGS_END_DT	Multiple Earnings Records	The Earnings End Date is the end date or last day that earnings are to be paid for an Earnings Code.	
<b>Earnings End Date</b>	EARNS_END_DT	Multiple Earnings Records	The last day the payment was earned.	
<b>Earnings Program</b>	ERN_PROGRAM	POSITION_DATA	An Earnings Program ID links valid earnings codes to an employee and can be based on the employee's position, negotiating unit, pay basis code or agency.	
<b>Effective Date</b>	EFFDT	Multiple Records	The Effective Date is the date on which a transaction occurs.	

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<b>Effective Sequence</b>	EFFSEQ	JOB COMPENSATION JOB_APPROVALS	The Effective Sequence is used to distinguish multiple rows of data recorded with the same effective date for a specific employee. The first row of data for an employee has an effective sequence of "0". The second row of data with the same effective date for that employee would have an effective sequence of "1", etc.	
<b>Effective Status</b>	EFF_STATUS	POSITION_DATA	Indicator that a Position is Active or Inactive. Employees can only be hired into Active positions.	
<b>Employee ID</b>	EMPLID	Multiple Records	An EmplID the employee's identifying number for purposes of paying the employee. It is a nine digit number automatically assigned by the system when an employee's record is created. All employees must have an EmplID.	Because of identity theft and security concerns, EmplID is the preferred primary identified. EmplID should only be included in reports when necessary.
<b>Employee Status</b>	EMPL_STATUS	JOB	The Employee Status represents the status of an employee in terms of payroll and benefits.	Valid Values Include: A - Active L - Leave of Absence P - Leave with Pay R - Retired S - Suspended T - Terminated

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<b>Employee Type</b>	EMPL_TYPE	JOB POSITION_DATA	Employees in the Payroll System are divided into three Employee Types: Salaried (S), Hourly (H) and Exception Hourly (E). Salaried employees are paid the same each pay period over a calendar year. Hourly employees are paid an hourly rate submitted each pay period for payment. Exception Hourly employees are paid an hourly rate based on their standard hours.	Valid Values: S - Salaried H - Hourly E - Exception Hourly
<b>End Date</b>				<a href="#">see Earnings End date</a>
<b>Equated Grade</b>	NY_EQUATED_GRADE	POSITION_DATA	Equated to Grade is used for Non-Statutory (NS) positions only; this field identifies the grade level equivalent to regular Civil Service positions.	
<b>Federal Marital Status</b>	FWT_MAR_STATUS	FED_TAX_DATA	Marital status for tax records.	
<b>Federal Tax Withholding Amount</b>	FWT_ADDL_AMT	FED_TAX_DATA	Any additional Federal tax amount withheld from an employee's paycheck.	
<b>Federal Withholding Allowances</b>	FWT_ALLOWANCES	FED_TAX_DATA	The number of allowances an employee claims in the Federal tax record.	

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<b>FICA Status</b>	FICA_STATUS_EE	JOB JOB_APPROVALS	FICA Status (Social Security). Indicates whether an employee is subject to FICA tax.	Valid Values: N- subject to Social Security and Medicare taxes (most employees). E - Exempt (applies to some students and non-resident aliens). M - Medicare only (for employees not required to pay Social Security but are required to pay Medicare).
<b>FIS Amount</b>	NY_FIS_AMT	JOB	Fixed Incremented Salary - an amount that is used in conjunction with certain increment codes to indicate an employee's potential salary. It indicates what the employee's next potential salary rate would be if the employee were to receive a performance advance in the next period for which performance advances or increments are paid.	
<b>Fiscal Year</b>	FISCAL_YEAR	PAY_ERN_DIST	Identifies the Fiscal Year	

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<b>FTE</b>	FTE	JOB POSITION_DATA	In JOB, the FTE represents the employee's work percentage. In Position Data, the FTE represents the funding level for the position.	Compare Position FTE and JOB FTE. The FTE in the JOB record is the % an employee is scheduled to work. In the Position Data record, most positions are funded at 100% or have a Position FTE of 1. The exceptions are in Office of Court Administration.
<b>Full Time Equivalent</b>				<a href="#">see FTE</a>
<b>Full Time Part Time Indicator</b>	FULL_PART_TIME	JOB POSITION_DATA	Full/Part-Time Indicator identifies whether an employee is full, part-time, or in voluntary reduction status.	Valid Values: F - Full time P - Part time V - Voluntary Reduction
<b>Funded Position</b>				<a href="#">see Budgeted Position</a>
<b>General Comments</b>	Comments	GENL_COMMENT	Explanatory comments about a transaction.	There is one General Comments record per employee. It is an optional field used to explain special circumstances, etc.
<b>Goal Amount</b>	GOAL_AMT	ADDL_PAY_DATA NY_GENL_DEDN	The Goal Amount is the total amount of earnings either due to or owed by an employee. Once this amount is reached, no additional payments or deductions are made.	
<b>Goal Balance</b>	GOAL_BAL	ADDL_PAY_DATA NY_GENL_DEDN	The accumulated amount of earnings paid to or recovered from an employee to date.	

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<b>Grade</b>	GRADE	JOB POSITION_DATA	Salary Grade indicates grade level of the position.	The grade in the JOB record may not be accurate for employees in PR-50 traineeships or underfill positions.
<b>Gross Pay</b>				<a href="#">see Total Gross Pay</a>
<b>Hourly Rate</b>	HOURLY_RT	JOB PAY_EARNINGS	Hourly Rate is the employee's hourly pay rate.	Use the COMPRATE field from the Compensation record to retrieve the Hourly Rate for employees with an HRY Pay Basis Code.
<b>Hours Worked</b>	NY_HOURS	NY_TIME_DTL	Hours represents the number of hours to be paid for a specific Earnings Code.	
<b>Increment Code</b>	NY_INCREMENT_CD	JOB	An Increment Code indicates an employee's eligibility for an increment or longevity payment in the employee's current position. If the employee is at the Job Rate of the grade, the Increment Code reflects the year in which the top of the grade was reached.	
<b>Item Number</b>				<a href="#">See Line Number</a>

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<b>Job Code</b>	JOBCODE	JOBCODE_TBL and multiple other records	A Job Code is a six-digit code used to represent the title of a position. It defaults from the employee's position on the Work Location page. See Special Notes on NYS_Jobcode.	The NYS Job Code refers to the actual Job Code to which an employee is assigned. In most cases this is the same as the Job Code; however, in the case of a PR-50 or UP-11 transaction, the NYS Job Code represents the PR-50 or UP-11 NYS Job Code for traineeships and underfills.
<b>JOB Effective Date</b>	JOB_EFFDT	JOB_APPROVALS	The Job Effective Date is the date on which an event occurs. All effective dates are the beginning of the business day.	Compare with Effective Date in JOB record.
<b>Jurisdictional Class</b>				<a href="#">see Classified Indicator</a>
<b>Lag Days Paid</b>	NY_DAYS_PAID	NY_SAL_WH_DATA	The number of days that have been paid to an employee as part of the State's Salary Withholding program.	
<b>Lag Days Withheld</b>	NY_DAYS_WHELD	NY_SAL_WH_DATA	The number of days of pay withheld as part of the State's Salary Withholding program.	
<b>Last Name</b>	LAST_NAME	PERSONAL_DATA	Employee's last name	Compare with <b>Name</b>
<b>Last Name Search</b>	LAST_NAME_SRCH	PERSONAL_DATA	Used to locate an employee's record by searching on the Last Name.	

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Line Item Number				<a href="#">See Line Number</a>
Line Number	NY_LINE_ITEM_NBR	JOB POSITION_DATA	A five-digit number assigned to a position for agency use.	The "Line_Num" field in the earnings records such as PAY_CHECK and PAY_EARNINGS refers to a row in the database. It is <b>not</b> the same as the NY_Line_Item_Nbr field.
Local Tax Marital Status	LWT_MAR_STATUS	LOCAL_TAX_DATA	Employee's marital status in the local tax record.	
Local Tax Withholding Allowances	LWT_ALLOWANCES	LOCAL_TAX_DATA	Employee's withholding allowance in the local tax record.	
Location	LOCATION	JOB POSITION_DATA Several other records	The value in the Location field in the Job and Position_Data records is equal to the Dept ID field.	The Location record and Location field generally are not useful in queries. Use the NY_Loc_Ind field in the Job and/or Position_Data records to identify the location of a funded position. See <b>Location Code</b> .
Location Code	NY_LOC_IND	JOB POSITION_DATA NY_LOC_IND_TBL	The NY Location Indicator field is a coded field to identify the county and other optional geographic info for the position location (ex. 01 for Albany county).	The NY_LOC_IND_TBL record contains the narrative description of the Location Code. For UCS agencies, the NY_Loc_Indicator should identify the employee's actual work location.

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<b>Mail Drop</b>	MAIL_DROP	NY_MAIL_DROP_VW	An employee's Mail Drop ID is used for the sorting and distribution of paychecks and advices. It is defined and maintained at the agency level.	The Mail Drop field is also in the Payroll Data record but the NY_MAIL_DROP_VW is the preferred record to use in queries. The Mail Drop field is null in the Position Data record. It is case sensitive when used in criteria.
<b>Manual Check</b>			A manual check is created outside the normal payroll processing. This check and its related data must be entered into the payroll application in order to update an employee's earnings and deduction balances.	<a href="#">see Paycheck Option</a>
<b>Marital Status</b>				<a href="#">see Federal Marital Status</a>
<b>Max Head Count</b>	MAX_HEAD_COUNT	POSITION_DATA	Max Head Count is the total number of employees that can hold a particular position.	
<b>Name</b>	NAME	PERSONAL_DATA PAY_CHECK	The employee's full name formatted as Last Name,First Name.	The names are not necessarily the same in each of these records.
<b>National ID</b>	NATIONAL_ID	NY_PERS_NID_VW	The employee's Social Security Number.	Use the EmplID field in queries whenever possible. It is included in more records and there are many pre-defined joins built on the EmplID field.

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<b>Negotiating Unit</b>				<a href="#">see Bargaining Unit</a>
<b>Net Pay</b>	NET_PAY	PAY_CHECK	Dollar amount paid to an employee after taxes and deductions are withheld.	
<b>Non-Resident Alien</b>				<a href="#">see Special Tax</a>
<b>Not to Exceed Amount</b>	NY_APPROVE_SAL_RT	POSITION_DATA	The Approved Salary Rate is used as a cap (not to exceed amount) for salaried and non-salaried positions.	Optional field. Many positions have a zero value in this field.
<b>NYS Job Code</b>	NY_NYS_JOBCODE	JOB	The NYS Job Code refers to the actual Job Code to which an employee is assigned. In most cases this is the same as the Job Code; however, in the case of PR-50 traineeships or underfills, the NYS Job Code is associated with the employee's title in the traineeships and underfill positions.	Compare with Job Code. An employee's NY_NYS_JOBCODE is different from the JOBCODE when the employee is assigned to a PR-50 underfill position or traineeship. For UCS employees that have access to only their own DeptID, the NYS underfill title should be obtained from this field.

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<b>NYS Position</b>	NY_NYS_POSITION	JOB	NYS Position refers to a position number that is used specifically for PR-50 (traineeships) or UP-11 situations only. No funding is attached to this position number. Position Number and NYS Position Number are normally the same unless the employee is in an underfill position such as a traineeship. If a department has the need to underfill a position, OSC creates an underfill position.	Compare with Position Number. The NY_NYS_Position is associated with PR-50 underfill positions and traineeships.  For UCS agencies that have access to a specific agency code, the NYS underfill title should <b>not</b> be taken from this field.
<b>Off Cycle Check</b>	OFF_CYCLE	PAY_CHECK	Indicates that this payment was processed outside of the normal payroll processing schedule.	
<b>OK to Pay</b>	OK_TO_PAY	ADDL_PAY_DATA NY_PAY_EARNINGS	OK To Pay is an OSC indicator for payment approval.	
<b>Operator ID</b>	OPRID	NY_TIME_DTL	The Operator ID is a unique identifier that identifies the end user who entered the transaction.	
<b>Other Earnings</b>	OTH_EARNS	PAY_OTH_EARNS	Other-than-regular earnings from miscellaneous payments such as overtime, when applicable.	The Oth_Earns field is preferred over the Oth_Pay field in the same record. The Oth_Pay field is zero for many Earnings Codes.
<b>Other Hours</b>	OTH_HRS	PAY_OTH_EARNS	The number of hours worked associated with other earnings.	

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Other Pay	OTH_PAY	PAY_OTH_EARNS		<a href="#">see Other Earnings</a>
Overtime Earnings Amount				<a href="#">see Other Earnings</a>
Overtime Eligible	NY_OT_ELIG_IND	POSITION_DATA	The OT Eligibility Indicator indicates whether a position is eligible for overtime payments.	
Overtime Hours Worked				<a href="#">see Other Hours</a>
Overtime Units				<a href="#">see Time Entry Units</a>
Part Time indicator	NY_PART_TIME	JOB	Part-Time Percentage represents the percentage of the position's FTE that the employee works.	<a href="#">see FTE</a>
Pay Basis Code				<a href="#">see Compensation Rate Code</a>
Pay Cycle	NY_PAY_CYCLE	DEPT_TBL	The Pay Cycle indicates when an agency is paid. Most agencies are paid on either the Administration or Institution pay cycle.	Valid Values: A - Administration cycle I - Institution cycle E - Emergency cycle M - Monthly cycle

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<b>Pay Period End Date</b>	PAY_END_DT	Multiple Earnings Records	The pay period end date is the final day of a pay period.	Compare with Check Date. Queries usually will return results faster when the Pay Period End Date (rather than the Check Date) is used in criteria.
<b>Pay Period Type</b>	NY_PAY_PERIOD_TYPE	DEPT_TBL	Indicates whether the agency is on a Current, Lag or Extra-lag pay check schedule.	Valid Values: C - Current (not lagged) L - Lag E - Extra Lag
<b>Pay Rate</b>	NY_RATE	JOB	The NY_Rate is used in various calculations of an employee's compensation rates and earnings. It is not a reliable field to use in queries.	Not recommended for use in queries. See Compensation Rate or Comp Rate.
<b>Paycheck Option</b>	PAYCHECK_OPTION	PAY_CHECK	The Paycheck Option identifies whether an employee is paid by check, direct deposit or a combination of both.	Valid Values: C - Check A - Advice (direct deposit) & - Combination of Check and Advice M - Manual check R - Check reversal
<b>Period</b>	BALANCE_PERIOD	EARNINGS_BAL	The period (e.g. quarter, year, etc.) being viewed on the Earnings Balance page.	

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<b>Pool ID</b>	POSITION_POOL_ID	POSITION_DATA POOL_TBL PAY_ERN_DIST	A Position Pool ID represents a specific position pool. Position Pools are created to designate funding sources for a position or group of positions. The Position Pool ID is a three character field.	Used in position management and funding source queries.
<b>Position Expiration Date</b>	NY_POS_EXP_DT	POSITION_DATA	The Position Expiration Date field shows the date the position will end, if known.	Many positions do not have a Position Expiration Date.
<b>Position FTE</b>	NY_POSITION_FTE	JOB	Position FTE identifies the percentage for which a position is budgeted.	Compare with FTE. The Position FTE is 1 or 100% for positions in most agencies other than UCS agencies.
<b>Position Location</b>				<a href="#">see Location Code</a>
<b>Position Number</b>	POSITION_NBR	POSITION_DATA JOB PAY_ERN_DIST Multiple Other Records	A unique number assigned to a specific position in a specific department.	See also NYS Position. There are many attributes assigned to position numbers. When a position is filled, some of these attributes are copied to the employee's JOB record.
<b>Position Pool</b>				<a href="#">see Pool ID</a>
<b>Position Status</b>	POSN_STATUS	POSITION_DATA	The Position Status refers to the status of the position.	Valid Position Status O - PR-50 Position A - Approved B - Abolished

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Postal Code				<a href="#">see ZIP Code</a>
Priority				<a href="#">see Direct Deposit Priority</a>
Reason	ACTION_REASON	JOB ACTN_REASON_TBL	The Reason Code explains the Action.	<a href="#">The Action/Reason Code is a two-part code. The Action Code identifies what action is being processed for the employee. The Reason Code explains the action. For information on valid Action/Reason codes visit <a href="https://www.osc.state.ny.us/sites/default/files/state-agencies/documents/pdf/2018-10/reasons_action.pdf">https://www.osc.state.ny.us/sites/default/files/state-agencies/documents/pdf/2018-10/reasons_action.pdf</a>. Narrative descriptions of Reason Codes are in the ACTN_REASON_TBL. See also Action</a>
REG_HRLY_EARNS	REG_HRLY_EARNS	PAY_EARNINGS	Not used in PayServ. Defaults to zero.	
REG_HRS	REG_HRS	PAY_EARNINGS	Not used in PayServ. Defaults to zero.	
REG_PAY	REG_PAY	PAY_EARNINGS	Not used in PayServ. Defaults to zero.	
REG_PAY_HRS	REG_PAY_HRS	PAY_EARNINGS	Not used in PayServ. Defaults to zero.	

Common Name	Field Names	Field is Used Most Frequently in this Record(s)	Definition	Special Notes
<b>Regular Earnings</b>	REG_EARNS	PAY_EARNINGS	The regular earnings for a salaried employee.	<a href="#">see Other Earnings</a>
<b>Regular Earnings Code</b>	ERNCD_REG_EARNS	PAY_EARNINGS	The Earnings Code used to pay regular earnings.	
<b>Regular or Temporary</b>	NY_EE_REG_TEMP REG_TEMP	JOB	Regular/Temporary refers to position type.	
<b>Request Status</b>	JOB_RQST_STATUS	JOB_APPROVALS	The status of a Job Request transaction. When the transaction is approved, it is recorded in the JOB record.	Valid values: Approved Denied Initiated Approved with changes Processed Requested
<b>Retirement Plan Type</b>	PLAN_TYPE	SAVINGS_PLAN PENSION_PLAN	The Plan Type identifies whether the plan is a general deduction, a savings plan, or one of eight retirement providers. Each retirement provider has two or more Benefit Plans.	Valid Values: 00 - Gen. Deduction 4Z - TIAA/CREF 48 - Deferred Comp DMNA 49 - Section 457 7R - No Retire Option 82 - NYC Teachers 83 - NYC Board of Ed. 84- NYC Employee Ret. 85 - Police & Firemen's Rtrmnt 86 - Teacher's Retirement System 87- Employee Retirement System

Common Name	Field Names	Field is Used Most Frequently in this Record(s)	Definition	Special Notes
<b>Retirement Registration Number</b>	NY_RET_REG_NBR	PENSION_PLAN	The Registration Number assigned by a retirement system.	
<b>Salary</b>				<a href="#">see Compensation Rate</a>
<b>Salary Cap</b>				<a href="#">see Not to Exceed Amount</a>
<b>Salary Deferral Salary Withholding</b>		NY_SAL_WH_DATA	The NY_SAL_WH_DATA record is the source for information about the number of "lag" days withheld and paid through the State's Salary Deferral program.	<a href="#">see Lag</a>
<b>Salary Plan</b>	SAL_ADMIN_PLAN	JOB POSITION_DATA	The salary schedule in effect for each bargaining unit.	
<b>Savings Plans</b>	PLAN_TYPE	SAVINGS_PLAN	Savings Plans include Deferred Compensation, Tax Deferred Annuities, SUNY & CUNY Optional Retirement Plans (ORP), and the Voluntary Defined Contribution Plan (VDC).	
<b>Schedule</b>				<a href="#">see Work Schedule</a>

Common Name	Field Names	Field is Used Most Frequently in this Record(s)	Definition	Special Notes
<b>Separate Check #</b>	SEPCHK	PAY_CHECK	The Separate Check Number is a one-digit number that notes if the earnings were paid in a separate check. This number represents how many additional checks, other than the regular paycheck, were issued for an Earnings Code.	
<b>Sequence or Sequence Number</b>				<a href="#">see Effective Sequence</a>
<b>Social Security Number or SSN</b>	SSN			<a href="#">see Employee ID - Preferred</a>
<b>Special Tax Status</b>	SPECIAL_FWT_STATU S SPECIAL_SWT_STATU S SPECIAL_LWT_STATU S	FED_TAX_DATA STATE_TAX_DATA LOCAL_TAX_DATA	Indicates the employee's special withholding tax status, if any.	Valid Values: N - None (no special tax status exists). G - Maintain Gross (no tax withheld). A - Non-resident Alien - this is a result of a tax treaty agreement between the United States and the non-resident alien's country of citizenship
<b>State Tax Allowances</b>	SWT_ALLOWANCES	STATE_TAX_DATA	Employee's withholding allowance in the State tax record.	
<b>State Tax Marital Status</b>	SWT_MAR_STATUS	STATE_TAX_DATA	Employee's marital status in the State tax record.	
<b>Status</b>				see Employee Status, Position Status, Request Status

Common Name	Field Names	Field is Used Most Frequently in this Record(s)	Definition	Special Notes
Status Date	JOB_RQST_STATUS_DT	JOB_APPROVALS	The Status Date is the date that the request is saved. The date will change to the date of each subsequent action, whether it is requested, approved or denied.	
Status Request Date	JOB_RQST_STATUS_DT	JOB_APPROVALS	The date a Job Request transaction was initially saved or later updated. The date will change as the status of the transaction changes to either requested, approved, approved with changes or denied.	
Temporary Employee				<a href="#">see Regular or Temporary</a>
Termination Date	TERMINATION_DT	EMPLOYMENT		Not recommended for use in queries because it is an optional field. (An employee could be terminated and this field could be null [no value]). Select the Effective Date of the Termination (TER) action from the JOB record.
Time Entry Comments	NY_TIME_COMMENTS	NY_TIME_DTL	Comments related to a transaction entered on the Time Entry (Miscellaneous Payment) page.	Compare with General Comments.
Time Entry Units	NY_UNITS	NY_TIME_DTL	New York Units is the specific number of units related to an Earnings Code on the Time Entry page.	Certain Earnings Codes are recorded as "units" on the Time Entry page. The employee's actual earnings are calculated based on the number of units worked.

Common Name	Field Names	Field is Used Most Frequently in this Record(s)	Definition	Special Notes
<b>Title</b>	BUSINESS_TITLE	EMPLOYMENT		See Job Code DESCR. There are several options for including an employee's title in a report e.g. the description of the Job Code, the description of the Position Number, etc.
<b>Title</b>	DESCR	JOBCODE_TBL Multiple Other Records	The narrative description of the Job Code or the NYS Job Code is one source for the employee's title.	The DESCR field from the JOBCODE_TBL record is the preferred source for the employee's title.
<b>Title Code</b>	NY_TITLE_CD	JOBCODE_TBL	The Title Code is the New York Civil Service seven-digit title code.	Compare with Job Code.
<b>Total Deductions</b>	TOTAL_DEDUCTIONS	PAY_CHECK	The total of all deductions in an employee's paycheck.	
<b>Total Gross Pay</b>	TOTAL_GROSS	PAY_CHECK	The total of all earnings in an employee's paycheck before taxes and deductions.	
<b>Total Taxes</b>	TOTAL_TAXES	PAY_CHECK	The total of all taxes in an employee's paycheck.	
<b>Transit Number</b>				<a href="#">see Bank Code</a>
<b>Union</b>				<a href="#">see Bargaining Unit</a>
<b>Union Code</b>	UNION_CD	JOB POSITION_DATA	Indicates the union to which the employee belongs.	<a href="#">See Bargaining Unit</a>

Common Name	Field Names	Field is Used Most Frequently in this Record(s)	Definition	Special Notes
Units				<a href="#">see Time Entry Units</a>
User ID				<a href="#">see Operator ID</a>
Withholding Amount				<a href="#">see Federal Tax Withholding Amount</a>
Withholding or Withholding Allowances				<a href="#">see Federal Tax Withholding Amount</a>
Work Schedule	WORK_SCHEDULE	JOB	The Work Schedule indicates an employee's workdays. It is used in the system to calculate or prorate an employee's pay.	A Monday thru Friday work schedule would be represented as NYYYYYN.
Year	BALANCE_YEAR	EARNINGS_BAL	Displays the Year of the W-2 information.	
ZIP Code	POSTAL	PERSONAL_DATA ADDRESSES	ZIP code of the employee's address.	