

North Carolina Office of the State Controller Central Payroll

The Central Payroll System

General Information

The Central Payroll System was a statewide online computer-based payroll system that operated in an IMS environment from 1985 until 2011. The operations of the payroll system were controlled by the Central Payroll Department of the North Carolina Office of the State Controller (OSC). Individual payroll offices at each of the participating agencies, departments, and universities were responsible for keying online transactions into the Central Payroll System, resulting in payments to employees and appropriate employee deductions. The Central Payroll Department was responsible for keying payroll transactions for six offline entities (listed in the table below.)

While many universities and some state agencies utilized a payroll processing system separate from the system maintained by the Central Payroll Department, the majority of state agencies used the Central Payroll System. The Central Payroll System serviced the following state agencies, departments, boards, and universities:

State Agencies and Departments

Administrative Office of the Courts	Department of Public Instruction
Comprehensive Major Medical Plan	Department of Revenue
Department of Administration	Department of State Treasurer
Department of Agriculture and Consumer Services	Department of the Secretary of State
Department of Commerce	Department of the State Auditor
Department of Community Colleges	Employment Security Commission
Department of Correction	NC Housing and Finance Agency
Department of Crime Control and Public Safety	NC School of Science and Math
Department of Cultural Resources	Office of Administrative Hearings
Department of Environment and Natural Resources	Office of Information Technology Services
Department of Health and Human Services	Office of State Budget and Management
Department of Insurance	Office of the Governor
Department of Justice	Office the State Controller
Department of Juvenile Justice and Delinquency Prevention	Wildlife Resources Commission
Department of Labor	

State Universities

Elizabeth City State University
Fayetteville State University
NC A&T University
NC Central University
UNC at Asheville
UNC at Pembroke
Western Carolina University
Winston-Salem State University
NC School of the Arts

Offline State Boards and Commissions

Administrative Rules Review Commission
Auctioneer License Board
Board of Barber Examiners
Board of Cosmetic Art
Board of Opticians
NC Psychology Board

Based on data keyed by individual agency payroll offices, the Central Payroll System performed all gross-to-net calculations, including computation of tax withholdings, and all employer matching and contributory costs. Federal and state tax reporting were processed under a single FEIN attributable to the Central Payroll System.

Decommission of the Central Payroll System

By 2008, OSC had implemented SAP's Enterprise Resource Planning (ERP) software to replace the existing Central Payroll System and State Personnel Management Information System (PMIS.) The migration to an SAP environment provided an integrated solution to personnel, payroll, and benefits processing. The conversion resulted in the OSC BEACON HR/Payroll System, whose operations are currently supported by BEST Shared Services, a collaborative group of individuals consisting of human resource, benefits, and payroll personnel.

The discontinuation of the Central Payroll and PMIS Systems began in 2008, and Central Payroll operations ceased in April 2011. The schedule of final conversion to other HR/Payroll solutions for state entities is provided below:

Conversion of Central Payroll Entities			
Original Central Payroll Reporting		Conversion Information	
Central Payroll Unit #	Agency/University Name On Central Payroll System	Last Month Processed on Central Payroll	System Conversion
Central Payroll State Agencies Converted on January 1, 2008			
002	ADMINISTRATION DEPT OF - ADMINISTRATION - LT GOVERNOR'S OFFICE - STATE ETHICS - STATE PERSONNEL - ELECTIONS	December 2007	Converted to BEACON HR/Payroll (SAP)
004	STATE CONTROLLER OFFICE O	December 2007	Converted to BEACON HR/Payroll (SAP)
010	BD OF BARBER EXAMINERS	December 2007	Converted to BEACON HR/Payroll (SAP)
012	OFC OF INFORMATION TECHNO	December 2007	Converted to BEACON HR/Payroll (SAP)
023	STATE BUDGET OFFICE OF	December 2007	Converted to BEACON HR/Payroll (SAP)
024	GOVERNORS OFFICE SPEC FD	December 2007	Converted to BEACON HR/Payroll (SAP)
045	NC AUCTIONEER LICNG BOARD	December 2007	Converted to BEACON HR/Payroll (SAP)
046	REVENUE DEPT OF	December 2007	Converted to BEACON HR/Payroll (SAP)
066	BD OF PRAC PSYCHOLOGISTS	December 2007	Converted to BEACON HR/Payroll (SAP)
068	NC STATE BD OF OPTICIANS	December 2007	Converted to BEACON HR/Payroll (SAP)
Central Payroll State Agencies Converted on April 1, 2008 <i>(Dates shown below that are later than March 2008 represent off-cycle or year-to-date adjustments to pre-conversion payrolls.)</i>			
001	CRIME CONTROL PUBLIC SAFE	June 2008	Converted to BEACON HR/Payroll (SAP)
003	AGRICULTURE DEPT OF	June 2008	Converted to BEACON HR/Payroll (SAP)
005	CULTURAL RESOURCES DEPT O	June 2008	Converted to BEACON HR/Payroll (SAP)
006	NC EDUCATION LOTTERY	March 2008	Converted to BEACON HR/Payroll (SAP)
007	JUSTICE DEPARTMENT OF - JUSTICE - JUSTICE - SBI	September 2008	Converted to BEACON HR/Payroll (SAP)
008	STATE AUDITOR	March 2008	Converted to BEACON HR/Payroll (SAP)
014	DENR	August 2008	Converted to BEACON HR/Payroll (SAP)
016	BOARD OF COSMETIC ART	March 2008	Converted to BEACON HR/Payroll (SAP)
017	COMMUNITY COLLEGES DEPT O	April 2008	Converted to BEACON HR/Payroll (SAP)
018	PUBLIC INSTRUCTION DEPT O	July 2008	Converted to BEACON HR/Payroll (SAP)
019	DEPARTMENT OF COMMERCE	October 2008	Converted to BEACON HR/Payroll (SAP)
020	EMPLOYMENT SECURITY COMM	April 2008	Converted to BEACON HR/Payroll (SAP)
026	COMP MAJOR MEDICAL PLAN	March 2008	Converted to BEACON HR/Payroll (SAP)
027	JUVENILE JUSTICE DEPT OF	December 2008	Converted to BEACON HR/Payroll (SAP)
029	INSURANCE DEPT OF	July 2008	Converted to BEACON HR/Payroll (SAP)
032	LABOR DEPT OF	March 2008	Converted to BEACON HR/Payroll (SAP)
033	CORRECTION DEPT OF	December 2008	Converted to BEACON HR/Payroll (SAP)
037	ADMINISTRATIVE OFFICE OF	December 2008	Converted to BEACON HR/Payroll (SAP)
038	OFFICE OF ADMIN HEARINGS	May 2008	Converted to BEACON HR/Payroll (SAP)
048	SECRETARY OF STATE	March 2008	Converted to BEACON HR/Payroll (SAP)
052	STATE TREASURER	March 2008	Converted to BEACON HR/Payroll (SAP)
056	WILDLIFE RESOURCES COMM	March 2008	Converted to BEACON HR/Payroll (SAP)
063	NC SCH OF SCIENCE & MATH	March 2008	Converted to BEACON HR/Payroll (SAP)

DEPARTMENT OF HEALTH AND HUMAN SERVICES:			Converted to BEACON HR/Payroll (SAP)
51A	DHHS-SECRETARY'S OFFICE	June 2008	
51B	DHHS-DISABILITY DETER	May 2008	
51C	DHHS-FACILITY SER DIV OF	April 2008	
51D	DHHS-HEALTH SERVICES	September 2008	
51E	DHHS-MEDICAL ASSIST DIV O	August 2008	
51F	DHHS-MENTAL HEALTH	December 2008	
51G	DHHS-OFFICE OF EDUCATION	August 2008	
51H	DHHS-BLIND SERVICES	June 2008	
51I	DHHS-SOCIAL SER DIV OF	July 2008	
51J	DHHS-VOCATIONAL REHAB DIV	July 2008	
51K	DHHS-CENTRAL REGIONAL MAI	May 2008	
51L	DHHS-BLACK MOUNTAIN CENTE	April 2008	
51M	DHHS-CASWELL CENTER	April 2008	
51N	DHHS-MURDOCH CENTER	June 2008	
51P	DHHS-OBERRY CENTER	July 2008	
51Q	DHHS-CHILD DEVELOPMENT DI	May 2008	
51R	DHHS-J IVERSON RIDDLE DEV	August 2008	
51S	DHHS-ALCOHOLIC REHAB BL M	March 2008	
51T	DHHS-WESTERN REGIONAL MAI	March 2008	
51U	DHHS-ALCOHOLIC REHAB GRNV	April 2008	
51V	DHHS-BROUGHTON HOSPITAL	June 2008	
51W	DHHS-CHERRY HOSPITAL	July 2008	
51X	DHHS-DOROTHEA DIX HOSPITA	April 2008	
51Y	DHHS-JOHN UMSTEAD HOSPITA	April 2008	
51Z	DHHS-NC SPECIAL CARE CENT	May 2008	
022	NC HOUSING FINANCE AGENCY	December 2007	Outsourced
Central Payroll Universities			
089	UNC AT PEMBROKE	February 2010	Converted to UNC-GA Banner System
060	UNC AT ASHEVILLE	June 2010	Converted to UNC-GA Banner System
062	NC SCHOOL OF THE ARTS	April 2011	Converted to UNC-GA Banner System
085	ELIZABETH CITY STATE UNIV	April 2011	Converted to UNC-GA Banner System
086	FAYETTEVILLE STATE UNIV	December 2010	Converted to UNC-GA Banner System
087	NC CENTRAL UNIV	December 2010	Converted to UNC-GA Banner System
088	NC A & T UNIV	December 2010	Converted to UNC-GA Banner System
092	WESTERN CAROLINA UNIV	August 2010	Converted to UNC-GA Banner System
094	WINSTON SALEM STATE UNIV	December 2010	Converted to UNC-GA Banner System

All statutory reporting for universities remaining on the Central Payroll System after December 2010 was processed by UNC-General Administration's Banner Payroll System group, and no W-2s were issued for 2011.

Central Payroll Reports

Central Payroll Reports Located in Systemware

Historic transactional data and payroll processing results of the Central Payroll System are currently available through the State's report management product, Systemware. The Systemware products provide access to electronically formatted Central Payroll reports, and currently offer three options for accessing, viewing and printing reports: X/PTR, X/TND, and X/NET.

X/PTR (pronounced "exporter") is a mainframe-based system for managing reports and documents. It allows users to view documents or parts of documents online and to print entire reports or parts of reports to system printers or send documents as email attachments.

X/TND (pronounced "extend") is a GUI (graphical user interface) version of X/PTR. It is a Windows compatible report viewer and data manipulation product. X/TND enables the end-user to view reports and documents concurrently on a PC. It provides download and local print capabilities with reformatting, flexible indexing and full search capabilities.

X/NET (pronounced "ex-net") delivers the full viewing and printing functionality of X/PTR through a web browser, via the Internet.

All three report viewing options require a RACF ID and password, and is managed by the Office of Information Technology Services (OITS). More information on the product is available on the OITS website.

Central Payroll Reports are listed under the Systemware directory, **CENTRAL PAYROLL (IMS) /OSC/PXA**. A complete list of reports is provided in the link below:

http://www.osc.nc.gov/siqdocs/siq_docs/payroll/Payroll_Reports.html

Security to view the payroll reports must be directed to OSC's Support Services Center (919-707-0795) and requests must originate from the entity's Payroll or Financial Officer.

Central Payroll Report Codes

Many Central Payroll reports used codes in lieu of text to refer to types of payroll cycles, classifications of payments, deductions, and tax/retirement status. These codes are listed below:

Payroll Cycle Codes

Payroll cycle codes provide information regarding the type of payroll processed. The codes are:

Central Payroll Payment Cycles	
Repeating Payroll Cycles	
Cycle Code	Type of Payroll
A	Monthly - Permanent Employee Pay <i>(Includes bonus, premium, and longevity pay)</i>
C	Temporary Hourly Employee Pay
D	Short-Term Disability Pay
E	Semi-Monthly Employee Pay
P	Summer School Pay
V	Law Enforcement Allowance Pay
Non-Repeating Payroll Cycles	
Cycle Code	Type of Payroll
H	Negative Special Pay (Cancellations/Deduction Refunds)
Q	Special/Re-Write Pay (Flat Tax Rate)
S	Special/Re-Write Pay (Tax Withholding Tables)
Non-Repeating Payroll Cycles (Gross Pay Reset to Zero)	
Cycle Code	Type of Payroll
B	Temporary Solutions Employee Pay (Semi-Monthly)
F	Semi-Monthly Pay for Nurses
G	Temporary Hourly Pay (Flat Tax Rate)
J	Supplemental Pay for Permanent Employees <i>(E.g., initial pay for newly hired employees)</i>
K	Student Hourly Pay
N	Personal Service Contract
Y	National Guard Pay

Codes for Types of Pay

In many Systemware reports, the type of pay is indicated by a "Payment Type Code." Each code represents a specific category of pay and is listed below:

Central Payroll Payment Types <i>(As Shown on Payroll Registers)</i>	
Payment Type Code*	Description of Pay
[**]	Regular Pay (Single Funding)
[RX]	Regular Pay (Split Funding)
[L]	Longevity Pay
[H]	Holiday Pay
[T]	Straight Time Pay
[O]	Overtime Pay
[C]	On Call / Callback / Standby Pay
[F]	Shift Pay (Manual Calculation)
[05]	5% Shift Differential Pay
[10]	10% Shift Differential Pay
[15]	15% Shift Differential Pay
[20]	20% Shift Differential Pay
[25]	25% Shift Differential Pay
[30]	30% Shift Differential Pay
[]	Bonus Pay (with account ending in 998)
[EZ]	Other Special Pay (Dual Employment)
<i>* Note: A second digit used in the codes represents one of the following: X means the pay record is split funded Z means it is a one-time payment</i>	

Deduction Codes

All reporting of deductions is based on a deduction code. A list of deduction codes used in the Central Payroll System as of 04/25/2011 are available at the following OSC location:

http://www.osc.nc.gov/sigdocs/sig_docs/payroll/index.html

Retirement Codes

Retirement codes used in the Central Payroll System not only designated the type of retirement processed for an employee, but also defined the taxes to which an employee was subject. A listing of all the retirement codes and their relationship to retirement eligibility, social security (FICA) taxes, and state and federal income taxation are displayed below:

Central Payroll Retirement and Taxation Codes (As Shown on Payroll Registers)					
Retirement Code	Retirement System	Subject to Social Security		Subject to Federal Taxation	Subject to NC Taxation
		OASDI 6.2%	HI 1.45%		
1	LEO / POA	Yes	Yes	Yes	Yes
3	TSERS	Yes	Yes	Yes	Yes
4	TSERS			Yes	Yes
5	Not Subject to Retirement	Yes	Yes	Yes	Yes
6	Not Subject to Retirement			Yes	Yes
7	Not Subject to Retirement				
8	TSERS				Yes
9	JUDICIAL	Yes	Yes	Yes	Yes
A	OPTIONAL - TIAA	Yes	Yes	Yes	Yes
B	OPTIONAL - TIAA			Yes	Yes
C	OPTIONAL - TIAA				Yes
D	Not Subject to Retirement - Short Term Disability	Yes	Yes	Yes	Yes
E	Not Subject to Retirement - Short Term Disability			Yes	Yes
F	Not Subject to Retirement - MQFE		Yes	Yes	Yes
G	TSERS - MQFE		Yes	Yes	Yes
H	OPTIONAL - TIAA - MQFE		Yes	Yes	Yes
J	Not Subject to Retirement - Personal Service Contractor	Yes	Yes	Yes	Yes
K	OPTIONAL - LINCOLN	Yes	Yes	Yes	Yes
L	OPTIONAL - LINCOLN - MQFE		Yes	Yes	Yes
M	OPTIONAL - LINCOLN			Yes	Yes
N	OPTIONAL - LINCOLN				Yes
R	OPTIONAL - VALIC	Yes	Yes	Yes	Yes
S	OPTIONAL - VALIC - MQFE		Yes	Yes	Yes
T	OPTIONAL - VALIC			Yes	Yes
U	OPTIONAL - VALIC				Yes
V	OPTIONAL - FIDELITY	Yes	Yes	Yes	Yes
W	OPTIONAL - FIDELITY - MQFE		Yes	Yes	Yes
X	OPTIONAL - FIDELITY			Yes	Yes
Y	OPTIONAL - FIDELITY				Yes

Central Payroll Earnings Information

Archived data on employee tax information and monthly gross-to-net summaries are available for viewing and printing.

Employee Tax Information (Form W-2, Wage and Tax Statement)

Annual tax statement data are provided for agency HR/Payroll Offices in various formats, depending on the age of the data. Currently, years 1977 through 2010 are available.

Year(s)	BEACON Employers	Non-BEACON Employers	Standard W-2 Format
2011	Not applicable	Universities only: Reported by UNC Banner Payroll System	Yes
2001 - 2010	BEACON transaction: ZCPW2REPRINT – Central Payroll W2 Batch Rprint Req	Contact BEST Shared Services: Phone: 866-622-3784 FAX: 919-855-6861	Yes

		Email: BEST@osc.nc.gov	
2000	Available in Systemware: OSCPX EMP ACCUM TAX W2 FOR 2000	Available in Systemware: OSCPX EMP ACCUM TAX W2 FOR 2000	No
1977 – 1999	Available on microfiche: Contact BEST Shared Services: Phone: 866-622-3784 FAX: 919-855-6861 Email: BEST@osc.nc.gov	Available on microfiche: Contact BEST Shared Services: Phone: 866-622-3784 FAX: 919-855-6861 Email: BEST@osc.nc.gov	No

Instructions to university staff for requesting Central Payroll W-2 reprints for 2001 through 2010 are located at:

<http://www.osc.nc.gov/training/osctd/help/Payroll/Job%20Aids/CentralPayrollW2ReprintProcessForUniversitiesAndInactiveBEACONEmployees.pdf>

Gross-to-Net Summaries

Systemware provides monthly summary data of the gross-to-net payments for each employee by payroll date. The report is called **OSCPX FINAL EMP PAYMENT HISTORY** and is available for 2002 (partial) through 2011.

Year	Report Date	Version	Pages
2011	01/04/2012 14:14	11	1,808
2010	01/06/2011 12:08	10	29,173
2009	01/07/2010 12:41	9	40,221
2008	01/07/2009 13:20	8	108,234
2007	06/03/2008 15:40	7	197,840
<i>Use corrected report dated 06/03/2008</i>	01/07/2008 16:28	6	198,325
2006	01/04/2007 14:51	5	194,973
2005	01/05/2006 13:12	4	194,863
2004	01/06/2005 09:56	3	188,204
2003	01/08/2004 13:27	2	181,839
2002 (<i>incomplete</i>)	01/07/2003 14:30	1	91,799

Personnel Management Information System (PMIS) Reports

Historic data from the State PMIS System is currently available through the Business Objects (BOBJ) Reporting function. A list of reports is available at:

http://www.osc.nc.gov/training/osctd/help/BOBJ/Report_Descriptions.html

Included under the category "**Cross Agency Verification**" are reports **BP004: Employee History Lookup** and **BP002: Employee History**. These reports provide a consolidated historical view of PMIS and BEACON action history for all the position and PMIS related actions of a specified employee. Any non-BEACON employees that did not have a personnel record in the original PMIS system, will not be represented in this report.

Release of Central Payroll Information

All requests for data resulting from Central Payroll System operations will be routed through the OSC Director of Communications. After review, the Director will report requests to the State Controller and the Chief Deputy State Controller. This policy includes dissemination of public information in any form including, but not limited to, electronic, paper, audiotape, videotape, and compact disc. All requests for information must be submitted in writing.

Payroll Document Retention

Payroll records will be retained by both Central Payroll and agency payroll offices for a sufficient period of time to meet the requirements of all applicable regulations. In addition to consideration of applicable state retention regulations and public records law, IRS and NCDOR requirements must be considered in all retention decisions regarding payroll records.

Agency retention policies should be examined to ensure that requirements for payroll information are met.

Contact Options

Direct all questions or requests for information to OSC BEST Shared Services at:

Triangle Area Phone:	919-707-0707
Outside Triangle Area Phone:	866-622-3784
FAX:	919-855-6861
Email:	BEST@osc.nc.gov
Mailing Address:	OSC Best Shared Services 1425 Mail Service Center Raleigh, NC 27699-1425