The City of New York

Financial Information Services Agency
Office of Payroll Administration

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TO: Agency HR/Payroll Training Contacts

FROM: FISA-OPA Training

DATE: December 1, 2025

SUBJECT: Payroll Information Administration System Training Class Schedule

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NYCAPS agencies: Please login to NYCAPS HRB to waitlist your employees to attend a P*i* Admin Training session.

Class Name	**Class Dates & Class Time**	**NYCAPS Course Code**	**Course Session Nbr**
Payroll Information Administration System Virtual Instructor-Led Training **In-Person at FISA-OPA**	**Day 1** – Tuesday, 4/28/2026 (9:15am – 5:00pm) **Day 2** – Wednesday, 4/29/2026 (9:15am – 5:00pm) **Day 3** – Thursday, 4/30/2026 (9:15am – 5:00pm)	1P*i*A	S260

The above dates/times are subject to change without notice.
Trainees **must** attend from start to finish in order to receive a Certificate of Completion.
Pi Admin Training class is held **In-Person at FISA-OPA**, 5 Manhattan West, NY, NY 10001.
Please do not arrive at FISA-OPA without an e-mail from FISATraining confirming your enrollment.
Pi Admin Web page: https://cityshare.nycnet/content/cityshare/pages/hr-payroll-systems-training/pi.

COURSE DESCRIPTION

Payroll Information Administration System Virtual Instructor-Led Training
This course will enable City employees responsible for updating employee payroll records to use the Payroll Information (P*i*) Administration System to view and update employee payroll records. At the end of the course, participants will be able to use the P*i* Admin System to view employee pay records and to process employee payroll transactions. Topics that will be covered in the class include the following:

- Overview of the Payroll Management System (PMS) and its relation to the P*i* Administration System.
- Navigation in P*i* Admin and reviewing Employee Inquiry Screens.
- Processing Elected Deductions, Direct Deposit, Taxes, One Time Payment/Deductions, and Miscellaneous Deduction transactions.
- Overview of the Retroactive Subsystem in PMS; processing Pending Pay Details, and Pending Deductions transactions.
- Processing Retro Pay Trigger, Retro Leave Trigger, and Request for Supplemental Payroll transactions.
- Running and Exporting reports in the P*i* Administration System.
- How to use the Pay Cycle reports from RMDS (Reports Management Distribution System) to review the agency payroll in order to ensure accurate payments for employees.
- Best practices for processing and reviewing employee records and payroll transactions during pay calc week and pay week.

COURSE PREREQUISITE(S):
1. Participants should be P*i* Admin users who did not previously attend this course.
2. Prior to attending training, participants must be authorized to access P*i* Admin by their agency P*i* Admin Security Officer.
3. To successfully complete P*i* Admin training, participants must have basic desktop computer skills, including navigating Windows, using Chrome or Edge browsers, MS Office Excel and Adobe Reader.

UNIT OUTLINE:

UNIT I: SYSTEM OVERVIEW
Upon completion of this unit, participants will be able to:
1. State what is Pi Admin and its purpose.
2. Name the types of transactions processed by Pi Admin.
3. Identify the employee information available to system users.
4. State the security requirements.

UNIT II: OVERVIEW OF PMS
Upon completion of this unit, participants will be able to:
1. State what is the Payroll Management System (PMS).
2. Identify how PMS processes employee information, and its relationship to Pi Admin.
3. Define the different types of City Employees.
4. Identify time references used by PMS.
5. Define wages and other monies paid to City employees.

UNIT III: GETTING STARTED
Upon completion of this unit, participants will be able to:
1. Logon to Pi Admin with a user ID and password.
2. Navigate through the main menu items.
3. Select an employee record through the Search Employee function.
4. Log off Pi Admin.

UNIT IV: EMPLOYEE INQUIRY SCREENS
Upon completion of this unit, participants will be able to:
1. View employee transaction records.
2. State the type of information available on the Deduction Parameters, Pay Parameters and FICA Summary inquiry screens.
3. Access summary and detail information on the Deduction Parameters Screen.
4. Access summary and detail information on the Pay Parameters and Pay Balance Summary Screens.
5. Access summary and detail information on the FICA Summary Screen.

UNIT V: ELECTED DEDUCTIONS
Upon completion of this unit, participants will be able to:
1. Identify and state the types of elected deductions available to City employees: College Savings, IRA, Commuter Benefits, NYC Gives, Disaster Relief.
2. Access employee information and add/change employee information for College Savings, IRA, Commuter Benefits, NYC Gives, Disaster Relief deductions.

UNIT VI: DIRECT DEPOSIT
Upon completion of this unit, participants will be able to:
1. Identify what is a Direct Deposit deduction.
2. View the Direct Deposit History List for an employee.
3. Add, Update or Cancel Direct Deposit information for an employee.
4. View and Update Pay Stub Printing Status information for an employee.

UNIT VII: TAXES
Upon completion of this unit, participants will be able to:
1. View the employee’s Withholding Allowance Certificate.
2. View the employee’s additional tax withholdings for Federal, State, or Local taxes.
3. Process an update to the employee’s Withholding Allowance Certificate.
4. Add, update or expire the employee’s additional tax withholdings for Federal, State, or Local taxes.
5. View and update the employee’s W2 print status.

UNIT VIII: ONE TIME PAYMENT/DEDUCTION
Upon completion of this unit, participants will be able to:
1. Enter a One-Time Payment transactions for an employee.
2. View a submitted One-Time Payment.
3. Delete a submitted One-Time Payment transaction.
4. Enter a One-Time Deduction transactions for an employee.
5. View a submitted One-Time Deduction.
6. Delete a submitted One-Time Deduction.

UNIT IX: OVERVIEW OF RETRO PROCESSING AND PENDING PAY
Upon completion of this unit, participants will be able to:
1. State the process the PMS uses to generate retro pay and retro leave.
2. Access the pending pay details report by Payroll Distribution or by Individual Employee.
3. Sort, filter and export the report.
4. State the difference between the 160 Report (Pending Pay Details Awaiting Approval) and the 161 Report (All Pending Pay Details).
5. Process an Individual Hold/Approve/Delete transaction.
6. Process an Employee Level Approve/Hold transaction.
7. Process a Mass Payment Approval transaction.

UNIT X: PENDING PAY DETAILS
Upon completion of this unit, participants will be able to:
1. Identify the reasons why details appear on the Pending Pay reports.
2. List reasons why negative details appear.
3. List reasons why positive details appear.
4. List steps to reconcile details on the Pending Pay Details reports.
5. Resolve common scenarios associated with pending pay details.

UNIT XI: PENDING DEDUCTIONS
Upon completion of this unit, participants will be able to:
1. Access the Pending Deduction Report by Deduction Code, Individual Employee, or All Records.
2. Process an Individual Deduction Delete to remove a pending pay deduction from an employee's record.
3. Delete a previously submitted Deduction Delete transaction.

UNIT XII: MISCELLANEOUS DEDUCTIONS/GOAL
Upon completion of this unit, participants will be able to:
1. Determine the appropriate way to process a miscellaneous deduction (recurring or goal-oriented).
2. Enter a Miscellaneous Deduction.
3. View a submitted Miscellaneous Deduction.
4. Delete a submitted Miscellaneous Deduction.

UNIT XIII: RETRO PAY TRIGGER
Upon completion of this unit, participants will be able to:
1. Determine whether to process a Retro Pay Trigger.
2. Determine the correct Retro Pay Start Date to use.
3. Enter a Retro Pay Trigger.
4. View a submitted Retro Pay Trigger.
5. Delete a submitted Retro Pay Trigger.

UNIT XIV: RETRO LEAVE TRIGGER
Upon completion of this unit, participants will be able to:
1. Determine whether to process a Retro Leave Trigger.
2. Determine the correct Retro Leave Start Date to use.
3. Enter a Retro Leave Trigger.
4. View a submitted Retro Leave Trigger.
5. Delete a submitted Retro Leave Trigger.

UNIT XV: REQUEST FOR SUPP PAYROLL
Upon completion of this unit, participants will be able to:
1. Determine whether to process a Supplemental paycheck for an employee.
2. Determine which Supplemental pay option to use.
3. Identify the difference between Supplemental Pay Options 'S' and 'C.'
4. Enter a Request for Supplemental Payroll.
5. View a submitted Request for Supplemental Payroll.
6. Delete a submitted Request for Supplemental Payroll.

UNIT XVI: REPORTS

Upon completion of this unit, participants will be able to:

1. Retrieve reports previously created for export (i.e., Pending Pay Details).
2. Generate a transaction report using filters by Payroll Number, Date Range, and Form Type.
3. Export a transaction report using filters by Payroll Number, Date Range, and Form Type.
4. Review and analyze information from selected Employee Transaction and Pay Cycle reports from RMDS (Reports Management Distribution System).
5. Identify Miscellaneous Payroll Information.