



**Division of Financial Operations  
Office of Payroll Administration**

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**Payroll Secretaries  
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On-Line Payroll Handbook**

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# Table of Contents

Section 1.....	7
Pedagogue .....	7
1.1 Staffing of New Pedagogues.....	7
1.1.1 Appointment.....	7
1.1.2 Pay Period .....	7
1.1.3 Determining an Employee’s Semi-Monthly Salary .....	7
1.1.4 Regular Substitute Pedagogues .....	7
1.2 Certificates.....	8
1.2.1 Certificate of Salary Differential .....	8
1.2.2 Certificate of Salary Status.....	8
1.2.3 Regular Substitute Step Advancement .....	8
1.2.4 Certificate of Outside Experience .....	9
1.3. Longevity.....	10
1.4. Timekeeping.....	10
1.4.1 Cumulative Absence Reserve.....	10
1.4.2 Self Treated and Personal Days .....	11
1.4.3 Medically Certified Days .....	11
1.4.4 Undistributed Checks.....	11
1.4.5 Grace Periods .....	11
1.4.6 Grace Period Followed By Immediate Return to Service .....	12
1.4.7 Grace Period Followed By Break in Service .....	12
1.5. Leaves of Absence.....	12
1.5.1 Return from Leave of Absence Without Pay .....	12
1.5.2 Pro-Rated Summer Pay and Leaves .....	13
1.5.3 Family Medical Leave Act (FMLA).....	13
1.5.4 Categories of FMLA.....	13
1.5.5 FMLA for Substitute Pedagogues.....	13
1.5.6 Timekeeping and Grace Periods As They Relate to Leaves of Absence .....	13
1.5.7 Line of Duty Injury (LODI).....	14
1.5.7.1 Injury in the Line of Duty (LODI) Procedures as They Relate to EIS Timekeeping .....	14
1.5.7.2 Procedures to Be Followed When a LODI Application is Denied.....	15
1.5.7.3 Inactive Employees Whose LODI Applications Have Been Denied.....	15
1.6 Termination.....	16
1.6.1 Definition .....	16
1.6.2 Terminal Leave.....	16
1.6.3 Form OP44 .....	16
1.6.4 Termination Due To Death of an Employee .....	17
1.6.5 Termination with a Negative CAR Balance .....	17
1.6.6 Employees on Leave Without Pay or Terminated .....	17
1.6.7 Stop and Reversal of Payment Requests .....	18
1.7 Council of Supervisors and Administrators.....	18
1.8 10 Month Supervisors and Assistant Principals.....	18
1.8.1 Grace Periods, Borrowing Days and Leaves of Absence.....	18

1.8.2	Sabbatical Leave.....	19
1.8.3	Longevity.....	19
1.9	12 Month School Based CSA Employees .....	19
1.9.1	Principals.....	19
1.9.2	Assistant Principals and Supervisors.....	19
1.9.3	Vested Vacation for 12 Month Supervisors and Assistant Principals.....	19
1.9.4	Payment for Unused CAR Days.....	20
Section 2.....		20
2.1	Timekeeping.....	20
2.1.1	PER DIEM TIMEKEEPING MENU.....	20
2.1.2	Substitute Eligibility Roster .....	22
2.1.3	Verifying Employment Eligibility .....	27
2.1.4	Adding Substitutes to the Eligibility Roster .....	28
2.1.5	Deleting Substitutes from the Eligibility Roster.....	29
2.2	Attendance.....	30
2.2.1	Learn About the Daily Attendance Log.....	30
2.2.2	Adding Time and Attendance .....	33
2.2.3	Special Instructions:.....	36
2.3.1	The Timekeeping Detail .....	37
2.3	Timekeeping Details.....	37
2.3.2	Adding Absences.....	42
2.3.3	Adding Multiple Entries for the Same Date .....	44
2.3.4	Adding Prep Periods.....	46
2.3.5	Correcting Time and Attendance.....	49
2.3.6	Deleting Time and Attendance .....	51
2.4	Timekeeping Roster/Approval .....	52
2.4.1	Supervisory Approval.....	52
2.4.2	Learn About Approval Detail.....	56
2.4.3	Approving Time and Attendance .....	57
2.4.4	Reversing Time and Attendance .....	60
2.4.5	Revering Time and Attendance .....	61
2.5	Learn About O to Z Status List .....	62
2.6	Learn About Timekeeping History .....	65
2.7	Learn About Absence Coverage Code Summary .....	68
2.8	Learn About Employment Eligibility Violations .....	69
2.8	Learn About Employment Eligibly Violations.....	70
2.9	Per Diem Menu .....	71
2.9.1	Per Diem Payroll Menu.....	72
2.9.2	Learn About Service Summary.....	73
2.10	Learn About Check Listing .....	75
2.10.1	Learn About Check Register.....	76
10.2	Learn About Check Stub Detail.....	77
2.11	Learn About Pay Detail History .....	79
2.12	Learn About Salary History/Update.....	81
2.13	Learn About Service Accumulators.....	83
2.14	Learn About CAR Accrual and Usage.....	85

2.15	Learn About Time Not Approved Summary .....	87
2.16	Learn About Bulk Job Inquiry .....	88
2.16.1	Name Lookup .....	90
2.16.2	F Status Application Entry .....	92
2.16.3	Terminating F Status Assignment .....	96
Section 3.....		99
PER SESSION.....		99
3.1	SIGN-ON INSTRUCTIONS.....	99
3.2	PER SESSION MAIN MENU .....	101
3.2.1	HOW TO ADD A NEW SERVICE RECORD .....	103
3.2.2	RETRIEVING AND UPDATING A RECORD.....	109
3.2.3	ENTERING CONSECUTIVE DAILY SERVICES .....	110
3.2.4	Data Entry Repeat Function.....	112
3.2.5	Repeat Function and Lunch Period Adjustments .....	114
3.2.6	DELETING THE ENTIRE RECORD .....	117
3.2.7	SERVICE SUMMARY.....	118
3.2.8	APPROVING AND UNAPPROVING RECORDS.....	120
3.2.9	INDIVIDUAL SERVICE SUMMARY .....	121
3.2.10	PER SESSION HISTORY .....	122
3.2	OLD SYSTEM CHECK ARCHIVE.....	125
3.3.1	USER ID/TIMESTAMP INQUIRY .....	127
3.3.2	REVIEWING PER SESSION CHECK LISTING IN PDPS.....	131
3.4	MILITARY TIME CONVERSION CHART .....	136
3.5	PER SESSION RATE TABLE .....	137
3.6	BULK JOB DETAIL INQUIRY .....	138
3.7	STOP PAYMENT PROCEDURE.....	139
Section 4.....		140
Hourly/Support .....		140
4.1	E745: Hourly Supportive Employees.....	140
Q744: Educational Paraprofessional Employees.....		140
4.1.1	FUNCTIONS OF THE HOURLY SUPPORT (E-BANK) PAYROLL OFFICE.....	140
4.1.2	THE E-745 PAYROLL FOR DC37 LOCAL 372, IBT 237 .....	140
4.1.3	ENROLLMENT: Becoming part of the Payroll System .....	141
4.1.4	Terminology (Understanding a Payroll Calendar).....	143
4.1.5	Becoming part of the Payroll System.....	143
4.1.6	RATE OF PAY.....	145
4.1.7	GROSS PAY .....	145
4.2	YOUR REGULAR PAYCHECKS .....	146
4.2.1	AGENCY CONTACTS FOR DEDUCTIONS FROM PAY .....	147
4.2.2	TAX EXEMPTIONS.....	148
4.2.3	CANCELLATION OF CHECKS.....	148
4.2.4	ISSUANCE OF W-2 FORMS .....	148
4.2.5	Stop Payments .....	148
4.2.6	Reversals .....	148
4.3	ADJUSTMENTS TO YOUR PAYCHECK.....	148

4.3.1	TIME AND ATTENDANCE.....	148
4.3.2	EMERGENCY CHECKS .....	149
4.3.3	Recoupment of Salary Advances .....	149
4.4	OVERTIME PAY – .....	150
4.4.1	WHAT AN EMPLOYEE OVERTIME STATEMENT MAY INCLUDE IN A GIVEN PAYROLL PERIOD .....	152
4.4.2	EVENT DESCRIPTIONS .....	152
4.5	PER SESSION PAYMENT FOR FAMILY PARAPROFESSIONALS.....	153
4.5.1	OVERPAYMENTS .....	153
4.5.2	OVERPAYMENT NOTICES AND RECOUPMENTS.....	153
4.5.3	SALARY UPGRADES .....	154
4.5.4	RETROACTIVE PAY FOR SALARY CHANGES.....	154
4.5.5	SALARY CHANGES MADE BY PAYROLL .....	154
4.5.6	NOTICE OF SALARY ADJUSTMENT.....	154
4.5.7	SICK LEAVE ACCRUALS/USAGES.....	155
4.6	Summer/Vacation Pay .....	156
4.6.1	SUMMER/VACATION PAY FOR LOCAL 372 EMPLOYEES.....	156
4.6.2	Summer/Vacation Pay .....	156
4.6.3	Vacation pay for Hourly Employees.....	156
4.6.4	VACATION PAY FOR EMPLOYEES SERVING AS FAMILY PARAPROFESSIONALS.....	158
4.6.5	CHECK GENERATION FOR SUMMER/VACATION PAY .....	159
4.6.6	Employees who transfer to H-Bank Payroll.....	160
4.6.7	SUMMER/VACATION PAY DETAIL STATEMENT .....	160
4.7	CONTRACTUAL CHANGES AFFECTING YOUR PAYCHECK .....	162
4.7.1	Longevity.....	162
4.7.2	Non-Pensionable Longevity .....	162
4.7.3	Pensionable Longevity .....	162
4.7.4	Longevity Eligibility Rules.....	162
4.8	Longevity Caps .....	163
4.8.1	DC37 Employees .....	163
4.8.2	IBT 237 Employees.....	163
4.9	EMPLOYEE VERIFICATION PAYROLL INQUIRIES .....	164
4.10	MOVING ON.....	164
4.10.1	SERVICE COMPENSATION/TERMINATION PAY .....	164
4.10.2	RULES FOR PAYMENT OF TERMINATION PAY.....	165
4.11	THE Q-744 PAYROLL FOR EDUCATION PARAPROFESSIONALS.....	165
4.11.1	ENROLLMENT .....	165
4.11.2	Semi-Monthly Payroll.....	166
4.11.3	Salary Rates.....	166
4.12	YOUR REGULAR PAYCHECK.....	166
4.12.1	Mandatory Deductions .....	166
4.12.2	Tax Exemptions.....	167
4.13	ADJUSTMENTS TO YOUR PAYCHECK.....	167
4.13.1	EDUCATIONAL CREDITS/SERVICE.....	167
4.13.2	RETROACTIVE ENTITLEMENTS FOR SALARY CHANGES.....	167
4.13.3	SICK LEAVE ACRUAL/USAGE.....	167
4.13.4	Borrowing CAR – .....	168

4.13.5	VACATION PAY .....	168
4.13.5.1	Calculating Vacation Days Entitlement.....	168
4.13.5.2	Calculating the Pay Factor .....	169
4.13.5.3	Calculating Employee Entitlement.....	169
4.13.5.4	Calculating Employee Entitlement.....	169
4.13.5.5	Pro-rated vacation entitlement for employees who went on a leave of absence and returned to duty the same school year.....	170
4.14	OVERPAYMENTS .....	170
4.14.1	OVERPAYMENT NOTICES/RECOUPMENT .....	171
4.14.2	PER SESSION PAYMENTS.....	171
4.14.3	CONTRACTUAL CHANGES REGARDING PAYCHECKS.....	172
4.15	INQUIRES REGARDING PAYMENT .....	172
4.15.1	Employees – .....	172
4.15.2	Payroll Verifications – .....	172
4.16	MOVING ON .....	172
Section 5.....		173
H/Z Bank.....		173
5.1	INTRODUCTION .....	173
5.2	Accessing APRL.....	174
5.5	DISTRIBUTION OF CHECKS (H AND Z BANK) – CHECK RETURN PROCEDURE.....	188
5.5.1	Overpayment .....	188
5.5.2	H & Z Bank Procedure of Check Returns.....	189
5.5.3	Comp Time .....	190
5.6	10 Screen – Overtime/Deduction Screen .....	191
5.6.1	Entering Overtime in APRL .....	193
5.6.2	Overtime Waivers .....	194
5.6.3	Deductions .....	197
5.7	Administrative Check Register .....	198
5.9	Hourly (Z Bank) Processing .....	209
5.10	Data Entry of Arrears (Z Bank Hours).....	213
5.11	CIVIL SERVICE TITLE TABLE .....	215
Section 6 - .....		224
Payroll Benefits Programs.....		224
6.1	Electronic Funds Transfer (EFT) .....	224
6.1.1	Enrollment in the EFT Program:.....	224
6.1.2	Cancellation, Change, or Closing of EFT Account .....	224
6.2	Transit Benefit Program.....	225
6.2.1	WAGeworks.....	225
6.2.2	CANCELLATION/CHANGE OF ADDRESS.....	226
6.3	529 COLLEGE SAVINGS PROGRAM.....	226
6.4	W-2.....	226
6.5	Workers Compensation .....	227
6.5.1	Procedures for Submitting a Claim .....	227
6.5.2	Important Facts about Workers’ Compensation .....	228
6.5.2.1	Responsibilities .....	228

6.5.3	Rights & Responsibilities for the Employer.....	228
6.5.4	Responsibility of the Employer .....	229
6.5.5	Documents to Print .....	230
6.5.6	Timekeeping.....	231
6.5.8	E-Mail Validation & Retrieving Data .....	233
6.5.9	Entering Data .....	237
6.5.9.1	Section 2.....	240
6.5.9.2	Time Field.....	241
6.5.9.3	Claimant Information Packet .....	242
6.6	Employee’s Title .....	244
6.7	Draft List.....	250
6.8	Completing and Printing the C2 Form .....	252
6.9	End of Application.....	254
6.10	Awaiting Correction List.....	255
6.11	Confirmation .....	258
Appendix .....		260
	Tax Codes .....	260
	Leave Status Codes (APRL).....	262
	Hourly/Support Titles – E745/Q744 Payrolls2011-12 Payroll Schedule Q744 (SREPP & PSOEP only) .....	263
	2015-16 Payroll Schedule – Q Bank 742-744 Payrolls (excludes Sub Para & PSOEPS).....	265
	2015-16 Payroll Schedule – B Pay Cycle (E745).....	266
	Paraprofessional Final Entitlement.....	269
	Differentials.....	270
	Quick EIS Reference Guide.....	271
	Application for CAR and Termination Pay .....	272
	Application For Service Compensation Allowance And Termination Pay .....	272
	E745 Hourly Payroll – Salary Schedule .....	273
	Family Paraprofessional – Salary Schedule.....	274
	IBT 237 School Safety Officers .....	275
	Stop Payment Notice .....	277
	School Based Employees.....	278
NOTES.....		279

## Section 1

### Pedagogue

#### 1.1 Staffing of New Pedagogues

##### 1.1.1 Appointment

Upon completion of the necessary actions by the Human Resources division within the Children First Network (CFN), an employee is considered appointed and active on the Department of Education (DOE) payroll database. In other words, the employee is considered as having been “staffed” to the DOE payroll. Once this occurs, checks will be generated and issued on a semi-monthly schedule for the affected employee. The employee will either receive a paper check or a check stub if s/he is enrolled in the Electronic Funds Transfer (EFT) program.

##### 1.1.2 Pay Period

Each pay period is considered as 15 days and generally covers the 1<sup>st</sup> through the 15th and 16th through the 30th of each month. In other words, each month, regardless of the amount of calendar days contained therein, is considered as having 30 days for payroll purposes. Accordingly, July, February and September are all seen as having 30 days. Further, since each month is seen as having 30 days the year, for payroll purposes, is seen as 360 days. There are twenty-four pay periods in a school year: twenty of these periods cover actual service (usually September through June) and four cover the vacation period (July and August).

##### 1.1.3 Determining an Employee’s Semi-Monthly Salary

In order to determine an employee’s semi-monthly salary, the annual salary has to be divided by twenty-four which represents the total amount of pay periods per year.

**Example:**

$$\frac{\$45,530 \text{ (Annual Salary)}}{24 \text{ (number of pay periods)}} = \$1,897.08$$

**(Semi - monthly salary)**

For more information regarding the salaries of pedagogues please visit the following website:

<http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Salary/default>

##### 1.1.4 Regular Substitute Pedagogues

An active substitute is eligible for an anniversary increment date after completion of 170 days of regular service. Regular substitutes may also receive step increment credit if they have completed 170 days of Per Diem F and/or Z status service in the position they have been hired. At that time the employee is entitled to a step increase.

## **1.2 Certificates**

The pedagogue is responsible for initiating the process to receive any salary certificates.

### **1.2.1 Certificate of Salary Differential**

Full-time substitutes and regular appointed pedagogues are eligible to apply for salary differentials which are based upon academic achievement beyond a bachelor's degree. The application can be accessed via the Division of Financial Operations (DFO) Payroll Portal at

<http://payrollportal.nycboe.net>.

### **1.2.2 Certificate of Salary Status**

New employees must file for a Certificate of Salary Status form within six months of the first day of service as an appointed pedagogue. A certificate of salary status is issued to each regularly appointed pedagogue to place the employee on the appropriate salary step. It also establishes an anniversary date for further advancement. The anniversary date remains constant unless there is an interruption in service and/or the employee is removed from active payroll status. Appointed pedagogues advance to their next step on their anniversary date (equated date) and in March. Late filing could result in a late effective date and loss of retroactive pay.

A newly appointed teacher would be hired at Salary Code MA (determined by education level) Step 1A. Step 1A is determined by the employee's teaching experience. If the employee possesses relevant academic qualifications beyond a bachelor's degree s/he, after going through the application process referenced above, will be credited as such and his/her salary will be updated based on the certificate that's issued. Likewise, if the employee has relevant teaching experience, s/he will be credited as long as an application is received by the Office of Salary Status. Most teacher line pedagogues receive two steps per school year until they achieve Step 8B (or 8W if longevity (explained below) is applied).

### **1.2.3 Regular Substitute Step Advancement**

A regular substitute receives two salary step increments each year; the anniversary increment (effective the first day of the month) and the contractual March 1st step. A regular substitute must begin working within the first 15 days of the start of the school year in order to receive the March 1st step increment. A substitute forfeits the March step if there is a break in service of 15 days or more during the first year of service.

#### **1.2.4 Certificate of Outside Experience**

Certificates of Outside Experience for substitute teachers are applicable when affected pedagogues request credit that results in an upgrade to a higher salary step based on prior experience. The maximum allowable credit would be equivalent to step 4A.

### 1.3. Longevity

Pedagogues' longevity eligibility is based on years of eligible service for 5, 10, 13, 15, 18, 20, and 22 years of service with the Department of Education (DOE). Effective September 16th, 1998, on the pay period following the employee's date of eligibility, the affected employee's salary is upgraded to include the longevity amount retroactive to the effective date. The amounts are determined based on the contractual agreement in effect at the time between the United Federation of Teachers (UFT) and the DOE. The following list details salary steps and related longevity codes as determined by the increment in effect.

<b>Pedagogue on Step ...</b>	<b>A</b>	<b>B</b>	<b>Longevity Increment</b>
	V	W	5 Years
	C	D	10 Years
	G	H	13 Years
	E	F	15 Years
	I	J	18 Years
	K	L	20 years
	M	N	22 Years

As an example, a teacher who is employed by the DOE for at least nine years would be on Step 8B. The teacher, after the tenth year of service will be entitled to a 10 year longevity increment and will have a salary code and step of UA8D. After achieving 13 years of longevity the salary code will advance to UA8H. If an employee has not received his/her longevity increment the Payroll Secretary or Timekeeper has the option of reviewing the longevity milestone inquiry screen in EIS; this is Option 7.4.1. If the longevity milestone record disagrees with the employee's service history, the employee should contact the Division of Human Resources (DHR), Field Services Unit at 718-935-2900.

The Field Services Unit will review the employee's service record and correct the DOE database, if necessary. Please note the longevity is based on service with the DOE only; experience credited for outside service is not eligible for consideration when determining longevity increments and entitlement.

### 1.4. Timekeeping

#### 1.4.1 Cumulative Absence Reserve

If a regular appointed pedagogue with a negative CAR balance reverts to a regular substitute status, the negative CAR must be paid back once the appointment is lost; the money is recouped at the rate of salary earned as an appointed pedagogue. The money has to be

recouped because a pedagogue on a substitute line is not entitled to have a negative CAR balance.

#### **1.4.2 Self Treated and Personal Days**

A regularly appointed pedagogue is entitled to use 7 self-treated and 3 personal days in one school year. They may not use more than 10 self-treated days in a 10 month period. In other words, the pedagogue may use an additional 3 self treated days during the year in lieu of 3 personal days. Any days in excess of 10 mentioned above will result in an Absence Without Pay (AWOP) which affects pay; there is a deduction from the employee's pay at a rate of 1/300th of the salary in effect at the time of the AWOP.

#### **1.4.3 Medically Certified Days**

Medically certified absences are without limit as long as there are CAR days available for use. In the case of appointed pedagogues, s/he may borrow an additional 20 CAR days after exhausting his/her balance. However, as mentioned above, this option is not available to substitute pedagogues.

#### **1.4.4 Undistributed Checks**

Undistributed payroll checks should be sent immediately to Bureau of Check Management along with statement of undistributed check form explaining the reason why the check was returned. These checks should be sent to:

*NYC Department of Education  
Bureau of Check Management  
P.O. Box 10  
Brooklyn, NY 11202*

If checks are not returned timely, there is a possibility that the employee's W2 record will be incorrect and require amendment. If the employee is entitled to a portion of the check that was returned the Payroll Department will issue a check for the correct amount. These actions ensure that employees are not overpaid.

If an employee would like to place a stop payment request on a particular check the Payroll Secretary or timekeeper needs to follow this procedure: print the screen from EIS Option 13.3 and add his/her name and telephone number. The teacher's home address and the reason for the stop payment request should also be added. This information should be faxed to the Timekeeping Unit at 718-935-5561.

#### **1.4.5 Grace Periods**

A grace period is an absence without pay granted up to one calendar month for a regularly appointed pedagogue who has exhausted his/her CAR. The purpose of the grace period is to allow the regularly appointed pedagogue to remain on payroll continuing to accrue seniority, CAR, pro-rata summer vacation pay and retain their health coverage. A substitute pedagogue is not eligible for a grace period. The granting of grace periods is subject to limitations (as

explained in the “Leaves” section of this manual). Additionally a grace period cannot be granted prior to a termination (as further explained in the “Termination “section of this manual). A grace period must begin on the day immediately following the last borrowed or used CAR day even if it is a weekend or holiday. A grace period may not be taken after summer vacation, a leave of absence without pay, or prior to retirement. Also, be advised that sabbatical leaves are not eligible for grace periods. Please note that only one grace period can be taken per school year.

#### **1.4.6 Grace Period Followed By Immediate Return to Service**

When a pedagogue requests a grace period and intends to return to work timekeeping event code 46GRC should be used. This code has to be entered for work days only; during a grace period the employee is compensated for all weekends and holidays. The use of this code results in a payroll deduction and is at a rate of 1/300th of the salary in effect at the time of the grace period. Since the deductions are occurring in real time, the all checks should be distributed to the affected employee.

#### **1.4.7 Grace Period Followed By Break in Service**

When an employee is granted a grace period does not intend to return to work timekeeping event code 46GRN should be used. This usually precedes such actions as leaves without pay. The use of this event code does not result in a payroll deduction; the grace period is recorded in EIS as having occurred. Because of this fact all checks issued during the grace period should be returned to Bureau of Check Management. The Payroll office will make the necessary adjustments.

### **1.5. Leaves of Absence**

When an employee is granted a grace period, is returning to work, and is a part of the direct deposit program timekeeping event code 46GRC should be used for the duration of the grace period. The employee’s membership in the direct deposit program should not be cancelled.

When an employee is placed on a leave of absence without pay a final entitlement is automatically created in EIS Option 11.2.4. This screen is populated only after the leave has been finalized in EIS. The final entitlement assists the Payroll Officer in determining such things as the employee’s CAR balance, if a grace period was taken, and whether or not the employee received checks to which s/he was not entitled.

#### **1.5.1 Return from Leave of Absence Without Pay**

When the employee returns to active service following a leave without pay the payroll secretary or timekeeper must submit a resumption of service form. This results in the creation of a Certificate of Experience (COE). The COE ensures that the affected employee receives a

new equated date and guarantees that s/he will receive two step increments per year, if applicable. If a request for the COE is not filed, the employee will only receive the step increment in March. Please note that an employee who is serving as a special education teacher has to reapply for the differential in order to be compensated as such. The application process has to be completed via the DFO Payroll Portal at <http://payrollportal.nycboe.net>.

### **1.5.2 Pro-Rated Summer Pay and Leaves**

If an employee applies for and is granted a leave without pay with an effective date during the school year s/he may be entitled to pro-rated summer vacation. To this end, Payroll Secretaries and Timekeepers should ensure that timekeeping entries are correct, staffing transactions are completed timely and that grace periods are granted only in those circumstances that they are applicable. If these conditions are not met the summer pay entitlement will be delayed until all of the correct data has been entered into EIS.

### **1.5.3 Family Medical Leave Act (FMLA)**

An employee must be on active payroll status for at least one year to be eligible for a family leave. A pedagogue is entitled to 12 weeks of family leave in a 12 month period; this time includes paid and unpaid leave. If the family leave is for medical reasons the pedagogue must exhaust his/her CAR balance prior to the inception of the leave. An appointed pedagogue has the option of borrowing an additional 20 CAR days after exhausting his/her balance and is also entitled to request a grace period prior to the inception of the leave. However, please note that the duration of the FMLA is concurrent with these actions and entitlements. The actual leave without pay will begin at the end of these paid entitlements.

### **1.5.4 Categories of FMLA**

There are various categories of family leaves, but only two entitles the employee to a grace period prior to their inception. These are the leaves for maternity child care and health restoration. The EIS codes are 2FJ and 2FH respectively. The other categories of family leaves are serious personal illness (2FH) , care of sick family member (2FF), maternity/child care, adoption, foster care (2FJ, 2FD).

### **1.5.5 FMLA for Substitute Pedagogues**

In addition to family leaves for appointed pedagogues, substitutes are also entitled to this type of leave. All of the rules that affect substitute pedagogues apply such as not qualifying for grace periods and borrowing of CAR days. Some of the types family leaves for substitute pedagogues are serious personal health condition (6FH), maternity/child care, adoption and foster care (6FJ and 6FD), and care of sick family member (6FF).

### **1.5.6 Timekeeping and Grace Periods As They Relate to Leaves of Absence**

After exhausting his/her CAR balance an appointed pedagogue has the option of borrowing a maximum of 20 CAR days. Once the 20th day has been borrowed the next day should be

considered a break in service. Payroll Secretaries and Timekeepers should note that the use of the timekeeping event code 50U00 in these situations is incorrect. If a grace period was applied for and granted the break in service has to begin on the next calendar day following the end of the grace period even if that day happens to be a weekend or holiday. There are various types of regular leaves, but only two qualify as proceeding a grace period. These are leaves for restoration of health and maternity /child care. The EIS codes are 2HR and 2MC respectively.

As mentioned before, the grace period entitles the employee to be compensated for weekends and holidays during the entire period. Adjustments are made for all work days during the time period. A grace period cannot commence on the first day of school and only one can be taken during a school year. At the end of the grace period one of two actions has to occur: the employee has to return to active service or be placed on an approved leave of absence without pay.

## **1.5.7 Line of Duty Injury (LODI)**

### **1.5.7.1 Injury in the Line of Duty (LODI) Procedures as They Relate to EIS Timekeeping**

An accident in the line of duty to any employee must be reported to the medical bureau immediately regardless of the extent of the injury or whether there is or was any loss of time. An assault which results in an injury should be reported in the same way as an accident in the line of duty. If an employee returns to school, is subsequently absent and claims that this absence is due to the same accident; all forms must be resubmitted for the additional absence(s). The employee is required to inform the appropriate personnel, submit a comprehensive accident report, and all other forms that that may be applicable. In addition, a completed OP 198 should be submitted. This form is an application for excuse due to personal illness.

The Payroll Secretary or Timekeeper is required to ensure that the proper reports and forms are accurately completed and approved/disapproved by the relevant administrative personnel. Please note that pre-inked signature stamps are not permitted. It is very important that appropriate timekeeping entries are used to signify that there's a LODI pending an official decision by the Medical Bureau. The correct timekeeping event that should be used is 46PLD; this ensures that the employee's CAR balance is not affected and that there will be no payroll deductions based on the fact that the employee is absent from the classroom.

The Medical Bureau will determine whether or not the LODI application is ready to be processed after receipt of all paperwork and forms. The forms that should be submitted to the Medical Bureau include the OP 200 Assignment Form (waiver form) and the OP 407 Confidential Medical Evaluation Form (this is also required for absences of 20 consecutive days). Also required are any forms for claims for reimbursement of medical expenses when a work related injury does not result in absences but the employee may require ongoing treatment. In addition, all completed medical examination forms, if necessary or required, should be submitted. After a decision is reached the appropriate code is entered into EIS. If approved the code entered will be 46ALD; if disapproved the code entered will be 46DLD.

### **1.5.7.2 Procedures to Be Followed When a LODI Application is Denied**

If a LODI is denied and the employee is on active payroll status, the employee's CAR balance will automatically be reduced by the number of days owed. This reduction will be posted within 30 days of the date on the denial letter. Of course, this is only possible if the employee has sufficient days available in his/her CAR balance.

In the event that there are not sufficient CAR days the employee has the option to borrow up to 20 days. Transactions for borrowed days must be entered within 10 days of the date listed in the employee's denial letter. Furthermore, if the entire period for which the LODI was denied, is still not covered, the employee may choose to file for a Health Restoration Leave of Absence.

**Please note:** as long as an employee has a negative 20 CAR balance there should be no further timekeeping entries in EIS.

### **1.5.7.3 Inactive Employees Whose LODI Applications Have Been Denied**

If the LODI is denied and the employee is inactive priority should be given to these cases. Priority should also be given to employees who are nearing separation from the DOE. If the employee has a positive CAR balance, the same steps as outlined above should be taken. However, the employee should not be allowed to borrow additional CAR days. Additionally, if the employee has a negative CAR balance and it is the end of the school year an appropriate number of checks should be returned or stopped (in the case of employees whose checks are electronically deposited) to cover the overage.

#### **As an example:**

**A Pedagogue has a CAR balance of -15 days (negative 15). The employee's annual salary is \$50,000 and it is the end of the school year. In this case, the employee owes the DOE:  $\$50,000 / 300 \times 15 = \$2,500$ . Based on the annual salary of \$50,000, the semi-monthly payment is \$2,083.33. Therefore, the Payroll Secretary should return two of the four summer checks if the employee is not enrolled in the EFT program. If the employee is enrolled in the EFT program, the Payroll Secretary should place stop payment requests on two of the four summer checks.**

The payroll department will make the necessary adjustments to ensure that the employee is not overpaid. In the event that the returned checks cannot cover the overage the employee will be sent a bill of collection.

## **1.6 Termination**

### **1.6.1 Definition**

The term “termination” applies when a pedagogue separates from active service from the DOE. This could be as the result of, but not limited to, retirement, resignation, death, or termination. When an appropriate staffing transaction has been completed to effect such an action a final entitlement is automatically created in EIS and is displayed in Option 11.2.4. The final entitlement displays such things as the employee’s last day of service (physically worked or CAR day used or borrowed), unpaid preparation periods, and pending grace period deductions. If the last day of service happens to be a Friday the effective date of the termination will be the next work day which can be the following Monday or the Tuesday if Monday is a holiday. This information will be explicitly displayed on the EIS screen.

### **1.6.2 Terminal Leave**

An appointed pedagogue may apply for terminal leave which allows the employee to use CAR days in an effort to remain on active payroll status. The length of a terminal leave is limited to one semester. At the end of the terminal leave an employee has a choice of returning to active service or separating from active service. The application is approved by the CFN and must be forwarded to the HR Connect for processing. Interested employees must file form OP 40 at least 30 days prior to the intended commencement of the leave.

While on terminal leave the employee’s CAR balance is automatically adjusted to reflect a deduction of two CAR days for every work day. The maximum amount of days that can be used is 200 CAR days or 100 work days. If there is a CAR balance at the conclusion of the terminal and the employee wishes to be compensated s/he must complete and submit an OP 44.

### **1.6.3 Form OP44**

Upon termination from the DOE an employee has six years to claim payment for unused CAR days. In order to be paid for these days the affected employee must submit a completed OP 44. The form can be access via the DOE website by typing “OP44” into the “Search” section of the site.

This form has to be completed online and printed for appropriate signatures. The payment of the unused CAR days is based on 1/200th of the employee’s annual salary and is distributed in three installments over a twenty-six month period.

Following the submission of the OP 44 form the first installment will be processes within 60 days (two months). The second installment will be issued one year later and the third installment will be issued one year after the second installment.

#### **1.6.4 Termination Due To Death of an Employee**

In the unfortunate case of the need to process payments for an employee who has died while still an employee of the DOE, the Payroll Office has to consult with the Teacher's Retirement System (TRS) to determine the type of benefit chosen by the employee. The benefit options are termed the 948 Option (death gamble) and the Death Benefit Option. In the former case, the deceased employee is not entitled to any payment from the DOE and is only compensated up to the day prior to the date of death. The second option entitles the employee to payment for service up to the date of death, unused CAR and any pro-rated vacation that may have been accrued. This check will be forwarded to the New York City Office of Payroll Administration (OPA) and will be reissued to the employee's estate.

#### **1.6.5 Termination with a Negative CAR Balance**

If an employee terminates from service with the DOE and has a negative CAR balance the Payroll Secretary or Timekeeper should, if possible, return, stop, or reverse checks as needed. This ensures that the employee will not be overpaid and avoid the Payroll Office issuing a bill of collection to the employee. If the separation happens at the end of the school year the summer checks can be used to compensate for the negative/borrowed days.

##### **As an example:**

**A Pedagogue has a CAR balance of -20 (negative 20) and is terminated from service with the DOE at the end of the school year. The employee annual salary is \$48,836. This employee owes the DOE:  $\$48,836 / 300 \times 20 = \$3,255.73$ . Based on an annual salary of \$48,836, the employee's semimonthly entitlement is \$2,034.83. Therefore, the Payroll Secretary should return two of the four summer checks to compensate of the overpayment. If the employee is enrolled in the EFT program the Payroll Secretary should place stop payment requests on two of the four checks.**

A special note should be taken that especially at the end of the school year Payroll Secretaries and Timekeepers should ensure that all applicable events have been entered into EIS and other transactions are done timely and correctly.

#### **1.6.6 Employees on Leave Without Pay or Terminated**

If an employee is on a Leave Without Pay or is terminated from service with the DOE, the Payroll Secretary should immediately cancel the employee's direct deposit enrollment. This can be done via EIS Option 9.6.5. By cancelling the employee's direct deposit enrollment, the chances of overpayment are greatly reduced. If the employee has not been fully removed from active payroll status, paper checks will be generated; the Payroll Secretary should return these checks the Bureau of Check Management.

### **1.6.7 Stop and Reversal of Payment Requests**

Payroll Secretaries can enter a stop payment request for a check via EIS Option 9.6.6. The deadline for stop payment request is three business days before the date of the check. Further, the stop payment request must be entered by noon on the day in question.

If the stop payment deadline is not reached, a reversal of payment request must be entered. A completed form must be faxed to the EFT Unit at 718-935-3702. The form can be found on the DOE website by typing "Reversal of Payment Request" in the "Search" section of the site.

***Please note that if the reversal is being requested more than five days after the date of the check, the form must be accompanied by a letter signed by the employee in question authorizing the reversal of the check.***

### **1.7 Council of Supervisors and Administrators**

The Council of Supervisors and Administrators (CSA) represent two separate populations. The first population is Supervisors (Principals, Assistant Principals, Directors, Assistant Directors and "Supervisors of") that are salary based; the second is Education Administrators (EA) whose salaries are range based. In general the rules that apply to CSA represented employees are the same as those for UFT represented employees. However, there are some differences.

### **1.8 10 Month Supervisors and Assistant Principals**

Pedagogic employees assigned or appointed to a Supervisory title covered by the CSA will be issued a Certificate of Salary Status (CSS). The CSS will include information regarding title, salary code/step, and equated/anniversary date. Most new Supervisors will default to the minimum step of the assigned salary code.

For Supervisors, the equated/anniversary date is the date when subsequent anniversary step advancements will occur. Supervisors will continue to receive anniversary step advancements until reaching the maximum step of the base salary schedule.

#### **1.8.1 Grace Periods, Borrowing Days and Leaves of Absence**

10 month Supervisors are entitled to a Grace Period once the CAR balance has been exhausted. A Grace Period is allowed to precede certain leave types. Supervisors are allowed to borrow up to 20 days once their CAR balance has been exhausted. For further details, please review the section on the applicability of grace periods above. Also, please note that Supervisors are entitled to take a Leave Of Absence Without Pay (LWOP) with approval from the Division of Human Resources (DHR).

## **1.8.2 Sabbatical Leave**

Certain Supervisory staff is eligible to take a Sabbatical Leave with approval from DHR. The Sabbatical is paid at 60% of the semi-monthly pay. Please note that grace periods are not allowed prior to a sabbatical leave.

## **1.8.3 Longevity**

Once a Supervisor has reached the maximum step of the base salary schedule they will be eligible to receive a 5, 10, 15, or 20 year longevity entitlement. All CSA members are eligible for a 22 year longevity based on cumulative Department of Education (DOE) service.

## **1.9 12 Month School Based CSA Employees**

### **1.9.1 Principals**

As of September 2000, all Principals were required to start working a 12 month year. The work year for a Principal begins September 1st and ends August 31st of the following year. In lieu of their summer vacation, they are entitled to use 27 vacation days during the work year. These days are considered "use it or lose it". There is no carry over of unused vacation days into the following vacation year.

### **1.9.2 Assistant Principals and Supervisors**

Beginning July 2000, some Assistant Principals and some Supervisors were assigned to work a 12 month year. The work year for these employees begins July 1st and end June 30th of the following year. In lieu of their summer vacation, they are entitled to use 27 vacation days during the work year. These days are considered "use it or lose it". There is no carryover of unused vacation days into the following vacation year.

Christmas, winter and spring recesses are automatically deducted from the annual 27 day vacation entitlement. These are days that the Central Office is open for business and schools are closed.

### **1.9.3 Vested Vacation for 12 Month Supervisors and Assistant Principals**

The vacation earned in the 10 month position prior to assignment to a 12 month position is vested and may be liquidated in either of two ways:

- When the employee reverts to his/her 10 month position, or
- When the employee separates from service as part of his/her final entitlement.

## 1.9.4 Payment for Unused CAR Days

CSA members receive termination pay for unused sick time in one installment, but in order to be eligible for payment immediately, they must provide 3 months notice prior to retirement or resignation. Otherwise, payment will be processed two years after separation from service. The employee must complete and submit Form OP44 in order to receive payment. The form must be completed online, printed for the appropriate signatures, and submitted to the Termination Unit. The form can be found on the DOE website by typing "OP44" in the "Search" section of the site.

## Section 2

### PER DIEM

#### 2.1 Timekeeping

```
USER:  JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT00
11/30/2006  12:36      PER DIEM TIMEKEEPING MENU

FUNC      DESCRIPTION      FUNC      DESCRIPTION
01  SUBSTITUTE ELIGIBILITY ROSTER      05  EE VIOLATIONS
02  DAILY ATTENDANCE LOG BY LOCATION  06  "O" TO "Z" STATUS LIST
03  TIMEKEEPING ROSTER/APPROVAL      07  TIMEKEEPING HISTORY
04  TIMEKEEPING DETAIL      08  ABSENCE COVERAGE CODE SUMMARY

          Step 1
          /
FUNC: ←  /
          /
LOC: ←  /
          /
          Step 2

ENTER-PROCESS      F3-PREV MENU      CLEAR-EXIT
```

##### 2.1.1 PER DIEM TIMEKEEPING MENU

After performing all of the Sign On steps, you will arrive at the Per Diem Timekeeping Menu.

The Function field allows you to select any of the functions that are part of the timekeeping activities for per diem pedagogical staff in your school.

**Step 1:** Type a Function number in the FUNC field.

**Step 2:** Type the School Location code in the LOC field. The School Location Code is actually three codes in one. For example, 02M013 translates as District 2, Manhattan, and P.S. 013.

**Step 3: Press ENTER** and the computer will display the screen for the timekeeping function selected

**Remember:** Each time you Sign On to the Per Diem System you repeat the same steps. Because these procedures are so common, these screens will not be repeated. Refer to these pages whenever you need to.

USER: JSMITH		N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM				ES5MT01	
11/30/2006 12:46		SUBSTITUTE ELIGIBILITY ROSTER				EE AS OF: 11/29/06	
LOC: 02M031	LAST NAME:	FI:	EIS ID:				
A NAME	EIS ID	SOCSEC NO	PHONE #	R	LIC	CAT	EE DHR CA
NG	,A 0125321	111111111	9177566661				EL
G RIZK	,Y 0703456	077788844	2125454545		TR		EL
RUSH	,S 0856789	244454455	9102345978		TR		EL
TRIGEI	,L 0858888	226666665	7039456780		TR		EL E
G WILLIAMS	,B 0433333	100000005	2122888836				EL E
WONG	,C 0732100	076888999	7182340900	Y	TR		EL G
WONG	,L 0830000	104666444	2124321000		TR		EL E
T XU	,L 0766666	083777788	7184567890		TR		EL E
CASTANIA	,R 0812345	198123456	7189876543		TR		FP U E
CHEN	,B 0801234	107849000	2124444555		TR		ST A E
CHIN	,K 0772345	011223344	2122333111		TR		LC
CHOI	,E 0767890	066778899	2123888996		TR		PB
CHOW	,B 0723456	091122333	7187788665		TR		ST

SERVICE DATE:  
 ENTER-PROCESS F1-LOOKUP F2-ADD F3-MENU F5-PREV SCR F6-VIOL ERROR  
 F7-BACK F8-FWD F9-PREV LOC F10-NEXT LOC F12-DAILY LOG CLEAR-EXIT

A

B

C

D

Substitutes are grouped by Eligible and Not Eligible

DATA LOOKUP SCREEN	
A CODE	DESCRIPTION
. AE	ADULT EDUCATOR
. ET	EVENING TRADES
. GC	GUIDANCE COUNSELOR
. HB	TEACHER OF HOMEBOUND
. LA	LAB SPECIALIST OR ASSISTANT
. LT	LAB TECHNICIAN
. PG	PSYCH IN TRAINING
. SA	SECRETARY IN TRAINING
. SP	SCHOOL PSYCHOLOGIST
. SU	SUPERVISOR
. SW	SCHOOL SOCIAL WORKER
. SY	SCHOOL SECRETARY

ENTER-PROCESS F3-RETURN F7

## 2.1.2 Substitute Eligibility Roster

Timekeeping Function 01

The Substitute Eligibility Roster presents a list of substitutes chosen to work at your location. Use this roster to check for Employee Eligibility (EE), to generate time for an employee, and to note a Substitute's phone response. Employees may also be added to or deleted from this Roster.

**This Roster must be checked and printed daily, and given to the employee responsible for calling in substitutes. Only substitutes with an EE status of EL (Eligible) may be called.**

**Note that the employees are grouped on the screen by eligible and not eligible.**

Below is an explanation of the various fields and codes found on the Substitute Eligibility Roster.

- A**     **A:**     In this Action field, codes are used to initiate updates of data, and as quick access to other functions.  
              **Type** the code next to the desired record, and **Press** ENTER.  
                  **D - allows** you to delete an employee from the roster.  
                  **E - allows** you to perform an Employment Eligibility check on an employee.  
                  **G - generates** the daily attendance log and rechecks EE status.  
                  **T - allows** you to access the latest Timekeeping Detail screen for an individual.
- B**     **Phone#:** This field displays a substitute's phone number.
- C**     **R:**     The telephone Response code field is used to record if the employee was called for service and did or did not accept the assignment. Responses in this field will be used for unemployment eligibility processing.  
                  **N -** means that the substitute did not accept the assignment.  
                  **Y -** means that the substitute accepted the assignment.  
                  **U -** means that the phone call was not answered.  
                  **Blank** – The substitute was not offered an assignment.
- D**     **LIC CAT:** This field displays the License Categories held by the substitute. Not all categories are valid for per diem service. **Press F1** with the cursor in this field, and a Data Lookup Screen will pop-up with a description of all license categories. Call only those substitutes whose license category matches the assignment to be staffed.

```

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT01
11/30/2006 12:46      SUBSTITUTE ELIGIBILITY ROSTER      EE AS OF: 11/29/06

LOC: 02M031      LAST NAME:      FI:      EIS ID:

A NAME      EIS ID      SOCSEC NO      PHONE #      R LIC CAT      EE      DHR CA
NG      ,A 0125321      111111111      9177566661      EL
G RIZK      ,Y 0703456      077788844      2125454545      TR      EL
RUSH      ,S 0856789      244454455      9102345978      TR      EL
TRIGEI      ,L 0858888      226666665      7039456780      TR      EL      E
G WILLIAMS      ,B 0433333      100000005      2122888836      EL      E
WONG      ,C 0732100      076888999      7182340900      Y TR      EL      G
WONG      ,L 0830000      104666444      2124321000      TR      EL      E
T XU      ,L 0766666      083777788      7184567890      TR      EL      E

CASTANIA      ,R 0812345      198123456      7189876543      TR      FP      U      E
CHEN      ,B 0801234      107849000      2124444555      TR      ST      A      E
CHIN      ,K 0772345      011223344      2122333111      TR      LC
CHOI      ,E 0767890      066778899      2123888996      TR      PB
CHOW      ,B 0723456      091122333      7187788665      TR      ST

SERVICE DATE: 11/29/2006      CONFIRM:
ENTER-PROCESS      F1-LOOKUP      F2-ADD      F3-MENU      F5-PREV SCR      F6-VIOL ERROR
F7-BACK      F8-FWD      F9-PREV LOC      F10-NEXT LOC      F12-DAILY LOG      CLEAR-EXIT

```

E

F

G

H

I

J

PLEASE NOTE: If a Per Diem Substitute does not have a valid license, timekeeping can no longer be entered until the issue is resolved. The Per Diem Sub or the Payroll Secretary must call 718) 935-2689 to resolve the issue. For additional information, please consult the DHR Exchange at:

[HTTP://DHREXCHANGE2/TOPICS/SUB/DEFAULT.ASPX](http://DHREXCHANGE2/TOPICS/SUB/DEFAULT.ASPX)

## Substitute Eligibility Roster (continued)

E

**SERVICE DATE:**

Entry in this field is required to generate an attendance record for a current date or previous date. The service date must be entered along with entering a **G** in the action field.

F

**EE AS OF:**

This is the date of the latest nightly update of the Employee Eligibility status.

G

**EE:**

This field indicates the Employee Eligibility status code.

**EL** – Eligible (OK to work)

**PB**- Problem code violation

**FP**- Fingerprint violation

**ST**- Status violation

**LC**- License Violation

With the cursor in this field, **Press F6** to display the violation codes and error messages in priority order. The phone number and contact information will be displayed.

H

**DHR:**

This field reports any action taken by the Office of Personnel Investigation (OPI) after the violation has been recorded.

**A** - means Approved by OPI to work, even if any EE violation exists. OPI ([OPIIneligibleList@schools.nyc.gov](mailto:OPIIneligibleList@schools.nyc.gov)) has reviewed the violation and approved service. This field reflects overrides for the current date only.

**U or Blank** - next to a violation code, indicates that a substitute is not authorized to work that day.

I

**CA:**

The Current Action field identifies if an Eligibility check or Generation of time was performed for the employee for the current day.

**E** – Eligibility check has been performed today.

**G**- Generation of time has been performed today.

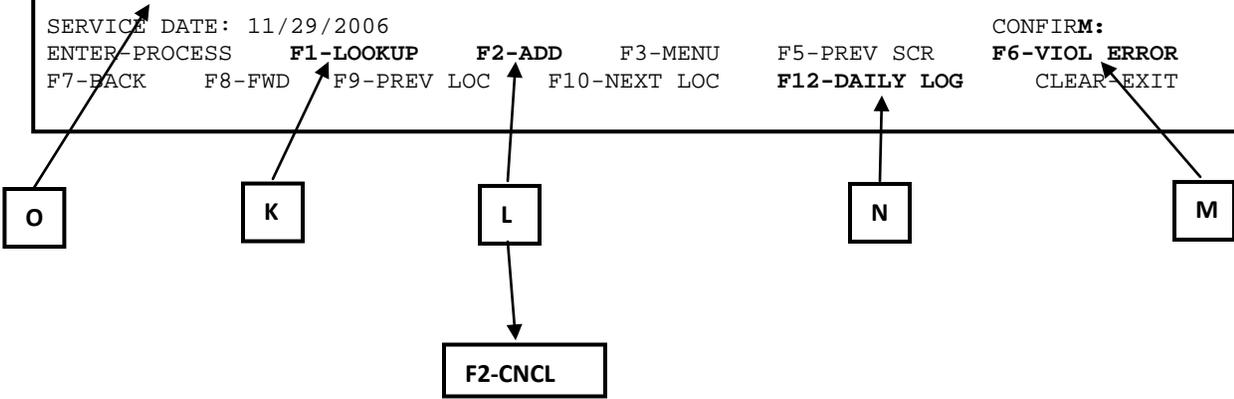
J

**Confirm:**

**Type** a **Y** in the CONFIRM field and **Press** ENTER to complete the update to the record. **Type** an **N** to abort the process. This allows you to correct the data entry as required.

LOC: 02M031	LAST NAME:	FI:	EIS ID:					
A NAME	EIS ID	SOCSEC NO	PHONE #	R	LIC CAT	EE	DHR	CA
NG	,A 0125321	111111111	9177566661			EL		
G RIZK	,Y 0703456	077788844	2125454545		TR	EL		
RUSH	,S 0856789	244454455	9102345978		TR	EL		
TRIGEI	,L 0858888	226666665	7039456780		TR	EL		E
G WILLIAMS	,B 0433333	100000005	2122888836			EL		E
WONG	,C 0732100	076888999	7182340900	Y	TR	EL		G
WONG	,L 0830000	104666444	2124321000		TR	EL		E
T XU	,L 0766666	083777788	7184567890		TR	EL		E
CASTANIA	,R 0812345	198123456	7189876543		TR	FP	U	E
CHEN	,B 0801234	107849000	2124444555		TR	ST	A	E
CHIN	,K 0772345	011223344	2122333111		TR	LC		
CHOI	,E 0767890	066778899	2123888996		TR	PB		
CHOW	,B 0723456	091122333	7187788665		TR	ST		

SERVICE DATE: 11/29/2006      CONFIRM: F6-VIOL ERROR  
 ENTER-PROCESS      F1-LOOKUP      F2-ADD      F3-MENU      F5-PREV SCR      CLEAR-EXIT  
 F7-BACK      F8-FWD      F9-PREV LOC      F10-NEXT LOC      F12-DAILY LOG



**K**

**F1- Lookup:** The Data Lookup key performs an important function on all screens. Place your cursor in a field and **Press F1**. A Data Lookup screen relating to those fields will pop-up. **Type an S** next to the code you wish to select and **Press ENTER**. The selected code will be entered into the appropriate field on the screen.

**L**

**F2-Add:** The **F2** key allows you to ADD substitutes to this roster. To cancel this function, **Press F2** again.

**M**

**F6-VIOL ERROR:** Tab the cursor to the EE Violation Code. Repeated pressing of the **F6** key will scroll through violation error messages and multiple violation codes.

**N**

**F12- DAILY LOG:** **The F12** key will bring you to the Daily Attendance Log screen. This screen is used for entering the timekeeping details required for payment.

**O**

Processing messages will appear in this area.

**These additional F keys are common to all screens.**

**F3-MENU:** This key takes you back to the Timekeeping menu. This enables you to choose other functions.

**F5-PREV SCR:** Use this key to return to the previous screen.

**F7-BACK:** **F7** is used to page back to previous data.

**F8-FWD:** **F8** is used to page forward for additional data.

**F9-PREV LOC:** Allows the Children's First Network to scroll to previous locations.

**F10- NEXT LOC:** Allows the Children's First Network to scroll to the next location.

You can only process payment for a substitute with an EE status of EL (eligible) or a violation status with an OPI override of **A** (approval).

**Step 1** →

**Step 2** →

**Step 3** →

```

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT01
11/30/2006 12:46      SUBSTITUTE ELIGIBILITY ROSTER      EE AS OF: 11/29/06

LOC: 02M031      LAST NAME:      FI:      EIS ID:

A NAME      EIS ID      SOCSEC NO      PHONE #      R      LIC CAT      EE      DHR CA
E NG      ,A      0125321      111111111      9177566661      TR      EL
E RIZK      ,Y      0703456      077788844      2125454545      TR      EL
E RUSH      ,S      0856789      244454455      9102345978      TR      EL
  TRIGEI      ,L      0858888      226666665      7039456780      TR      EL      E
G WILLIAMS      ,B      0433333      100000005      2122888836      Y      TR      EL      E
WONG      ,C      0732100      076888999      7182340900      TR      EL      G
WONG      ,L      0830000      104666444      2124321000      TR      EL      E
T XU      ,L      0766666      083777788      7184567890      TR      EL      E

CASTANIA      ,R      0812345      198123456      7189876543      TR      FP      U      E
CHEN      ,B      0801234      107849000      2124444555      TR      ST      A      E
CHIN      ,K      0772345      011223344      2122333111      TR      LC
CHOI      ,E      0767890      066778899      2123888996      TR      PB
CHOW      ,B      0723456      091122333      7187788665      TR      ST

SERVICE DATE:      CONFIRM:
ENTER-PROCESS      F1-LOOKUP      F2-ADD      F3-MENU      F5-PREV SCR      F6-VIOL ERROR
F7-BACK      F8-FWD      F9-PREV LOC      F10-NEXT LOC      F12-DAILY LOG      CLEAR-EXIT
    
```

### 2.1.3 Verifying Employment Eligibility

**PURPOSE:** to check the eligibility of substitutes, on a daily basis, prior to calling anyone in for service.

On the Timekeeping Menu, Type 01, the Location and Press ENTER to access the *Substitute Eligibility Roster*.

**Step 1:** Type E next to the employee's name to view the most recent EE Status.

**Step 2:** Press ENTER. Check the updated EE status. Only employees with code EL (eligible) may be called to work.

**NOTE:** You can verify EE or several people at one time. Just "Type E" next to everyone you want to check. Then, Press ENTER

**Step 3:** Press F3 to return to the Timekeeping Menu.

The date of the last nightly update of Employment Eligibility is displayed in the **EE AS OF** Field.

**EE Field:** If the employee is eligible to work, an **EL** will be displayed in the EE column. This means that the employee has no violations at the time and is eligible to work as a Substitute.

The **EE status codes** are listed below. Multiple violations are highlighted and appear on the screen in the following priority order.

<b>EL-</b>	Eligible (OK to work)
<b>PB-</b>	Problem code violation
<b>FP-</b>	Fingerprint violation
<b>ST-</b>	Status violation
<b>LC-</b>	License violation

USER: JSMITH                      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM                      ES5MT01  
 11/30/2006 12:46                      SUBSTITUTE ELIGIBILITY ROSTER                      EE AS OF: 11/29/06

LOC: 02M031                      LAST NAME:                      FI:                      EIS ID:

A NAME	EIS ID	SOCSEC NO	PHONE #	R LIC CAT	EE	DHR	CA
ENG	,A 0125321	111111111	9177566661		EL		
RIZK	,Y 0703456	077788844	2125454545	TR	EL		
RUSH	,S 0856789	244454455	9102345978	TR	EL		
TRIGEI	,L 0858888	226666665	7039456780	TR	EL		E
WILLIAMS	,B 0433333	100000005	2122888836		EL		E
WONG	,C 0732100	076888999	7182340900	Y TR	EL		G
WONG	,L 0830000	104666444	2124321000	TR	EL		E
XU	,L 0766666	083777788	7184567890	TR	EL		E
CASTANIA	,R 0812345	198123456	7189876543	TR	FP	U	E
CHEN	,B 0801234	107849000	2124444555	TR	ST	A	E
CHIN	,K 0772345	011223344	2122333111	TR	LC		
CHOI	,E 0767890	066778899	2123888996	TR	PB		
CHOW	,B 0723456	091122333	7187788665	TR	ST		
	→ ????????						

Step 2

Step 3

Step 1

SERVICE DATE:                      CONFIRM: Y  
 ENTER-PROCESS      F1-LOOKUP      F2-ADD      F3-MENU      F5-PREV SCR      F6-VIOL ERROR  
 F7-BACK      F8-FWD      F9-PREV LOC      F10-NEXT LOC      F12-DAILY LOG      CLEAR-EXIT

### 2.1.4 Adding Substitutes to the Eligibility Roster

**PURPOSE:** To allow the Payroll Secretary/Timekeeper to add a Substitute to the Substitute Eligibility Roster.

On the Timekeeping Menu, Type 01, the Location and Press ENTER to access the Substitute Eligibility Roster.

**Step 1:** Press F2. This will bring you to the next available EIS ID field.

**Step 2:** Type the substitute's EIS ID, Press ENTER.

If you do not know the EIS ID, then enter the employee's Social Security Number in the SOC SEC NO field.

Review the substitute's EE status and if not eligible, do not confirm.

**Step 3:** Type Y to confirm and Press ENTER. RECORD(S) ADDED is displayed.

**Step 4:** Press F3 to return to the Timekeeping Menu.

Repeat **Steps 1-3** to add additional substitutes to your Roster.

**You have just added a substitute to your roster.**

Press **F2-CNCL** to exit the Add mode. When you first Press **F2**, The field name changes from **F2-Add** to **F2-CNCL**. To cancel this mode, Press **F2** again.

In **Step 3** you can Type an N, if you do not wish to confirm the entry.

```

USER: JSMITH          N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM          ES5MT01
11/30/2006 12:46      SUBSTITUTE ELIGIBILITY ROSTER          EE AS OF: 11/29/06

LOC: 02M031          LAST NAME:          FI:          EIS ID:

A NAME          EIS ID  SOCSEC NO  PHONE #    R LIC CAT    EE  DHR CA
E NG            ,A  0125321  111111111  9177566661    EL
E RIZK          ,Y  0703456  077788844  2125454545    TR EL
E RUSH          ,S  0856789  244454455  9102345978    TR EL
  TRIGEI        ,L  0858888  226666665  7039456780    TR EL
G WILLIAMS      ,B  0433333  100000005  2122888836    EL
  WONG          ,C  0732100  076888999  7182340900    Y TR EL
  WONG          ,L  0830000  104666444  2124321000    TR EL
T XU            ,L  0766666  083777788  7184567890    TR EL

D CASTANIA      ,R  0812345  198123456  7189876543    TR FP U E
  CHEN          ,B  0801234  107849000  2124444555    TR ST A E
  CHIN          ,K  0772345  011223344  2122333111    TR LC
  CHOI          ,E  0767890  066778899  2123888996    TR PB
  CHOW          ,B  0723456  091122333  7187788665    TR ST

SERVICE DATE:
ENTER-PROCESS    F1-LOOKUP    F2-ADD    F3-MENU    F5-PREV SCR    CONFIRM: Y
F7-BACK    F8-FWD    F9-PREV LOC    F10-NEXT LOC    F12-DAILY LOG    F6-VIOL ERROR
CLEAR-EXIT
  
```

Step 1

Step 3

Step 2

Step 4

### 2.1.5 Deleting Substitutes from the Eligibility Roster

#### Timekeeping Function 01

**PURPOSE:** To allow the Payroll Secretary//Payroll Register to delete a Substitute from the Substitute Eligibility Roster.

On the Timekeeping Menu, **Type 01**, and the Location and **Press ENTER** to access the Substitute Eligibility Roster

- Step 1:** Type **D** in the Action field to the left of the name to be deleted.
- Step 2:** Press **ENTER**
- Step 3:** Type **Y** to confirm and **Press ENTER**. The name is no longer displayed and the message **RECORD DELETED** appears.

**Step 4:** Press **F3** to return to the Timekeeping Menu.

You have just deleted a substitute from your roster.

Repeat **Steps 1 to 3** to delete additional substitutes from your Roster.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT03  
 11/30/2006 15:56      DAILY ATTENDANCE LOG BY LOCATION

LOCATION: 02M031      SERVICE DT: 11 15 2006

A NAME	EIS ID	JOB	REPL ID	CD	HH:MM	E	PD	TIME IN	EE	FD	LOC
ERBERIAN	,M 0123456				00 00		0				
CHAN	,X 0789000				00 00		0				
LEI	,M 0765432				00 00		0				
NADELL	,J 0712345				00 00		0				

LAST UPDATE DT: 11/16/2006      CONFIRM:  
 ENTER-PROCESS    F1-LOOKUP    F3-MENU    F4-REPL ID    F5-PREV    F6-ERR    F7-BACK  
 F8-FORWARD    F9-PREV LOC    F10-NEXT LOC    F11-PREV DT    F12-NEXT DT    CLEAR-EXIT

## 2.2 Attendance

### 2.2.1 Learn About the Daily Attendance Log

Timekeeping Function 02

**PURPOSE:** The Daily Attendance Log (Function 02 on the Timekeeping Menu), provides a list of Substitutes that reported for service on a specific date. Per Diem O, Z, and F Status employees will have their time confirmed on this screen. Daily entry of Timekeeping Details on this screen replaces the need for a data entry on individual timesheets at the end of each payroll period. Timekeeping actions completed here are ready for Supervisory approval.

**A** LOCATION : The Location Code for your school.

**B** SERVICE DT: The attendance date of Per Diem service. Entering a date enables you to view the attendance list for that date.

**C** A: The **Action** field allows you to process data and access other screens. In the Action field use the following codes:

**D** deletes service for that day only.

**B** quick access to the Substitute Roster.

**T** quick access to Timekeeping Detail.

**D** **EIS ID:** A 7 digit number used to identify an employee.

**E** **JOB:** The Job ID is a five-character code established to identify the account code. The title of the Job should correlate with the substitute's license category. **Press F1**, with the cursor in this field, to display a screen of all Jobs by location.

**F** **REPL ID:** The Replacement ID field indicates the reason for substitute coverage. The EIS ID of the absentee is the most commonly used entry. Other coverage reasons are:

**MENT-** Mentor

**PEAK-** Peak Load

**STAFF-** Staff Development

**TEST** – Testing

**VACY-** Vacancy

**G** **CD:** The Time Code field indicates the portion of the day worked.

**F-** Full Day

**H-** Half Day

**P-** Partial day of hours and minutes

**H** **HH:MM:** Time is automatically recorded for Full and Half days. However, Partial days require an entry of hours and minutes.

**I** **E:** Evening High School use only. **Type** an **E** in the field to indicate Per diem service in an Evening High School.

**J** **EE:** This field will display a **W**, or Warning code, only if the violation is a warning. A message will also appear on the screen. The employee may serve with a warning.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT03  
11/30/2006 15:56      DAILY ATTENDANCE LOG BY LOCATION

LOCATION: 02M031      SERVICE DT: 11 15 2006

A NAME	EIS ID	JOB	REPL ID	CD	HH:MM	E	PD	TIME	IN	EE	FD	LOC
ERBERIAN	,M	0123456	G666R		F	06 50		0				
CHAN	,Y	0789000	GCCCC	0765434	F	06 50		0				
LEI	,M	0765432	G4321	0891234	F	06 50		0				
NADELL	,J	0712345	G5678	0791237	F	06 50		0				

LAST UPDATE DT: 11/16/2006

CONFIRM:

-----  
ENTER-PROCESS    F1-LOOKUP    F3-MENU    F4-REPL ID    F5-PREV    F6-ERR    F7-BACK  
F8-FORWARD    F9-PREV LOC    F10-NEXT LOC    F11-PREV DT    F12-NEXT DT    CLEAR-EXIT  
-----

K

**FD:** An **F** means Funding is frozen on that job ID. Following procedures set up in your school to respond to this issue. Time may be entered and approved **but this employee will not be paid** until the funding issue is resolved.

L

**LOC:** An entry in this field allows the Timekeeper to notify District 97 when a substitute coves a Hearing or Vision Class.

M

**F keys** automatically link you to a specific task.

**F1 –LOOKUP:** Place the cursor on a field and press **F1** to view a pop-up list of appropriate codes with descriptions.

**F3-MENU:** This key takes you back to the Per Diem Timekeeping Menu. This enables you to choose other functions.

**F4-REPL ID:** Pressing **F4** with the cursor in the Replace ID field will link you to the Name Look- Up Screen. This enables you to retrieve the absentee's EIS ID or name of the absentee.

**F5-PREV:** Use this key to return to the Previous Screen.

**F6-ERR:** Repeated pressing of this key will scroll through the data entry Errors that prevent the successful update of the screen.

**F7-BACK:** F7 is used to page back to previous data.

**F8- FORWARD:** F8 is used to page forward for additional data.

**F9-PREV LOC:** Allows the Regional Operations Center (ROC) to scroll to Previous Locations.

**F10- NEXT LOC:** Allows the Regional Operations Center (ROC) to scroll to the next location.

**F11-PREV DT:** F11 is used to scroll to the Previous Service Dates.

**F12-NEXT DT:** F12 is used to scroll to the Next Service Date.

F status Timekeeping Detail data will appear on this screen when the EIS JOB, SCHEDULE and APPLICANT process has been completed.

USER: JSMITH	N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM	ES5MT01
11/30/2006 12:46	SUBSTITUTE ELIGIBILITY ROSTER	EE AS OF: 11/29/06
LOC: 02M031	LAST NAME:	FI: EIS ID:
A NAME	EIS ID	SOCSEC NO
E NG	,A 0125321	111111111
E RIZK	,Y 0703456	077788844
E RUSH	,S 0856789	244454455
TRIGEI	,L 0858888	226666665
<b>G</b> WILLIAMS	,B 0433333	100000005
WONG	,C 0732100	076888999
WONG	,L 0830000	104666444
T XU	,L 0766666	083777788
D CASTANIA	,R 0812345	198123456
CHEN	,B 0801234	107849000
CHIN	,K 0772345	011223344
CHOI	,E 0767890	066778899
CHOW	,B 0723456	091122333
		7189876543
		2124444555
		2122333111
		2123888996
		7187788665
		TR
		FP U E
		ST A E
		LC
		PB
		ST

SERVICE DATE: 11 29 2006	CONFIRM: Y
<b>ENTER-PROCESS</b>	F6-VIOL ERROR
F1-LOOKUP	CLEAR-EXIT
F2-ADD	
F3-MENU	
F5-PREV SCR	
<b>F12-DAILY LOG</b>	
F7-BACK	
F8-FWD	
F9-PREV LOC	
F10-NEXT LOC	

Step 1

Step 2

Step 4

Step 3

**2.2.2 Adding Time and Attendance**

**Purpose:** To pay Substitutes for time worked. This screen generates the attendance record and re-checks the EE status.

On the Timekeeping Menu, **Type 01** and the Location to access the Substitute Eligibility Roster.

**Step 1: Type G** in the **Action** column when the substitute reports to work.

You can generate attendance for several people at one time. Just enter a **G** in the **Action** field for everyone that reports for service. Enter the service date and **Press ENTER** to process.

**Step 2: Type** the date for service in the Service Date Field (DD-MM-YYY format) and **Press ENTER**.

For adding prior service, simply enter the actual date of service.

**Step 3: Type Y** to CONFIRM and **Press ENTER**. GENERATE TIME COMPLETE will be displayed and the "G" will move to the Current Action (CA) field.

**Step 4: Press F12** to access the Daily Attendance Log to continue processing.

If a substitute reports for service but now has a violation, this substitute **MAY NOT** serve in the school. Remove the **G** and continue by **Pressing Enter**.

When generate (**G**) is confirmed, a **Y** is posted automatically to the phone Response (R) field.

```
USER: JSMITH          N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM          ES5MT03
11/30/2006 15:56      DAILY ATTENDANCE LOG BY LOCATION

LOCATION: 02M031          SERVICE DT: 11 15 2006

A NAME          EIS ID  JOB  REPL ID CD HH:MM E  PD TIME IN EE FD LOC
WILLIAMS      ,B 0433333 ABCDE VACY  P  02 30  0          02M013

Step 5          Step 6          Step 7          Step 8

Step 9

LAST UPDATE DT: 11/16/2006          CONFIRM: Y
ENTER-PROCESS  F1-LOOKUP  F3-MENU  F4-REPL ID  F5-PREV  F6-ERR  F7-BACK
F8-FORWARD  F9-PREV LOC  F10-NEXT LOC  F11-PREV DT  F12-NEXT DT  CLEAR-EXIT
```

**Step 5a**

**Step 6a**

```

USER:  PMOY          N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5M001
12/01/2006  11:29          BULK JOB INQUIRY

LOCATION:  02M031          TITLE:

A JOB   TITLE  LOC  DESCRIPTION (JOB COST - EXPEND - PEND EXP = AVAIL)  REM
AAABB  TRTRD  02M131  0000          000          000          000
S ABCDE  TRTRD  02M131  ABSENCE CO   3472          578          144          2749
ACCCD  TRTRD  02M131  PROFESSION   5788          289          144          5353
BBBDC  TRTRD  02M131  ABSENCE CO   4051          723          000          3328
CCZZZ  TRTRD  02M131  ABSENCE CO  46304         6139         2604         37560
DDWWR  CLSWF  02M131  GUIDANCE P   29839         2061         3829         23948 590:50
ZYYYY  TRTRD  02M131  ABSENCE CO   24598         6511         3906         14180

ENTER-PROCESS  F3-MENU      F5-PREV      F7-BACKWARD  F8-FORWARD
F9-PREV LOC    F10-NEXT LOC F11-PREV TITLE F12-NEXT TITLE CLEAR-EXIT

```

```

DATA LOOKUP SCREEN

A CODE      DESCRIPTION
. MENT      MENTOR
. PEAK      PEAK LOAD
. STAFF     STAFF DEVELOPMENT
. TEST     TESTING
S VACY     VACANCY
.
.
.
.
.
.

```

**Adding Time and Attendance (continued)**

**Timekeeping Function 02**

**Step 5:** Type the Job ID code in the JOB field. or  
**5a:** Press **F1** for a pop-up list of JOB IDs. **Type** an **S** to select the appropriate Job, then **Press** ENTER.

**Step 6:** **Type** the EIS ID of the absentee being replaced.  
**6a:** Press **F1** for a pop-up list of coverage codes. **Type** an **S** to select the appropriate code, then **Press** ENTER.

**Step 7:** **Type** the appropriate time code in the CD field.  
**P** for partial day coverage, continue to Step 8;  
**F** for full day coverage, continue to Step 9;  
**H** for half day coverage, continue to Step 9.

**Step 8:** **Type** the number of hours and minutes that the substitute employee worked.

**Step 9:** **Press** Enter.

**Step 10:** **Type** **Y** to confirm and **Press** Enter. RECORD(S) UPDATED is displayed.

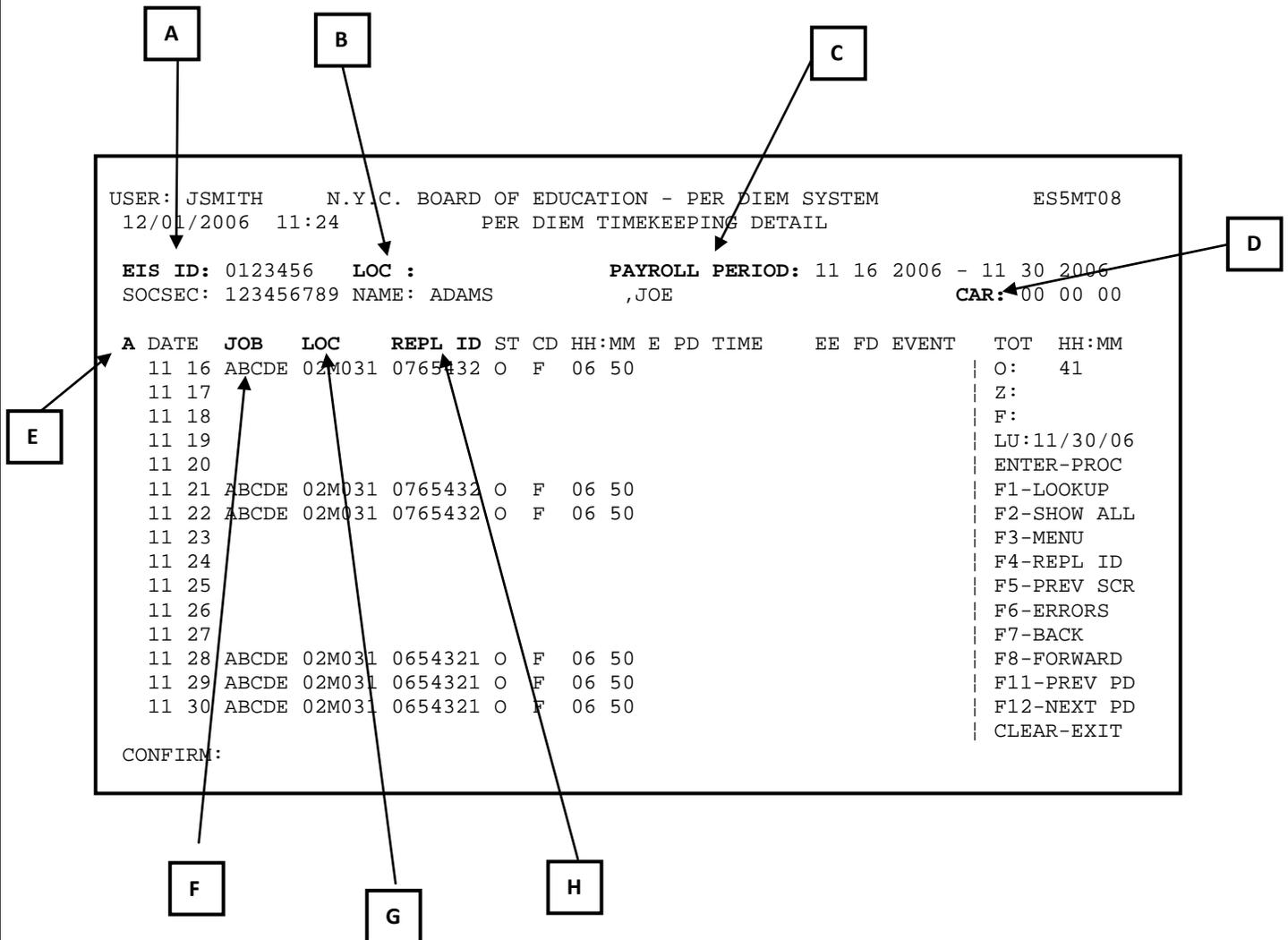
**Step 11:** **Press** **F3** to return to the Timekeeping Menu.

You have just confirmed time and attendance for a per diem substitute. This action requires a Supervisor’s approval.

### 2.2.3 Special Instructions:

**LOC:** This field allows the Timekeeper to notify D97 when a substitute reports for service to cover Hearing of Vision classes. The Timekeeper who generates the attendance record types in the REPL ID of the absentee, the time CD (and HH:MM) and the D97 location of the absentee. When the action is confirmed it moves the substitute to the appropriate Daily Log and Per Diem Timekeeping screen of District 97. The District 97 Timekeeper will enter the JOB ID and confirm pay.

There are four possible LOC codes for District 97. They are 97E670, 97E753, 97V670 and 97V753.



## 2.3. Timekeeping Details

### 2.3.1 The Timekeeping Detail

screen is the timesheet for an individual for one pay period. Select **Function 04** to access this screen from the Per Diem Timekeeping Menu. Although service may be entered here, this screen is used primarily to enter timekeeping event codes. In addition, to screen has a **second page** allow the entry of preparation period (prep) coverage or multiple events for the same service date.

**A** **EIS ID:** The 7 digit number used to identify an employee. To view data, an EIS ID or SOCSEC is required.

**B** **LOC:** The location of the school can be entered here or on the Timekeeping menu.

**C** **PAYROLL PERIOD:** The time frame used to identify a period of service. This screen defaults to the current period. To view another payroll period, enter a date in the Payroll Period (Start Date) field.

**D** **CAR:** The Cumulative Absence Reserve (CAR) is the total balance of Per Diem sick leave for an F and Z status employee.

**E** **A:** In the Action field, the following codes may be entered:

**D-** Delete timekeeping entry.

**H-** Access Timekeeping History

**L-** Access Daily Attendance Log

**R-** Access Timekeeping Approval Roster

**V-** Access Service Summary

**Z-** Access O-Z Status

**F** **JOB:** The Job ID is a five-character code established to identify the account code. The title of the job should correlate with the substitute's license category. **Press F1** to display a screen of all jobs by location.

**G** **LOC:** This refers to the location (District, Borough, School) where service was performed for that day.

**H** **REPL ID:** This field indicates the reason for substitute coverage. The EIS ID of the absentee is the most commonly used entry. Other coverage reasons are:

**MENT-** Mentor

**PEAK-** Peak Load

**STAFF-** Staff Development

**TEST-** Testing

**VACY-** Vacancy

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08  
12/01/2006 11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0123456    LOC :      PAYROLL PERIOD: 11 16 2006 - 11 30 2006  
SOCSEC: 123456789    NAME: ADAMS      ,JOE      CAR: 00 00 00

A	DATE	JOB	LOC	REPL ID	ST	CD	HH:MM	E	PD	TIME	EE	FD	EVENT	TOT	HH:MM
	11 16	ABCDE	02M031	0765432	O	F	06 50							O:	41
	11 17													Z:	
	11 18													F:	
	11 19													LU:11/30/06	
	11 20													ENTER-PROC	
	11 21	ABCDE	02M031	0765432	O	F	06 50							F1-LOOKUP	
	11 22	ABCDE	02M031	0765432	O	F	06 50							F2-SHOW ALL	
	11 23													F3-MENU	
	11 24													F4-REPL ID	
	11 25													F5-PREV SCR	
	11 26													F6-ERRORS	
	11 27													F7-BACK	
	11 28	ABCDE	02M031	0654321	O	F	06 50							F8-FORWARD	
	11 29	ABCDE	02M031	0654321	O	F	06 50							F11-PREV PD	
	11 30	ABCDE	02M031	0654321	O	F	06 50							F12-NEXT PD	
														CLEAR-EXIT	

CONFIRM:      [ MESSAGES APPEAR HERE ]      [ WARNING MESSAGE ]

I

**ST:** Status of substitute employee:  
**O**-Occasional  
**Z**-Long term  
**F**-Fixed schedule part time

J

**CD:** The Time Code field is use to indicate the portion of the day the substitute worked:  
**F** - Full day  
**H** - Half day  
**P** - Partial day; anything other than full and half day depending on the title.

K

**HH:MM** Hours and Minutes are automatically recorded for Full and Half days. An entry is required for Partial days.

L

**E:** for Evening High School use only. **Type** an **E** in this field to indicate Per Diem service in an Evening High School.

M

**PD:** The Prep Period field allows the entry of the number of prep periods covered.



## Timekeeping Details

T

**F Keys** automatically link you to a specific task.

- F1-LOOKUP:** Place the cursor on a field and press **F1** to view a pop-up list of appropriate codes with descriptions.
- F2-SHOW ALL:** Use this key to view time entered in all locations for this period. Press **F2** again to continue processing.
- F3- MENU:** This key takes you back to the Per Diem Timekeeping Menu. This enables you to choose other functions.
- F4-REPL ID:** Pressing **F4** with the cursor in the Replace ID field will link you to the Name Look-Up Screen. This enables you to retrieve the absentee EIS ID or name of the absentee.
- F5-PREV SCR:** Use this key to return to the Previous Screen.
- F6-ERRORS:** Repeated pressing of this key will scroll through the data entry errors that prevent the successful update of the screen.
- F7-BACK:** **F7** is used to page back to previous data.
- F8-FORWARD:** **F8** is used to page Forward for additional data.
- F11- PREV PD:** **F11** is use to scroll through Previous Payroll Periods.
- F12-NEXT PD:** **F12** is used to scroll to the Next Payroll Period.

Service displayed on this screen is the result of entries made on the Substitute Roster and the Daily Log. On this screen, you may also add, change or delete service.

**Step 1**

```

USER: JSMITH          N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM          ES5MT08
12/01/2006  11:24          PER DIEM TIMEKEEPING DETAIL

EIS ID: 0123456   LOC : 02M031          PAYROLL PERIOD: 11 16 2006 - 11 30 2006
SOCSEC: 123456789 NAME: ADAMS          ,JOE          CAR: 00 00 00

A DATE  JOB   LOC   REPL ID ST CD HH:MM E PD TIME   EE FD EVENT   TOT  HH:MM
11 16
11 17
11 18
11 19  ABCDE  02M031          F   06 50
11 20
11 21
11 22
11 23
11 24
11 25
11 26
11 27
11 28
11 29
11 30
CONFIRM:
  
```

O:  
 Z:  
 F:  
 LU:11/30/06  
 ENTER-PROC  
 F1-LOOKUP  
 F2-SHOW ALL  
 F3-MENU  
 F4-REPL ID  
 F5-PREV SCR  
 F6-ERRORS  
 F7-BACK  
 F8-FORWARD  
 F11-PREV PD  
 F12-NEXT PD  
 CLEAR-EXIT

**Step 2**

**Step 2a**

```

USER: PMOY          N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM          ES5M001
12/01/2006  11:29          BULK JOB INQUIRY

LOCATION:  02M031          TITLE:

A JOB   TITLE  LOC   DESCRIPTION (JOB COST - EXPEND - PEND EXP = AVAIL)          REM
HHH:MM
S AAABB TRTRD 02M131          0000          000          000          000
S ABCDE TRTRD 02M131 ABSENCE CO          3472          578          144          2749
ACCCD TRTRD 02M131 PROFESSION          5788          289          144          5353
BBBDC TRTRD 02M131 ABSENCE CO          4051          723          000          3328
CCCZZ TRTRD 02M131 ABSENCE CO          46304         6139         2604         37560
DDWWR CLSWF 02M131 GUIDANCE P          29839         2061         3829         23948
590:50
ZYXXX TRTRD 02M131 ABSENCE CO          24598         6511         3906         14180

ENTER-PROCESS          F3-MENU          F5-PREV          F7-BACKWARD          F8-FORWARD
F9-PREV LOC          F10-NEXT LOC          F11-PREV TITLE          F12-NEXT TITLE          CLEAR-EXIT
  
```

**PURPOSE:** To record an absence for a Per Diem Substitute

On the Timekeeping Menu, Type 04 and the location to access the Per Diem Timekeeping Detail Screen.

**Step 1:** Type the substitute's EIS ID, Press ENTER

**Step 2:** Type the Job ID next to the date of the absence or  
**2a:** Press F1 with the cursor in the JOB ID field for a pop-up list of JOB IDs.  
 Type an S to select the appropriate Job, then Press ENTER.

**Step 3:** Type the school location code in the LOC field.

**Step 4:** Type the appropriate Time code in the CD field.  
 P- for a Partial day absence, then continue to **Step 5**  
 F- for a Full day absence, then continue to **Step 6**  
 H- for a Half day absence, then continue to **Step 6**

**Step 5:** Type the number of hours and minutes, in the HH:MM field, that the substitute was absent.

```

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08
12/01/2006  11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0123456  LOC : 02M031      PAYROLL PERIOD: 11 16 2006 - 11 30 2006
SOCSEC: 123456789 NAME: ADAMS      ,JOE      CAR: 00 00 00

A DATE  JOB   LOC   REPL ID ST CD HH:MM E PD TIME   EE FD EVENT   TOT  HH:MM
11 16
11 17
11 18
11 19 ABCDE 02M031 0765432 O  F  06 50
11 20
11 21
11 22
11 23
11 24
11 25
11 26
11 27
11 28
11 29
11 30

CONFIRM: Y
    
```

**Step 6** → 50AAB

**Step 7** → ENTER-PROC

**Step 8** → (points to the CD field 'F')

**Step 9** → F3-MENU

Step 6a

```

DATA LOOKUP SCREEN

A CODE      DESCRIPTION
. 28000     PREP PERIOD
. 28001     PREP PERIOD - Q742
. 41BNB     MED CERT ABS-DEDUCT CAR
. 44A00     JURY DUTY ABS F/Z
. 46ALD     APPROVED LINE OF DUTY ABS
. 46DLD     DISAPPROVED LINE OF DUTY ABS
. 46PLD     PENDING LINE OF DUTY ABSENCE
S 50AAB     UNPAID NON-ATTEND, PEND Z STAT
.
.
.
.

ENTER-PROCESS  F3-RETURN  F7-BACK  F8-NEXT

```

**Step 6:** Type the absence event code. OR  
**6a:** Press **F1** for a pop-up list of EVENT codes.  
Type an **S** to select the appropriate Event, then **PRESS ENTER**.

**Step 7:** Press Enter.

**Step 8:** Type **Y** to confirm, Press ENTER. RECORDS ADDED are displayed.

**Step 9:** Press **F3** to return to the Per Diem Timekeeping Menu.

**You have recorded an absence. This action requires supervisory approval.**

Step 1

```

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08
12/01/2006 11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0987654   LOC : 02M013      PAYROLL PERIOD: 11 16 2006 - 11 30 2006
SOCSEC: 987645321 NAME: SMITH      ,DOE      CAR: 00 00 00

A DATE  JOB   LOC   REPL ID ST CD HH:MM E PD TIME   EE FD EVENT   TOT  HH:MM
11 16
11 17
11 18
11 19
11 20 DEFGH 02M013 MENT   O  H  03 10
11 21
11 22
11 23
11 24
11 25
11 26
11 27
11 28
11 29
11 30

CONFIRM:

| O:
| Z:
| F:
| LU:11/30/06
| ENTER-PROC
| F1-LOOKUP
| F2-SHOW ALL
| F3-MENU
| F4-REPL ID
| F5-PREV SCR
| F6-ERRORS
| F7-BACK
| F8-FORWARD
| F11-PREV PD
| F12-NEXT PD
| CLEAR-EXIT

```

Step 2

### 2.3.3 Adding Multiple Entries for the Same Date

Timekeeping Function 04

**Purpose:** To add multiple entries for the same day.

**For Example:** Entering any combination of Jobs, Replace ID's or events

On the Timekeeping Menu, Type 04 and the location to access the Per Diem Timekeeping Detail Screen.

**NOTE:** To add entries for a prior period, change the PAYROLL PERIOD start date.

**Step 1:** Type the substitute's EIS ID and Press ENTER.

**Step 2:** Press F8.

Pressing F8 will bring you forward to a **second page**.

Additional entries for the same date can only be added on the **second page**.

The screenshot shows the 'PER DIEM TIMEKEEPING DETAIL' screen for user JSMITH. The screen displays various fields and a menu of options. Callouts labeled 'Step 3' through 'Step 10' point to specific elements on the screen:

- Step 3:** Points to the 'DATE' field (11 20).
- Step 4:** Points to the 'JOB' field (ZYXXX).
- Step 5:** Points to the 'LOC' field (02M013).
- Step 6:** Points to the 'REPL ID' field (STAFF).
- Step 7:** Points to the 'CD' field (P).
- Step 8:** Points to the 'HH:MM' field (01 30).
- Step 9:** Points to the 'CONFIRM: Y' field.
- Step 10:** Points to the 'F3-MENU' option in the menu.

```
USER: JSMITH          N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM          ES5MT08
12/01/2006  11:24          PER DIEM TIMEKEEPING DETAIL

EIS ID: 0987654  LOC : 02M013          PAYROLL PERIOD: 11 16 2006 - 11 30 2006
SOCSEC: 987645321 NAME: SMITH          ,DOE          CAR: 00 00 00

A DATE  JOB   LOC   REPL ID ST CD HH:MM E PD TIME  EE FD EVENT  TOT  HH:MM
11 20  ZYXXX  02M013 STAFF  O  P  01 30
| O:   03 10
| Z:
| F:
| LU:11/30/06
| ENTER-PROC
| F1-LOOKUP
| F2-SHOW ALL
| F3-MENU
| F4-REPL ID
| F5-PREV SCR
| F6-ERRORS
| F7-BACK
| F8-FORWARD
| F11-PREV PD
| F12-NEXT PD
| CLEAR-EXIT

CONFIRM: Y
```

**Step 4a**

**Step 6a**

```

USER: PMOY      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5M001
12/01/2006  11:29      BULK JOB INQUIRY

LOCATION: 02M031      TITLE:

A JOB  TITLE  LOC  DESCRIPTION (JOB COST - EXPEND - PEND EXP = AVAIL)  REM
AAABB TRTRD 02M131      0000      000      000      000
ABCDE TRTRD 02M131 ABSENCE CO      3472      578      144      2749
ACCCD TRTRD 02M131 PROFESSION      5788      289      144      5353
BBBDC TRTRD 02M131 ABSENCE CO      4051      723      000      3328
CCCZZ TRTRD 02M131 ABSENCE CO      46304     6139     2604     37560
DDWWR CLSWF 02M131 GUIDANCE P      29839     2061     3829     23948 590:50
S ZYXXX TRTRD 02M131 ABSENCE CO      24598     6511     3906     14180

ENTER-PROCESS  F3-MENU      F5-PREV      F7-BACKWARD  F8-FORWARD
F9-PREV LOC    F10-NEXT LOC  F11-PREV TITLE  F12-NEXT TITLE  CLEAR-EXIT

```

```

DATA LOOKUP SCREEN

A CODE      DESCRIPTION
. MENT      MENTOR
. PEAK      PEAK LOAD
S STAFF      STAFF DEVELOPMENT
. TEST      TESTING
VACY        VACANCY
.
.
.
.
.
.
ENTER-PROCESS  F3-RETURN  F7-BACK
F8-NEXT

```

**Adding Multiple Entries for the Same Date (continued)**

**Step 3:** Type the date (MM DD) of the service or event.

**Step 4:** Type the JOB ID.  
OR

**4a:** Press **F1** with the cursor in the JOB ID field for a pop-up list of JOB IDs  
Type an S to select the appropriate JOB. Press ENTER.

**Step 5:** Type the school location code.

**Step 6:** Type the EIS ID of the absentee being replaced  
OR

**6a:** Press **F1** with the cursor in the REPL ID field for a pop-up list of reasons for the substitute coverage. The EIS ID of the absentee is the most commonly used entry. Other coverage codes are:

- MENT**-Mentor                      **PEAK**-Peak Load                      **STAFF**-Staff Development
- TEST**-Testing                      **VACY**-Vacancy

Type an **S** to select the appropriate code. Then Press ENTER.

**Step 7:** Type the appropriate Time code in the CD field.

- P-** for Partial day absence, then continue to **Step 8**
- H-** for a Half day absence, then continue to **Step 9**

**Step 8:** Type the number of hours and minutes, in the HH:MM, field that the employee worked. Press ENTER.

**Step 9:** Type Y to confirm, and Press ENTER. RECORDS ADDED are displayed.

**Step 10:** Press F3 to return to the Per Diem Timekeeping Menu.

Step 1

You have added Multiple Entries for the same date.

```
USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08
12/01/2006  11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0987654   LOC : 02M013      PAYROLL PERIOD: 11 16 2006 - 11 30 2006
SOCSEC: 987645321 NAME: SMITH      ,DOE      CAR: 00 00 00

A DATE  JOB   LOC   REPL ID ST CD HH:MM E PD TIME   EE FD EVENT   TOT  HH:MM
11 16
11 17
11 18
11 19
11 20 DEFGH 02M013 MENT   O  F  06 20
11 21
11 22
11 23
11 24
11 25
11 26
11 27
11 28
11 29
11 30

CONFIRM:

O:
Z:
F:
LU:11/30/06
ENTER-PROC
F1-LOOKUP
F2-SHOW ALL
F3-MENU
F4-REPL ID
F5-PREV SCR
F6-ERRORS
F7-BACK
F8-FORWARD
F11-PREV PD
F12-NEXT PD
CLEAR-EXIT
```

Step 2

### 2.3.4 Adding Prep Periods

Timekeeping Function 04

**PURPOSE:** To enter Preparation Period (Prep) coverage.

All Preps are recorded on the **second page**. Preps can only be added after service has been confirmed for that date.

**NOTE:** On the Timekeeping Menu, type 04 and the location to access the Per Diem Timekeeping screen.

**Step 1: Type** the substitute's EIS ID and **Press ENTER.**

**Step 2: Press F8.**

Pressing **F8** will bring you forward to a **second page**. Preps can only be added on the second page.

See next page for Step

```

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08
12/01/2006  11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0987654  LOC : 02M013      PAYROLL PERIOD: 11 16 2006 - 11 30 2006
SOCSEC: 987645321 NAME: SMITH      ,DOE      CAR: 00 00 00

A DATE  JOB   LOC   REPL ID ST  CD HH:MM E PD TIME  EE FD EVENT  TOT  HH:MM
  11 20  ZYXXX 02M013      O  P  00 00  1      28000  O:  06 20
                                     Z:
                                     F:
                                     LU:11/30/06
ENTER-PROC
F1-LOOKUP
F2-SHOW ALL
F3-MENU
F4-REPL ID
F5-PREV SCR
F6-ERRORS
F7-BACK
F8-FORWARD
F11-PREV PD
F12-NEXT PD
CLEAR-EXIT

CONFIRM: Y
  
```

Step 3 points to DATE (11 20). Step 4 points to JOB (ZYXXX). Step 5 points to LOC (02M013). Step 6 points to CD (P). Step 7 points to PD (1). Step 8 points to EVENT (28000). Step 9 points to ENTER-PROC. Step 10 points to CONFIRM: Y. Step 11 points to F3-MENU.

**Step 4a**

```

USER:  PMOY      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5M001
12/01/2006  11:29      BULK JOB INQUIRY

LOCATION:  02M031      TITLE:

A JOB  TITLE  LOC  DESCRIPTION (JOB COST - EXPEND - PEND EXP = AVAIL)  REM
  AAABB TRTRD 02M131      0000      000      000      000
  ABCDE TRTRD 02M131 ABSENCE CO      3472      578      144      2749
  ACCCD TRTRD 02M131 PROFESSION      5788      289      144      5353
  BBBDC TRTRD 02M131 ABSENCE CO      4051      723      000      3328
  CCCZZ TRTRD 02M131 ABSENCE CO      46304     6139     2604     37560
  DDWWR CLSWF 02M131 GUIDANCE P      29839     2061     3829     23948  590:50
  S ZYXXX TRTRD 02M131 ABSENCE CO      24598     6511     3906     14180

ENTER-PROCESS      F3-MENU      F5-PREV      F7-BACKWARD      F8-FORWARD
F9-PREV LOC        F10-NEXT LOC F11-PREV TITLE F12-NEXT TITLE  CLEAR-EXIT
  
```

Step 4a points to JOB (ZYXXX).

## Adding Prep Periods (continued)

**Step 3:** Type the date (MM DD) of the prep coverage.

**Step 4:** Type the JOB ID.

**4A:** Press **F1** with the cursor in the JOB ID field for a pop-up list of JOB IDs.

Type an **S** to select the appropriate Job, then Press **ENTER**.

**Step 5:** Type the school location code.

**Step 6:** Type **P** for Partial day coverage.

**Step 7:** Type the number of Preps, in the PD field, that the employee worked.

**Step 8:** Type 28000 in the EVENT field.

**Step 9:** Press **ENTER**.

**Step 10:** Type **Y** to confirm, and Press **ENTER**. RECORD (S) ADDED is displayed.

**Step 11:** Press **F3** to return to the Per Diem Timekeeping Menu.

### You have added a Prep Period.

The **second page** appears without dates to enable the Timekeeper to enter dates as needed.

```

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08
12/01/2006  11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0345678   LOC : 02M013      PAYROLL PERIOD: 11 16 2006 - 11 30 2006
SOCSEC: 111111222 NAME: JONES      ,MARY      CAR: 00 00 00

A DATE  JOB   LOC   REPL ID ST CD HH:MM E PD TIME   EE FD EVENT   TOT  HH:MM
11 16
11 17
11 18
11 19
11 20 DEFGH 02M013 VACY   O  F  06 20
11 21
11 22
11 23
11 24
11 25
11 26 CCCZZ 02M013 VACY   O  F  06 20
-----
11 26 ABCDE 02M013 TEST   O  F  06 20
-----
11 30

CONFIRM:
    
```

**Step 1** points to the date field in the header.

**Step 2** points to the payroll period field in the header.

**Step 3** points to the date field in the entry list.

**Step 4** points to the job ID field in the entry list.

**Step 5** points to the location code field in the entry list.

**New Entries** points to the entry for 11/26 with job ID 'CCCZZ'.

**Old Entries** points to the entry for 11/26 with job ID 'ABCDE'.

Menu options on the right:

- LU:11/30/06
- ENTER-PROC
- F1-LOOKUP
- F2-SHOW ALL
- F3-MENU
- F4-REPL ID
- F5-PREV SCR
- F6-ERRORS
- F7-BACK
- F8-FORWARD
- F11-PREV PD
- F12-NEXT PD
- CLEAR-EXIT

Step 3a

```

USER:  PMOY          N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5M001
12/01/2006   11:29                BULK JOB INQUIRY

LOCATION:  02M031          TITLE:

A JOB  TITLE  LOC  DESCRIPTION (JOB COST - EXPEND - PEND EXP = AVAIL)  REM
AAABB TRTRD 02M131          0000          000          000          000
ABCDE TRTRD 02M131 ABSENCE CO          3472          578          144          2749
ACCCD TRTRD 02M131 PROFESSION          5788          289          144          5353
BBBDC TRTRD 02M131 ABSENCE CO          4051          723          000          3328
S CCCZZ TRTRD 02M131 ABSENCE CO          46304         6139         2604         37560
DDWWR CLSWF 02M131 GUIDANCE P          29839         2061         3829         23948 590:50
ZYXXX TRTRD 02M131 ABSENCE CO          24598         6511         3906         14180

```

Step 5a

```

DATA LOOKUP SCREEN

A CODE      DESCRIPTION
. MENT      MENTOR
. PEAK      PEAK LOAD
. STAFF     STAFF DEVELOPMENT
. TEST     TESTING
S VACY     VACANCY
.
.
.
.
.
ENTER-PROCESS  F3-RETURN  F7-BACK  F8-
-----

```

### 2.3.5 Correcting Time and Attendance

Timekeeping Function 04

**PURPOSE:** To process a correction for one or more timekeeping records.

**On the Timekeeping Menu, Type 04 and Location to access the Per Timekeeping Detail screen.**

**Step 1:** Type the substitute's EIS ID.

**Step 2:** Type the date to be corrected (MM-DD-YYYY), and Press ENTER. The Payroll Period for that date will be displayed.

**Step 3:** Type the correct Job ID or  
**3a.** Press F1 for a screen of JOB IDs. Type an S to select the appropriate Job, then Press ENTER to return to the detail screen.

**Step 4:** Type the school location code.

**Step 5:** Type the EIS ID of the absentee. or  
**5a:** Press F1 for a pop-up list of coverage codes. Type an S to select the appropriate code, then Press ENTER to return to the detail screen.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08  
12/01/2006 11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0345678    LOC : 02M013      PAYROLL PERIOD: 11 16 2006 - 11 30 2006  
SOCSEC: 111111222    NAME: JONES      ,MARY      CAR: 00 00 00

A	DATE	JOB	LOC	REPL	ID	ST	CD	HH:MM	E	PD	TIME	EE	FD	EVENT	TOT	HH:MM
	11	16													O:	06 20
	11	17													Z:	
	11	18													F:	
	11	19													LU:11/30/06	
	11	20	DEFGH	02M013	VACY		O	F			06 20				<b>ENTER-PROC</b>	
	11	21													F1-LOOKUP	
	11	22													F2-SHOW ALL	
	11	23													<b>F3-MENU</b>	
	11	24													F4-REPL ID	
	11	25													F5-PREV SCR	
	11	26	CCCZZ	02M013	VACY		O	H			03 10				F6-ERRORS	
	11	26	ABCDE	02M013	TEST		O	F			06 20				F7-BACK	
	11	30													F8-FORWARD	
															F11-PREV PD	
															F12-NEXT PD	
															CLEAR-EXIT	

CONFIRM: Y

### Correcting Time and Attendance (continued)

- Step 6:** Type the appropriate Time code in the CD field
- P- for a Partial day absence, then continue to **Step 7**
  - F- for a Full day absence, then continue to **Step 8**
  - H- for a Half day absence, then continue to **Step 8**

**Step 7:** Type the correct number of hours and minutes that the substitute worked.

**Step 8:** Press ENTER.

**Step 9:** Type Y to confirm, and Press ENTER. RECORD (S) UPDATED will be displayed.

**Step 10:** Press F3 to return to the Timekeeping Menu.

You have corrected a time and attendance record. Supervisory approval is required for this action.

**NOTE:** If approved service needs to be corrected, the approval must first be removed by the Children's First Network (CFN) or designated Supervisor. The correction must then be approved by the Supervisor.

If a prep period or a second entry for a date needs to be changed, that can only be done on the **second page**

The screenshot shows a terminal window with the following content:

```

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08
12/01/2006 11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0987654   LOC : 02M013      PAYROLL PERIOD: 11 16 2006 - 11 30 2006
SOCSEC: 987645321 NAME: SMITH      ,DOE      CAR: 00 00 00

A DATE  JOB   LOC   REPL ID ST CD HH:MM E PD TIME   EE FD EVENT   TOT  HH:MM
  11 16
  11 17
  11 18
  11 19
  11 20 DEFGH 02M013 VACY   O  F  06 20
  11 21
  11 22
  11 23
  11 24
  D 11 25 DEFGH 02M013 VACY   O  F  06 20
  11 26
  11 27
  11 28
  11 29
  11 30

CONFIRM: Y
  
```

Callouts in the image point to the following elements:

- Step 1:** Points to the EIS ID field (0987654).
- Step 2:** Points to the payroll period (11 16 2006 - 11 30 2006).
- Step 3:** Points to the 'D' key in the date entry line (D 11 25).
- Step 4:** Points to the 'ENTER-PROC' menu option.
- Step 5:** Points to the 'CONFIRM: Y' prompt.
- Step 6:** Points to the 'F3-MENU' menu option.

### 2. 3.6 Deleting Time and Attendance

**PURPOSE:** To delete service for a current or prior payroll period.

**On the Timekeeping Menu, Type 04 and the location to access the Timekeeping Detail screen.**

**Step 1: Type** the substitute's EIS ID.

**Step 2: Type** the date of service to be deleted (MM-DD-YYYY) and **Press** ENTER.  
The Payroll Period for that date will be displayed.

**Step 3: Type D** the date of service you wish to delete.

**Step 4: Press** ENTER

**Step 5: Type Y** to confirm and **Press** ENTER. RECORD(S) DELETED will be displayed.

**Step 6: Press F3** to return to the Timekeeping Menu.

You have deleted a time and attendance record. Supervisory approval is required for this action.

**NOTE: If the service to be deleted is already approved, the approval must first be removed by the Children's First Network (CFN) or designated Supervisor.**

If a prep period or a second event for a date needs to be deleted, **Press F8** to access the **second page**. Then continue with **Step 3**.

The screenshot shows a terminal window with the following content:

```

USER: JSMITH          N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM          ES5MT05
12/19/2006 16:03     PER DIEM TIMEKEEPING ROSTER/APPROVAL
LOC   : 02M031
EIS ID:                SOCSEC:                FUND:                PAYROLL PERIOD: 12 01 2006 - 12 15 2006

A NAME          EIS ID  SVC END  TRAN JOB   LOC  DD  H:MM PD  EE  FD  TT  CF  AP
BEESCH          ,K 0789123 12/15/06 ADD  GGGGC M031 1    1 1 1
BERBERIAN       ,M 0765432 12/15/06 ADD  GGGGC M031 6    6 6 6
                12/31/06 ADD  GGGGC M031 3    3 3
A CHAN          ,Y 0743211 12/15/06 ADD  G5555 M031 1    1 1 1
                12/15/06 ADD  G5599 M031 1    1 1 1
                12/15/06 ADD  GG595 M031 3    3 3 3
                12/15/06 ADD  GHHHC M031 6    6 6 6
                12/31/06 DEL  GG595 M031 2    2 2
HOUSE           ,K 0699999 11/30/06 CHG  GNNN0 M031 1    1 1 1
                12/15/06 ADD  GNNN0 M031 1    1 1 1
                12/15/06 ADD  G5222 M031 1    1 1 1
                12/15/06 ADD  G5225 M031 2    2 2 2
                12/15/06 DEL  GHHHC M031 1    1 1 1
  
```

Callout boxes point to the following elements:

- A**: USER: JSMITH
- B**: 12/19/2006 16:03
- C**: PAYROLL PERIOD: 12 01 2006 - 12 15 2006
- D**: A NAME
- E**: SVC END
- F**: TRAN
- G**: EE
- H**: FD

At the bottom of the screen, a dashed box highlights the text: *Highlighted service entries require your attention.* Below this is the instruction: APPROVAL MEANS YOU VERIFIED SERVICE... LU DT: 12/15/2006 APP PG: CONF: and a list of function keys: ENTER-PROC, F1-LOOKUP, F3-MENU, F5-PREV SCR, F7-BACK, F8-FORWARD, F9-PREV LOC, F10-NEXT LOC, CLEAR-EXIT.

## 2.4 Timekeeping Roster/Approval Timekeeping Function 03

This Roster lists individuals for the selected location who have unpaid timekeeping entries from current or prior periods. The actions are summarized by person, service period, transaction, job and location.

**Timekeepers Purpose:** Use this screen to determine if timekeeping entries are completed. This screen allows quick access to the Timekeeping Detail screen to confirm incomplete entries. All entries require Timekeeper confirmation and Supervisory Approval for payment.

**2.4.1 Supervisory Approval:** The TIMEKEEPING ROSTER/APPROVAL screen is used by the Designated Supervisor or Children's First Network (CFN) to approve entries that have already been confirmed by the timekeeper. This is necessary for payment of service.

- A** **LOC:** The Location field will allow the Timekeeper or Supervisor to select the desired location. The ROC may view district wide data by entering only the District Code, i.e. 02, as opposed to the entire location code.
- B** **EIS ID/ SOC SEC:** An entry in either of these fields will display service for that individual only.
- C** **FUND:** Entering an **F** in this field will display all entries held for Funding issues only.
- D** Use the **Action** codes to :
- |   |  |
|---|--|
| <b>A</b> -Approve                                       | <b>H</b> -quick access to the History screen |
| <b>S</b> -quick access to the Approval Detail screen    |  |
| <b>T</b> -quick access to the Timekeeping Detail screen | <b>U</b> - Unapprove                         |
- E** **SVC END:** The Service Period End Date of the transactions.
- F** **TRAN:** Displays the type of timekeeping Transaction: Add, Change, and Delete (ADD, CHG, DEL).
- G** **EE.** Employment Eligibility reflects the number of events that cannot be paid because a violation now exists.
- H** **FD.** The Funding field reflects the number of transactions that cannot be paid because of a funding issue. These actions will remain in the approved status pending the resolution of the budget issue. Approved entries will be paid automatically on the payroll following the budget correction.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT05  
 12/19/2006 16:03      PER DIEM TIMEKEEPING ROSTER/APPROVAL

LOC : 02M031      PAYROLL PERIOD: 12 01 2006 - 12 15 2006  
 EIS ID:      SOCSEC:      FUND:

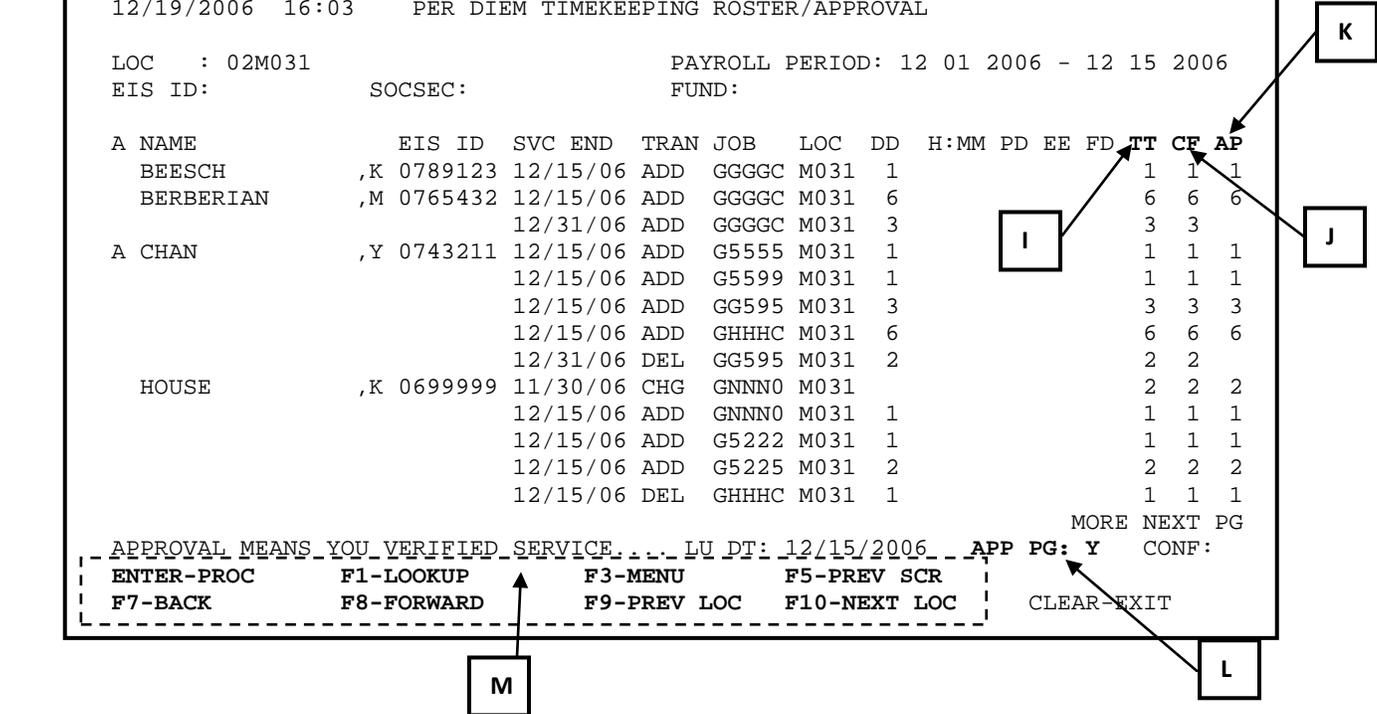
A NAME	EIS ID	SVC END	TRAN	JOB	LOC	DD	H:MM	PD	EE	FD	TT	CF	AP
BEESCH	,K 0789123	12/15/06	ADD	GGGC	M031	1					1	1	1
BERBERIAN	,M 0765432	12/15/06	ADD	GGGC	M031	6					6	6	6
		12/31/06	ADD	GGGC	M031	3					3	3	
A CHAN	,Y 0743211	12/15/06	ADD	G5555	M031	1					1	1	1
		12/15/06	ADD	G5599	M031	1					1	1	1
		12/15/06	ADD	GG595	M031	3					3	3	3
		12/15/06	ADD	GHHHC	M031	6					6	6	6
		12/31/06	DEL	GG595	M031	2					2	2	
HOUSE	,K 0699999	11/30/06	CHG	GNNNO	M031						2	2	2
		12/15/06	ADD	GNNNO	M031	1					1	1	1
		12/15/06	ADD	G5222	M031	1					1	1	1
		12/15/06	ADD	G5225	M031	2					2	2	2
		12/15/06	DEL	GHHHC	M031	1					1	1	1

MORE NEXT PG

APPROVAL MEANS YOU VERIFIED SERVICE. . . . LU DT: 12/15/2006 . . . APP PG: Y CONF:

ENTER-PROC      F1-LOOKUP      F3-MENU      F5-PREV SCR  
 F7-BACK      F8-FORWARD      F9-PREV LOC      F10-NEXT LOC

CLEAR-EXIT



**I** **TT:** Total Transactions reflect the number of transactions that have been summarized into this line. Specific details regarding the transactions may be viewed on the Approval Detail screen.

**J** **CF:** Confirm Field displays the number of transactions confirmed by the Timekeeper.

**K** **AP:** Approval displays the number of transactions that have Supervisory Approval.

If the **CF** and **AP** counts are not equal to the **TT** counts, records need to be reviewed and acted upon. To reconcile the CF transactions, **Type T** in the Action field for quick access to the Timekeeping Detail Screen. Delete or complete the entries. To reconcile the **AP** transactions, **Type S** in the Action field for quick access to the Detail Approval Screen. Approve or reverse entries.

**L** **APP PG: Type Y** in Approve Page field to approve all confirmed entries on the page.

**M** **F keys** are designed to assist you in specific tasks.

**F1-Look-up:** Place the cursor on a field and **Press F1** to view a pop-up list of appropriate codes with descriptions.

**F3-Menu:** This key takes you back to the Per Diem Timekeeping menu. This enables you to choose other functions.

**F5-Prev Scr:** This key returns you to the Previous Screen.

**F7- Back:** This key is used to page Back to previous data.

**F8- Forward:** This key is used to page forward for additional data.

**F9-Prev Loc:** Allows the Children’s First Network (CFN) to scroll to Previous Locations.

**F10-Next Loc:** Allows the Children’s First Network (CFN) to scroll to the Next Location.

USER: JSMITH                      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM                      ES5MT06  
 12/20/2006 09:46                      TIMEKEEPING APPROVAL DETAIL

LOC: 02M031    ID: 0699999 NAME: HOUSE                      ,K    PPD: 12 01 2006 - 12 15 2006

----- ADDS -----								----- DELETES -----									
A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT
	12-01-06		M031	GNNN0	6:50		O			12-08-06		M031	GHHHC	6:50		O	
	12-04-06		M031	G5222	6:50		O										
	12-05-06		M031	G5225	6:50		O										
	12-06-06		M031	G5225	6:50		O										

----- NEW -----								----- CHANGES -----								----- OLD -----									
A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	
	11-20-06		M031	GNNN0	3:25		O			11-20-06		M031	GG595	6:50		O			11-30-06		M031	GG595	6:50		O
	11-30-06		M031	GNNN0*	6:50		O																		

APPROVAL MEANS YOU VERIFIED SERVICE.... LAST UPDATE: 12/15/2006    CONFIRM:  
 ENTER-PROC    F1-LOOKUP    F3-MENU    F5-PREV SCR    F7-BACK    F8-FORWARD    CLEAR-EXIT

N

Example 1

Example 2

Example 3a

Example 3b

*Highlighted service entries require your attention.*

The Approval Detail screen displays all of the Timekeeping entries for an individual that are summarized on the Roster screen.

The Approval screen is primarily used for the purpose of Supervisory approval and reversing entries.

Deletes and changes apply to **paid** records only. In order for any actions to take effect, they must be approved.

N
---

**A:** Use the Action codes to:

**A-**Approve Adds, Changes and Deletes

**U-** Unapproved Adds and Undo Changes and Deletes

**Example 1** **ADDS:** This section displays service added for the current or prior payroll period. This example illustrates one day of service and an event for a prep period. Approval can take place on either the Roster or Detail screen.

**DELETES:** The Delete section displays the details of previously **paid** service that has been deleted. Approving a deleted entry will result in a payroll deduction. Reversing a deleted entry will restore the service to its paid status. This example illustrates the deletion of one day of service originally paid in a prior period.

**Examples 2** **CHANGES** This section displays the details of corrected **paid** service showing old and new entries . Approving a corrected entry will allow the change to be processed. Reversing a changed entry will restore the service to its paid status.

**Example 3a** This example illustrates a reduction in the hours of service from a full day of paid service to a half day. Approval of this example will result in a payroll deduction of a half day.

**Example 3b.** An \* (asterisk) after the Job ID field signifies that a change was made in the Replace ID field. This change can only be viewed on the Timekeeping History screen. See the chapter on Timekeeping History.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT05  
12/20/2006 16:03 PER DIEM TIMEKEEPING ROSTER/APPROVAL

LOC : 02M031 PAYROLL PERIOD: 12 01 2006 - 12 15 2006  
EIS ID: SOCSEC: FUND:

A NAME	EIS ID	SVC END	TRAN	JOB	LOC	DD	H:MM	PD	EE	FD	TT	CF	AP
BEESCH	,K 0789123	12/15/06	ADD	GGGC	M031	1					1	1	1
BERBERIAN	,M 0765432	12/15/06	ADD	GGGC	M031	6					6	6	6
		12/31/06	ADD	GGGC	M031	3					3	3	
A CHAN	,Y 0743211	12/15/06	ADD	G5555	M031	1					1	1	1
		12/15/06	ADD	G5599	M031	1					1	1	1
		12/15/06	ADD	GG595	M031	3					3	3	3
		12/15/06	ADD	GHHHC	M031	6					6	6	6
		12/31/06	DEL	GG595	M031	2					2	2	
S HOUSE	,K 0699999	11/30/06	CHG	GNNNO	M031						2	2	2
		12/15/06	ADD	GNNNO	M031	1					1	1	1
		12/15/06	ADD	G5222	M031	1					1	1	1
		12/15/06	ADD	G5225	M031	2					2	2	2
		12/15/06	DEL	GHHHC	M031	1					1	1	1

Step 1

MORE NEXT PG

APPROVAL MEANS YOU VERIFIED SERVICE... LU DT: 12/15/2006 APP PG: Y CONF:

ENTER-PROC F1-LOOKUP F3-MENU F5-PREV SCR

F7-BACK F8-FORWARD F9-PREV LOC F10-NEXT LOC CLEAR-EXIT

Step 2

### 2.4.3 Approving Time and Attendance

**Purpose:** To process Supervisory approval of confirmed time and attendance. This screen serves to identify exactly what is being approved for payment. This includes current and prior service, deletions and changes.

On the Per Diem Timekeeping Menu, **Type 03** and the Location to access the Timekeeping Roster/Approval Screen.

**Step1:** Type **S** next to the employee whose time you wish to approve.

**Step 2:** Press ENTER and the Per Diem Timekeeping Approval/Reset Detail screen will appear.

**Security Note:** The Supervisory approval must be performed by the designated supervisor in a School or Children's First Network (CFN).

USER: JSMITH                    N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM                    ES5MT06  
12/20/2006 09:46                    TIMEKEEPING APPROVAL DETAIL

LOC: 02M031    ID: 0699999    NAME: HOUSE                    ,K    PPD: 12 01 2006 - 12 15 2006

----- ADDS -----								----- DELETES -----									
A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT
		12-01-06	M031	GNNNO	6:50		O				12-08-06	M031	GHHHC	6:50		O	
		12-04-06	M031	G5222	6:50		O										
		12-05-06	M031	G5225	6:50		O										
A		12-06-06	M031	G5225	6:50		O										

Step 3

----- NEW -----								----- CHANGES -----								----- OLD -----								
A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT
		11-20-06	M031	GNNNO	3:25		O				11-20-06	M031	GG595	6:50		O								
		11-30-06	M031	GNNNO*	6:50		O				11-30-06	M031	GG595	6:50		O								

Step 5

APPROVAL MEANS YOU VERIFIED SERVICE....    LAST UPDATE: 12/15/2006    **CONFIRM: Y**  
**ENTER-PROC**    F1-LOOKUP    **F3-MENU**    **F5-PREV SCR**    F7-BACK    F8-FORWARD    CLEAR-EXIT

Step 4

Step 7

Step 6

### Approving Time and Attendance (continued)

### Timekeeping Function 03, Detail

**Step 3:** Type **A** next to the entry to be approved.

**Step 4:** Press **ENTER**.

**Step 5:** Type **Y** to confirm and **Press ENTER**. RECORD (S) APPROVED will be displayed.

**Step 6:** Press **F5** to return to the Timekeeping Roster/Approval Screen.  
The number of records approved will be displayed in the AP field.

**Step 7:** Press **F3** to return to the Timekeeping Menu.

**You have completed an approval of time and attendance.**

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT05  
12/20/2006 16:03 PER DIEM TIMEKEEPING ROSTER/APPROVAL

LOC : 02M031 PAYROLL PERIOD: 12 01 2006 - 12 15 2006  
EIS ID: SOCSEC: FUND:

A NAME	EIS ID	SVC END	TRAN	JOB	LOC	DD	H:MM	PD	EE	FD	TT	CF	AP
BEESCH	,K 0789123	12/15/06	ADD	GGGJC	M031	1					1	1	1
BERBERIAN	,M 0765432	12/15/06	ADD	GGGJC	M031	6					6	6	6
		12/31/06	ADD	GGGJC	M031	3					3	3	
A CHAN	,Y 0743211	12/15/06	ADD	G5555	M031	1					1	1	1
		12/15/06	ADD	G5599	M031	1					1	1	1
		12/15/06	ADD	GG595	M031	3					3	3	3
		12/15/06	ADD	GHHHC	M031	6					6	6	6
		12/31/06	DEL	GG595	M031	2					2	2	
S HOUSE	,K 0699999	11/30/06	CHG	GNNN0	M031						2	2	2
		12/15/06	ADD	GNNN0	M031	1					1	1	1
		12/15/06	ADD	G5222	M031	1					1	1	1
		12/15/06	ADD	G5225	M031	2					2	2	2
		12/15/06	DEL	GHHHC	M031	1					1	1	1

APPROVAL MEANS YOU VERIFIED SERVICE... LU DT: 12/15/2006 APP PG: Y CONF: Y  
ENTER-PROC F1-LOOKUP F3-MENU F5-PREV SCR MORE NEXT PG  
F7-BACK F8-FORWARD F9-PREV LOC F10-NEXT LOC CLEAR-EXIT

### Approving Time and Attendance (continued)

Timekeeping Function 03

#### Time and Attendance Approval Options

- A** To approve all confirmed entries on the entire summary line, **Type A** in the Action field and **Press** ENTER.
- B** To approve all confirmed entries on the entire page, **Type Y** in APP PG field and **Press** ENTER. Then **Type Y** in the Confirm field and **Press** ENTER.
- C** For all options, the number of records approved is displayed in the AP field.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT05  
 12/20/2006 16:03      PER DIEM TIMEKEEPING ROSTER/APPROVAL

LOC : 02M031      PAYROLL PERIOD: 12 01 2006 - 12 15 2006  
 EIS ID:      SOCSEC:      FUND:

A

A NAME	EIS ID	SVC END	TRAN	JOB	LOC	DD	H:MM	PD	EE	FD	TT	CF	AP
BEESCH	,K 0789123	12/15/06	ADD	GGGC	M031	1					1	1	1
BERBERIAN	,M 0765432	12/15/06	ADD	GGGC	M031	6					6	6	6
		12/31/06	ADD	GGGC	M031	3					3	3	
U CHAN	,Y 0743211	12/15/06	ADD	G5555	M031	1					1	1	1
		12/15/06	ADD	G5599	M031	1					1	1	1
		12/15/06	ADD	GG595	M031	3					3	3	3
		12/15/06	ADD	GHHHC	M031	6					6	6	6
		12/31/06	DEL	GG595	M031	2					2	2	
S HOUSE	,K 0699999	11/30/06	CHG	GNNN0	M031						2	2	2
		12/15/06	ADD	GNNN0	M031	1					1	1	1
		12/15/06	ADD	G5222	M031	1					1	1	1
		12/15/06	ADD	G5225	M031	2					2	2	2
		12/15/06	DEL	GHHHC	M031	1					1	1	1

Step 1

APPROVAL MEANS YOU VERIFIED SERVICE... LU DT: 12/15/2006      APP PG: A      CONF: MORE NEXT PG  
**ENTER-PROC**      F1-LOOKUP      F3-MENU      F5-PREV SCR  
 F7-BACK      F8-FORWARD      F9-PREV LOC      F10-NEXT LOC      CLEAR-EXIT

Step 2

#### 2.4.4 Reversing Time and Attendance

Timekeeping Function 03

**PURPOSE:** To reverse the Time and Attendance entries and approvals.

**Step 1:** Type **S** next to the employee whose time you wish to disapprove.

**Step 2:** Press **ENTER**. The Approvals Detail screen will appear.

A

Reversing approval of actions on each summary line is possible on this screen.  
 Type **U** and Press **ENTER**. Type **Y** to confirm and Press **ENTER**.

**SECURITY NOTE:**      This chapter refers to Supervisory approval

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT06  
12/20/2006 09:46 TIMEKEEPING APPROVAL DETAIL

LOC: 02M031 ID: 0699999 NAME: HOUSE ,K PPD: 12 01 2006 - 12 15 2006

----- ADDS -----								----- DELETES -----									
A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT
		12-01-06	M031	GNNN0	6:50		O										
		12-04-06	M031	G5222	6:50		O										
		12-05-06	M031	G5225	6:50		O										
		12-06-06	M031	G5225	6:50		O										

Step 3

----- NEW -----								----- CHANGES -----								----- OLD -----								
A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT
		11-20-06	M031	GNNN0	3:25		O																	
		11-30-06	M031	GNNN0*	6:50		O																	

Step 5

APPROVAL MEANS YOU VERIFIED SERVICE.... LAST UPDATE: 12/15/2006 CONFIRM: Y  
ENTER-PROC F1-LOOKUP F3-MENU F5-PREV SCR F7-BACK F8-FORWARD CLEAR-EXIT

Step 4

Step 6

Step 7

## 2.4.5 Reverting Time and Attendance

Timekeeping Function 03, Detail

**Step 3:** Type **U** next to the approved service or entry that requires reversal.

**Step 4:** Press **ENTER**.

**Step 5:** Type **Y** to confirm and Press **ENTER**.

**Step 6:** Press **F5**. This will return you to the Timekeeping Roster/Approval screen.

**Step 7:** Press **F3** to return to the Timekeeping Menu.

### Results of Reversing Entries or Approvals

**ADD:** The approval from the ADD service entry is removed and the record reverts to confirmed status only. This entry will **NOT** be paid.

**CHANGE:** The reversal of a CHANGE action restores the service to the latest **PAID** entry.

**DELETE:** The reversal of a **DELETE** action restores the service to the latest **PAID** entry.

A

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT04  
 12/20/2006 11:59      "O" TO "Z" STATUS SCREEN

LOC: 02      EFF Z:      APPV:      PD:

ACT	LOC	EIS ID	NAME	DAYS	EFF Z	APPV	PD	Z END DT
	M031	0876543	BELLO	,R 21	01/09/2007			
	M031	0765432	BAOTISTI	,J 20	01/04/2007			
	M555	0890123	WERTERN	,J 24	01/04/2007			
	M123	0456789	BEER	,S 23	01/03/2007		Y	12/29/06
	M432	0787654	CATAQIMO	,J 41	11/30/2006			
	M321	0767890	DOUMAMR	,A 43	11/28/2006	A	Y	
	M654	0687654	QEMINA	,E 20	11/20/2006	U		

B      C      D

LAST UPDATE DT: 12/19/2006      CONFIRM:

ENTER-PROCESS      F1-LOOKUP      F3-MENU      F5-PREV SCR      F7-BACK      F8-FWD  
 F9-PREV LOC      F10-NEXT LOC      CLEAR-EXIT

## 2.5 Learn About O to Z Status List

Timekeeping Function 06

The **O to Z Status** screen is used by the Children’s First Network (CFN) or Designated Supervisor. This screen displays employees with over 20 days of continuous O service covering for the same absentee. Once an employee has served 30 days of continuous O service, their status will change to Z. Z status employees are paid at a higher rate. Retroactive payment for this salary upgrade will be automatically generated and will be calculated from the first day of the continuous service.

**SECURITY NOTE:** This screen is used to monitor a substitutes Status change from O to Z. Once service is verified, it can be approved or disapproved. See B for more details. Z status that is not disapproved will be automatically paid.

A Entering information in one or more of the following fields allows you to select different combinations of data.

**LOC:** The Location code is required and allows you to select records by school or district.

**EFF Z:** Allows you to select records for a specific Effective date.

**APPV:** Entering an **A** or **U** allows you to retrieve records that have been Approved or disapproved.

**PD:** Entering a **Y** allows you to view records Paid as Z status.

**B** **ACT:** Use the Action field to:  
**A-** Approve  
**U-** Disapprove  
**T-** to access the Timekeeping Detail screen.

**Approve:** Entry of the approval code indicates that the service has been reviewed and verified.

**Disapprove:** Entry of the disapproval code restricts the employee from receiving Z status. The Disapproval may be reversed by entering an **A** in the Action field to allow payment.

**C** **DAYS:** This field displays the number of continuous days an O status substitute employee has served covering the same absentee.

**D** **EFF Z:** This is the date when the substitute reached Z Status.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT04  
12/20/2006 11:59      "O" TO "Z" STATUS SCREEN

LOC: 02      EFF Z:      APPV:      PD:

ACT	LOC	EIS ID	NAME		DAYS	EFF Z	APPV	PD	Z	END DT
	M031	0876543	BELLO	,R	21	01/09/2007				
	M031	0765432	BAOTISTI	,J	20	01/04/2007				
	M555	0890123	WERTERN	,J	24	01/04/2007				
	M123	0456789	BEER	,S	23	01/03/2007		Y		12/29/06
	M432	0787654	CATAQIMO	,J	41	11/30/2006				
	M321	0767890	DOUMAMR	,A	43	11/28/2006	A	Y		
	M654	0687654	QEMINA	,E	20	11/20/2006	U			

----- LAST UPDATE DT: 12/19/2006 ----- CONFIRM: -----

ENTER-PROCESS      F1-LOOKUP      F3-MENU      F5-PREV SCR      F7-BACK      F8-FWD  
F9-PREV LOC      F10-NEXT LOC      CLEAR-EXIT

Callouts: **E** points to APPV; **F** points to PD; **G** points to Z; **H** points to the bottom menu.

**E** **APPV:** Indicates whether this employee has been Approved, **A**, or disapproved **U**, to achieve Z status. An **A** or blank in the field will allow the system to automatically process the Z status on the 30<sup>th</sup> day.

**F** **PD:** A **Y** in the **Paid** field indicates that this employee has been paid as a Z status.

**G** **Z END DT:** This is the date on which the substitute was no longer eligible for Z status. If the count is broken while Z status is pending, the individual will be removed from the O to Z screen.

**H** **F keys** automatically link you to a specific task.

**F1-DATA LKUP:** Place the cursor on a field and press **F1** to view a pop up list of appropriate codes with descriptions.

**F3 MENU:** This key takes you back to the Timekeeping menu. This enables you to choose other functions.

**F5-PREV SCR:** Use this key to return to the Previous Screen.

**F7-BACK:** **F7** is used to page Back to previous data.

**F8-FWD:** **F8** is use to page Forward for additional data.

**F9-PREV LOC:** Allows the Children’s First Network (CFN) to scroll to Previous Locations.

**F10-NEXT LOC:** Allows the Children’s First Network (CFN) to scroll to the Next Location.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT09  
12/20/2006 12:19      TIMEKEEPING HISTORY

EIS ID: 0876543      **LOC:** 02M031      **PAYROLL PERIOD:** 12 01 2006 12 15 2006  
SOCSEC: 089012345      NAME: BELLO      ROSE      **STATUS:**

A	SERVICE DATE	JOB	EVENT	LOC	S	A	REPLACE ID	HH:MM	TRANSACTION DATE	PAY DATE	REC	TRAN
	12/15/06	G4444		M031	O		0654321	6:50	12/15/06		CUR	ADD
	12/14/06	G4Y3R		M031	O		MENT	6:50	12/14/06		CUR	ADD
	12/13/06	G4Y3R		M031	O		MENT	6:50	12/13/06		CUR	ADD
	12/12/06	GY34		M031	O		PEAK	6:50	12/12/06		CUR	ADD
	12/11/06	G4444		M031	O		0654321	6:50	12/11/06		CUR	ADD
	12/08/06	GY3R		M031	F			6:50	12/08/06		CUR	ADD
	12/07/06	G333R		M031	O		0123456	6:50	12/07/06		CUR	ADD
	12/06/06	G333R		M031	O		0123456	6:50	12/06/06		CUR	ADD
	12/05/06	GY3R	41BNB	M031	F			6:50	12/05/06		CUR	ADD

ENTER-PROCESS    F1-LOOKUP      F3-MENU    F4-REPL ID    F5-PREV SCR    F7-BACK    F8-FWD  
F9-PREV LOC      F10-NEXT LOC    F11-PREV PERIOD    F12-NEXT PERIOD    CLEAR-EXIT

## 2.6 Learn About Timekeeping History

Timekeeping Function 07

The Timekeeping History screen displays, by payroll period, the history of all timekeeping transactions for an individual. An EIS ID or Social Security number is required.

- A** **LOC:** This field allows you to select data for an individual by specific school or by district. Leaving this field blank allows you to view data in all Locations.
- B** **PAYROLL PERIOD:** The time frame used to identify a period of service. This screen defaults to the current period. To view another payroll period, enter a date here.
- C** **STATUS:** You may view data by Per Diem status when you **Type** an **O**, **F** or **Z** at the top of the screen in the STATUS field. Leaving this field blank allows you to view all service.
- D** **A:** Use the Action codes for quick access to other functions.  
**T** will access the Timekeeping Detail screen.  
**L** will access the Daily Attendance Log screen.
- E** **ST:** This column will display the Per Diem Status Type: O, F, or Z.

F

**AR:** The Arrears field displays a value of A if this entry was processed for a prior period.

G

**PAY DATE:** This reflects the date the entry was paid.

H

I

USER: JSMITH                    N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM                    ES5MT09  
12/20/2006 12:19                    TIMEKEEPING HISTORY

EIS ID: 0876543                    LOC: 02M031                    PAYROLL PERIOD: 12 01 2006                    12 15 2006  
SOCSEC: 089012345                    NAME: BELLO                    ROSE                    STATUS:

A	SERVICE DATE	JOB	EVENT	LOC	S	A	REPLACE	HH:MM	TRANSACT DATE	PAY DATE	REC STAT	TRAN TYPE
	12/15/06	G4444		M031	O		0654321	6:50	12/15/06		CUR	ADD
	12/14/06	G4Y3R		M031	O		MENT	6:50	12/14/06		CUR	ADD
	12/13/06	G4Y3R		M031	O		MENT	6:50	12/13/06		CUR	ADD
	12/12/06	GY34		M031	O		PEAK	6:50	12/12/06		CUR	ADD
	12/11/06	G4444		M031	O		0654321	6:50	12/11/06		CUR	ADD
	12/08/06	GY3R		M031	F			6:50	12/08/06		CUR	ADD
	12/07/06	G333R		M031	O		0123456	6:50	12/07/06		CUR	ADD
	12/06/06	G333R		M031	O		0123456	6:50	12/06/06		CUR	ADD
	12/05/06	GY3R 41BNB		M031	F			6:50	12/05/06		CUR	ADD

ENTER-PROCESS    F1-LOOKUP                    F3-MENU    F4-REPL ID    F5-PREV SCR    F7-BACK    F8-FWD  
F9-PREV LOC                    F10-NEXT LOC    F11-PREV PERIOD                    F12-NEXT PERIOD                    CLEAR-EXIT

J

H

**REC STAT:** The Record Status field displays the status of the transaction, either Current (CUR) or History (HIS).

I

**TRAN TYPE:** This field displays the type of Transaction, either Add (ADD), Change (CHG) or Delete (DEL).

**Fields H and I are read together for a service date.**  
CUR/ADD and CUR/CHG records are those that remain valid.

HIS/ADD, HIS/CHG and HIS/DEL records are no longer valid. They have been corrected or deleted.

A record becomes HISTORY when you process a change or delete for the same service date.

J

**F Keys** automatically link you to a specific task.

**F1- LOOK-UP :** Place the cursor on a field and press **F1** to view a pop-up list of appropriate codes with descriptions.

**F3-MENU:** This key takes you back to the Per Diem Timekeeping Menu. This enables you to choose other functions.

**F4-REPL ID:** Pressing **F4** with the cursor in the Replace ID field will link you to the Name Look-Up screen. This enables you to retrieve the absentee EIS ID or name of the absentee.

**F5-PREV SCR:** Use this key to return to the Previous Screen.

**F7- BACK:** **F7** is used to page Back to previous data.

**F8-FWD:** **F8** is used to page Forward for additional data.

**F9-PREV LOC:** Allows the Children's First Network (CFN) to scroll to Previous Locations.

**F10-NEXT LOC:** Allows the Children's First Network (CFN) to scroll to the Next Location.

**F11-PREV DT:** **F11** is used to scroll to Previous Service Dates.

**F12-NEXT DT:** **F12** is used to scroll to the Next Service Date.

USER: JSMITH  
12/20/2006 12:56

N.Y.C. PUBLIC SCHOOLS - PER DIEM SYSTEM  
ABSENCE COVERAGE CODE SUMMARY

ES5MT07

LOC: 02M031

MONTH	COVERAGE ABSENCE	CODES: CONF	STAFF	VAC	PEAK	MENT	TEST	NO EVENT
JAN	18	22						
FEB	17	25		2				
MAR	26	25						
APR	23	21	5		1	5		
MAY	37	49						
JUN	37	58						
JUL								
AUG								
SEP								
OCT	36	38					1	2
NOV	12	25					1	
DEC								

PF11 - NO EVENT DETAIL FOR LOCATION OR PF11 + "S" (SELECT) FOR SPECIFIC MONTH  
ENTER-PROCESS F3-MENU F5-PREV SCR F9-PREV LOC F10-NEXT LOC CLEAR-EXIT

## 2.7 Learn About Absence Coverage Code Summary Timekeeping Function 08

**Absence Coverage Code Summary** provides a count of the occurrences of substitute coverage in each category. The monthly counts can be displayed by school or district.

- A** **ABSENCE:** Displays the number of days that substitutes replaced absent employees for reasons other than attending a conference.
- B** **CONF:** Displays the total number of days that substitutes replaced absent employees attending a Conference or out on official business.
- C** **STAFF:** Displays the number of days substitutes were hired to cover employees that attend Staff Development.
- D** **VAC:** Displays the number of days substitutes were hired to cover Vacancies.
- E** **PEAK:** Displays the number of days substitutes were hired for the purpose of Peak Load.
- F** **MENT:** Displays the number of days substitutes were hired to Mentor or cover employees serving as mentors.
- G** **TEST:** Displays the number of days substitutes were hired to cover Testing.
- H** **NO EVENT:** The number of days the Replace ID does not have a corresponding event code recorded in EIS.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT02  
 12/21/2006 10:53      EMPLOYMENT ELIGIBILITY VIOLATIONS

**A**      **B**      **C**      **D**      **E**      **F**

**LOC:** 02M031      **EIS ID:**      **DATE:** 12 31 2006      **VI:**      **FT:**      **OL:**      **WN:** H

A	EE	DATE	LOC	EIS ID	NAME	SOC	SEC	FT	VI	POS	-----OVERRIDE-----
											CD OPER DATE
		12/21/06	02M031	0321321	WARSHAO	,L	011223345			PB	
		12/21/06	02M031	0412345	MERRI	,P	123345760	Y		PB	
		12/21/06	02M031	0434567	SAVEZ	,H	111114445			ST	
		12/21/06	02M031	0678901	YUGO	,J	222634565			ST	
		12/21/06	02M031	0701234	FRAEMAO	,D	201345678			LC	
		12/21/06	02M031	0723456	CHOWON	,B	098786543			ST	
		12/21/06	02M031	0732109	FONKLER	,A	076544321			ST	
		12/21/06	02M031	0764331	GOLNAN	,M	290987654			FP	

**G**

CONFIRM:  
 ENTER-PROCESS    F1-LOOKUP    F3-MENU    F5-PREV SCR    F6-VIOL ERROR    F7-BACK  
 F8-FWD    F9-PREV LOC    F10-NEXT LOC    F11-PREV PERIOD    F12-NEXT PERIOD    CLEAR-EXIT

## 2.8 Learn About Employment Eligibility Violations

Timekeeping Function 05

The **EE Violations** screen enables the Office of Personnel Investigation (OPI) and the Children’s First Network (CFN) to monitor substitute employees with eligibility violations who attempt to serve as Per Diem substitutes. It also gives OPI the capability to override the violation if, after reviews, it is determined that the employee may work on a specific date.

**Timekeepers Purpose:** Timekeepers may use this screen to view whether or not an approval code has been entered for an individual. Once an approval is given, the timekeeper may generate time for that date on the Substitute Roster or enter time directly on the Timekeeping Detail Screen for the appropriate payroll period.

**The fields A to G allow the selection of different combinations of data.**

- A** **LOC:** Selection may be made for a school location or a district. Entering a location will display data from the current payroll period.
- B** **EIS ID:** **Type** an EIS ID to bring up records for that individual in the location selected.
- C** **DATE:** The current payroll period is displayed. Entering a date in this field will access another payroll period.

D

**VI:** A Violation code may be typed in this field to view employees with that violation. Multiple violation codes will be displayed in priority order.

E

**FT:** **Type a Y** in the First Time field to view first time violations for a substitute. First time refers to the first time in a location with a specific violation.

F

**OL:** **Type a Y** in the On Line field to view violations that have been entered on-line after the nightly EE check.

G

**WN:** The Warning indicator field will always default to **Hold**. To view warnings in addition to violations, remove the H. The **H** will reappear when the location is changed. Warnings indicate service discrepancies against which service may be paid.

I

K

```

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT02
12/21/2006 10:53      EMPLOYMENT ELIGIBILITY VIOLATIONS

LOC: 02M031   EIS ID:          DATE: 12 31 2006   VI:      FT:      OL:      WN: H

A EE DATE  LOC    EIS ID  NAME                SOC SEC  FT VI POS  ---OVERRIDE---
                                CD OPER DATE
12/21/06  02M031  0321321  WARSHAO             ,L 011223345  PB
12/21/06  02M031  0412345  MERRI               ,P 123345760  Y PB
12/21/06  02M031  0434567  SAVEZ               ,H 111114445  ST
12/21/06  02M031  0678901  YUGO                ,J 222634565  ST
12/21/06  02M031  0701234  FRAEMAO             ,D 201345678  LC
12/21/06  02M031  0723456  CHOWON              ,B 098786543  ST
12/21/06  02M031  0732109  FONKLER             ,A 076544321  ST
12/21/06  02M031  0764331  GOLNAN              ,M 290987654  FP
  
```

H

J

## 2.8 Learn About Employment Eligibly Violations

Timekeeping Function 05

H

**A:** the Action field is for OPI use only.

I

**FT:** A **Y** displayed indicates that this is the first time a violation of this type occurred at this location for this substitute.

J

**VI:** Displays the violation code.  
**PB-** Problem code  
**FP-** Fingerprint  
**LC -** License  
**ST-**Status

Repeated **Pressing** of **F6** will display error message(s) and multiple violations.

K

**OVERRIDE CD:** The approval code, **A**, or disapproval, **U**, is displayed here after an update by DHR. The operator and date of entry are also displayed

```

USER:  JSMITH   N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5M001
12/21/2006  12:19                PER DIEM MENU

      FUNCTION      DESCRIPTION
      01            TIMEKEEPING MENU
      02            PAYROLL MENU
      03            UTILITY MENU

      FUNCTION: 02

ENTER-PROCESS      F3-PREV MENU      CLEAR-EXIT

```

## 2.9 Per Diem Menu

**Purpose:** Sign On to the Payroll Menu

**Step 1:** Access the Per Diem Menu from the PDPS menu on DB2.

**Step 2:** **Type 02** in the FUNCTION field to access the Payroll Menu.

**Step 3:** **Press ENTER.** The Per Diem Payroll Menu will appear.

USER: JSMITH                    N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM                    ES5MP00  
12/21/2006 12:25                    PAYROLL MENU

01 SERVICE SUMMARY	07 JOURNAL ENTRY
02 CHECK LISTING	08 ADJUSTMENT LIST
03 PAY DETAIL HISTORY	09 TIME NOT APPROVED SUMMARY
04 SALARY HISTORY/UPDATE	10 RATE TABLES
05 SERVICE ACCUMULATORS	11 BULK JOB INQUIRY
06 CAR ACCRUAL AND USAGE	12 RECONCILIATION

Step 1

FUNCTION:▲  
SSN:

Step 2

EIS ID:▲  
LOCATION:

ENTER-PROCESS

F3-PREV MENU

CLEAR-EXIT

Step 3

### 2.9.1 Per Diem Payroll Menu

After performing all of the Sign On steps, you will arrive at the Per Diem Payroll Menu.

The functions available from this menu will assist in resolving payroll inquiries for Per Diem employees.

FUNCTIONS **01** through **06** are accessed for individual employees.

**Step 1:** Type the number of the selected function in the FUNCTION field.

**Step 2:** Type the EIS ID of the employee in the EIS ID field.

**Step 3:** Press ENTER. The screen for the selected function will appear.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MP01  
 12/21/2006 13:05      SERVICE SUMMARY

EIS ID: 0701234      LOC:      PAY END DT:      CHECK DT:  
 SOC SEC: 112233445      NAME: BARBERIA      , M PAY ST:      ST:

ACT	PAY END DT	LOC	TL/EV	DESC	DD	HH:MM	ST	PAY	EE	FD	CHECK DT
	12/31/06	02M031	CLSWF		003	00:00	F	C			12/31/99
	12/15/06	02M031	CLSWF		006	00:00	F	A			12/31/99
	10/30/06	02M031	CLSWF		006	00:00	F	P			12/05/06
	10/15/06	02M031	CLSWF		007	00:00	F	P			12/05/06

ENTER-PROCESS      F1-DATA LOOKUP      F3-MENU      F5-PREV SCR      F7-BACK      F8-FWD  
 F11-PREV PERIOD      F12-NEXT PERIOD      CLEAR-EXIT

**Please note:** Although access is available to the Service Summary screen, it is not an operational screen and **should not be used** to retrieve information.

## 2.9.2 Learn About Service Summary

Payroll Function 01

The Service Summary displays a summary of an individual's service by pay period and location. Use this screen to answer payroll inquires for an employee. Information can be selected by location, payroll status, per diem status, or check date. Searches can be performed using single or multiple criteria. The data is updated nightly.

**A** **ACT:** In the Action field, codes are used as a quick access to other functions.

- T- Timekeeping detail
- K-Check listing
- Y-Salary History
- P-Pay Detail

**B** **PAY END DT:** Displays the Payroll End Date for each pay record.

**C** **TL/EV:** Displays the Title code of the position or the Event code from the timekeeping entry.

D

**DESC:** Displays a short Description or 3 the Event code.

E

**ST:** The Per Diem Status, whether the service was **O**, **Z** or **F** status.

F

**PAY:** Payroll Record Status displays the payment and approval status of the entry:  
C- Timekeeper Confirmation  
A- Approved  
P- Paid

G

**FD:** An **F** in the Funding Status indicates a funding freeze that is preventing payment. The record status could be approved while waiting for the funding problem to be addressed. Once the problem is resolved, the code will be removed and payment will occur on the next payroll.

H

**CHK DT:** Displays the Date the Check was issued.

A service line will reflect a negative transaction by the placement of a minus sign before the DD HH: MM field.

A

USER: JSMITH      N.Y.C. DEPARTMENT OF EDUCATION PER DIEM SYSTEM      ES5MP02  
12/21/2006 14:14      CHECK LISTING

EIS ID 0754321      SOCSEC: 112233445      NAME: BARBER      MARY  
PMS ID 0345454      CHECK DATE:      CHECK NUM:

ACT	CHECK DT	CHECK NO.	GROSS AMOUNT	NET	DISP CD	DISP DT
	12/18/06	Z55565455	1,767.42	1,364.95	I	12/18/06
Y	12/05/06	P54545454	2,061.99	1,572.62	I	12/05/06
	11/17/06	P52654854	1,116.85	899.70	I	11/17/06

B

C

D

E

F

G

ENTER-PROCESS      F1-LOOKUP      F3-MENU      F5-PREV SCR      CONFIRM:  
F9-CHK REGISTER      F10-CHK STUB      CLEAR-EXIT      F7-BACK      F8-FWD

## 2.10 Learn About Check Listing

Payroll Function 02

The Check Listing provides a listing of all checks that have been issued to an individual. The check listing screen is the only access you have to the Check Stub Detail and the Check Register. You can search for a check by **Typing** the Check Number or Check Date in the fields provided near the top of the screen.

**A** **ACT:** Action codes give your quick access to other functions.  
**P- Type a P** for Pay Detail History and **Press Enter**  
**Y-Type a Y** to select a check and then **Press F9** to view the Check Register, or **F10** to view the Check Stub Detail.

**B** **CHECK DT:** Displays the Date the Check was issued.

**C** **CHECK NO. :** A 9 digit code with a leading alpha character of **P** (Paper check) or **Z** (Direct Deposit).

**D** **GROSS AMOUNT:** Displays the gross amount paid on the specified date.

**E** **NET:** Displays the net amount paid on the specified date.  
Net is the gross amount, minus withholding for taxes and other deductions.

**F** **DISP CD:** Disposition Codes identify the status of the check

I -Check issued

S-Paper stop has been placed on the check

H-Hold check

C- Pending cancellation of check

W-Finalized cancellation sent to PMS (NYC Payroll Management System)

M- Released check to employee by mail

R- Released check to employee

**G** **DISP DATE:** The effective date of the Disposition.





USER: JSMITH  
12/21/2006 15:21

N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM  
PAY DETAIL HISTORY

ES5MP05

EIS ID 0754321  
DISP DATE:

SOCSEC: 112233445

NAME: BARBER

, MARY

CHECK NUM: P54545454

PMS

**A** CHECK NUM SVC DATE EVNT LOC TITLE JOB EVENT ST AMT ADJ DS DISP DT

P54545454	11/01/06	1095	02M031	CLSWF	G6633		F	\$	294.57	I	12/05/06
P54545454	11/02/06	1095	02M031	CLSWF	G6633		F	\$	294.57	I	12/05/06
P54545454	11/07/06	1095	02M031	CLSWF	G6633		F	\$	294.57	I	12/05/06
P54545454	11/08/06	1095	02M031	CLSWF	G6633		F	\$	294.57	I	12/05/06
P54545454	11/09/06	1095	02M031	CLSWF	G6633		F	\$	294.57	I	12/05/06

TOTAL GROSS PAY : \$ 2061.99

ENTER-PROCESS F1-LKUP F3-MENU F5-PREV SCR F7-BACK F8-FWD CLEAR-EXIT

## 2.11 Learn About Pay Detail History

Payroll Function 03

Pay Detail History is accessed by **Typing** an employee ID in the EIS ID field. This screen displays the details of the timekeeping entries that have been summarized on the paycheck. It includes the date of service, the rate paid and any adjustments.

- A:** In the Action field, codes are used for quick access to to other functions.
- |                      |                       |
|----------------------|-----------------------|
| T-Timekeeping detail | K-Check listing       |
| Y-Salary history     | J-One time adjustment |
- B** **SVC DATE:** The date of Service
- C** **PMS EVENT:** The PMS (Payroll Management System of NYC) payment type code.
- |                       |               |
|-----------------------|---------------|
| 1095-One time payment | 2070-Interest |
|-----------------------|---------------|
- D** **EVENT:** The timekeeping Event code
- 28000**-Preparation period payments
  - 41BNB**-Medically certified absence
  - 44A00**-Jury Duty Payment for F and Z status only
  - 46ALD**-Line of Duty Injury
- E** **ADJ:** The payroll Adjustment code indicates the reason for an adjustment.
- F** **DS:** Disposition codes indicate the status of the check.
- I-Check issued
  - S-Paper stop has been placed on the check
  - H-Hold check
  - C-Pending cancellation of check
  - W-Finalized cancellation sent to PMS (NYC Payroll Management System)
  - M- Released check to employee by mail
  - R-Released check to employee
- G** **DISP DT:** The effective Date of the Disposition code.
- H** **TOTAL GROSS PAY:** The sum of the amounts paid with each check.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MP06  
12/22/2006 13:39 SALARY HISTORY/UPDATE

EIS ID: 075432 NAME: BARBER ,MARY SOCSEC: 112233445  
MULTI TITLES: Y TITLE: INVALID:

A	EFF DT	EXP DT	RT	IA	TITLE	JOB	CODE	RSN	RATE	INV	ENTRY DT	OPER
	11 01 2006	12 31 9999			CLSWF		WQ4A	19	294.56		11/06/2006	MOTE

IAD DATE: CONFIRM :  
ENTER-PROC F1-LKUP F2-UPDT F3-MENU F5-PREV F7-BACK F8-FWD CLEAR-EXIT

## 2.12 Learn About Salary History/Update

Payroll Function 04

Salary History/Update displays the current and prior titles, salary codes and salary rates for each **F** and **Z** status employee. This screen also identifies differentials earned by **O** status Per Diem employees. This information will be applied when the employees serves in a full time position.

**A** **MULTI TITLES:** A **Y** in this field indicates that salary data for Multiple Titles is displayed. You may search for a specific Job Title by **Typing** that title code in the TITLE field near the top of the screen.

**B** **A:** Action codes allow for quick access to other screens.  
**M** – Service accumulator

**C** **EFF DT:** The Effective Date of salary update.

**D** **EXP DT:** The Expiration Date of a salary record (12/31/9999 indicates current data).

**E** **RT:** A Retroactive indicator shows that a Retroactive payment was made for salary update.

**F** **IA:** An Interest indicator shows that Interest was paid for a salary update.

**G** **CODE:** This Code identifies both the employee's salary code and salary step.

**H** **RSN:** The Reason field indicates why there has been a salary update

**GV-** Grievance

**11-**Arrears for salary differential

**13-**Arrears for salary increment

**19-**Arrears due to understatement

**81-**Prior year arrears for salary differential

**83-**Prior year arrears for salary increment

**89-**Prior year arrears due to understatement allowance

**OP-**Refund to correct overpayment deduction

**12-**Contract arrears

**16-**Arrears for vacation allowance

**39-**Deduction to correct overpayment

**82-**Contract arrears prior year

**86-**Prior year arrears for vacation

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MP08  
12/22/2006 14:58 SERVICE ACCUMULATORS

EIS ID: 0754321 NAME: BARBER ,MARY SOCSEC : 112233445  
LAST CHECK DATE: 12/18/2006 CAR BAL: 01 03:20

POS GROUP	: SW	TR
SALARY CODE	: WQ	MA
SALARY STEP	: 4A	1A
INC COUNTER	: 115 3 0	49 5 10
LAST INC DATE	: 11 01 2006	09 01 2002
PREV INC DATE	: 09 01 2002	
O STAT COUNTER	: 0 0 0	0 0 0
OPERATOR	: ES5BR50	EI1BJSUP
LAST UPDT DATE	: 12/13/2006	11/04/2002

ENTER-PROCESS F2-UPDATE F3-MENU F5-PREV SCR **F9-MONTHLY COUNTS** CONFIRM:  
CLEAR-EXIT

A

C

D

E

F

G

H

I

B

J

## 2.13 Learn About Service Accumulators

Payroll Function 05

The Service Accumulators screen displays the counts of the days worked by an employee. The counts are used to process Step increments for **F** and **Z** Per Diem and regular substitutes. It can display counts for up to four titles. Press the **F9** key to access the Monthly Accumulator Screen.

- A** **LAST CHECK DATE:** Displays the date of the last check paid to a Per Diem employee.
- B** **CAR Balance:** Displays Cumulative Absence Reserve balances from the CAR ACCRUAL AND USAGE screen. This CAR balance applies to **F** and **Z** status only.
- C** **POS GROUP:** The Position Group indicates the title of service.
- D** **SALARY CODE:** Displays the employee's latest salary code on the Per Diem payroll.
- E** **SALARY STEP:** Displays the employee's latest salary step on the Per Diem payroll.
- F** **INC COUNTER:** Displays the number of days, hours and minutes of substitute service accrued toward the 175 days for a step Increment. When an Increment is granted, the counter is reset to zero. If the substitute is at the maximum step for their title, an increment is not given, and the counter continues to accumulate time.
- G** **LAST INC DATE:** Is the Date of the latest Increment.
- H** **PREVIOUS INC DT:** Displays the Date the previous Increment was granted.
- I** **O STAT COUNTER:** Displays the days, hours and minutes of O Status service. O Status service is not applicable to the calculation of increments.
- J** **MONTHLY COUNTS:** Press **F9** to access the Monthly Counts screen (not shown).  
This is a count of days by month worked by an employee as **O**, **F** and/or **Z** status.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MP14  
12/26/2006 11:16 CAR ACCRUAL & USAGE

EIS ID: 0798787 NAME: GABBABA, ASAARA SOCSEC: 000889977  
CAR BALANCE: 04 00 00 LAST CHECK DATE: 12/18/2006

A	B	C	D	E	F	G	H	I
ACCRUED	LEAVE DT	EVENT	LOC	ACCRUAL	USAGE	BALANCE	ENTRY	OPER
				DD H:MM	DD H:MM	DD H:MM		
	06 30 06			01 0 00		04 0 00	09 14 06	ES5B
	05 31 06			01 0 00		03 0 00	06 13 06	ES5B
	10 31 05			01 0 00		02 0 00	11 15 05	ES5B
	03 31 04			01 0 00		01 0 00	04 22 04	ES5B
	03 15 04	41BNB	02M031		01 0 00	00 0 00	04 01 04	\$PPP

CONFIRM:  
ENTER-PROC F1-LKUP PF2-ADD F3-MENU F5-PREV F7-BACK F8-FWD CLEAR-EXIT

## 2.14 Learn About CAR Accrual and Usage

Payroll Function 06

The Cumulative Absence Reserve (CAR) screen displays the accrual, usage and balance of CAR calculated from paid Per Diem service. CAR is applicable to **F** and **Z** status employees only, and is combined across all titles.

- A** **A:** Action codes allow quick access to other functions.  
T-Timekeeping detail.
- B** **ACCRUED:** Displays the effective dates of each accrual of CAR.
- C** **LEAVE DT:** Displays the Dates of CAR usage.
- D** **EVENT:** Displays the code explaining the absence.
- E** **LOC:** Is the Location where the accrual or usage of CAR occurred.
- F** **ACCRUAL DD HH:MM:** Is the amount of accrued time.
- G** **USAGE DD HH:MM:** Is the amount of CAR used.
- H** **BALANCE DD HH:MM:** Is the balance of accrued time.
- I** **ENTRY:** Is the date of each entry.

A

B

C

D

E

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MP10  
12/26/2006 12:00 TIME NOT APPROVED SUMMARY

DIST: 02

PAYROLL PERIOD: 12 16 2006 - 12 31 2006

ACT	ORG UNIT	REQ CONF	REQ APR	EE SUSP	FUND FRZN
	02M077	2	0	1	0
	02M086	4	0	0	1
	02M089	0	3	0	0
	02M104	0	2	1	0
	02M111	0	0	0	0
	02M114	0	1	0	0
	02M116	0	7	0	0
	02M124	2	11	0	0
	02M126	0	0	0	0
	02M130	0	31	0	1
	02M131	0	0	2	0
	02M150	0	4	0	0
	02M151	0	0	0	0
	02M158	1	22	0	0

ENTER-PROCESS      F1-LOOKUP      F2-ALT VIEW      F3-MENU      F5-PREV SCR  
 F6-NXT PD      F7-BACK      F8-FWD      F9-PRIOR LOC      F10-NEXT LOC      CLEAR-EXIT

## 2.15 Learn About Time Not Approved Summary

Payroll Function 09

The Time Not Approved screen provides supervisors with a tool to monitor the number of timekeeping transactions per school **THAT WILL NOT BE PAID**. The data includes pending actions from current and prior payroll periods.

- A** **ACT:** Type an **O** in this Action field and **Press** ENTER for quick access to the Timekeeping Roster/Approval Screen. You can then view the details of time not approved and take appropriate action.
- B** **REQ CONF:** Transactions that have been generated but have not been Confirmed by the timekeeper.
- C** **REQ APP:** Confirmed transactions that lack the Required supervisory Approval.
- D** **EE SUSP:** Transactions Suspended because Employment Eligibility Violations exist after time was generated.
- E** **FUND FRZN:** Transactions where Funding is Frozen (not available).  
Entries may be confirmed and/or approved but will not be paid until the funding issue is resolved.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5M001  
 12/26/2006 12:13 BULK JOB INQUIRY

LOCATION: 02M031 TITLE:

A	B	C	D	E	F	G	H	I
JOB	TITLE	LOC	DESCRIPTION	(JOB COST	- EXPEND	- PEND EXP	= AVAIL)	REM HHH:MM
G5GGG	TRTRD	02M031		0000	000	000	000	
G5432	TRTRD	02M031	ABSENCE CO	3472	578	144	2749	
G5987	TRTRD	02M031	PROFESSION	5788	434	723	4630	
G5967	TRTRD	02M031	ABSENCE CO	4051	723	434	2894	
G5988	TRTRD	02M031	ABSENCE CO	46304	7296	4051	34955	
G6HHH	CLSWF	02M031	GUIDANCE P	29839	3829	2651	23359	604:30
G68AA	TRTRD	02M031	ABSENCE CO	24598	9839	6366	8392	

ENTER-PROCESS F3-MENU F5-PREV F7-BACKWARD F8-FORWARD  
 F9-PREV LOC F10-NEXT LOC F11-PREV TITLE F12-NEXT TITLE CLEAR-EXIT

## 2.16 Learn About Bulk Job Inquiry

## Payroll Function 11

The Bulk Job screen is a tool used to monitor the expenditures for Per Diem service. The initial Job Cost is established in EIS when the Job is created. This screen provides a summary of not only the paid expenditures, but the pending expenditures from the current timekeeping as well. It computes the available funding and remaining hours. The data is updated nightly. A district may access all the locations in their district or specify a school.

- A** **JOB:** Displays the Job ID as created in EIS or Galaxy.
- B** **TITLE:** Displays the Title associated with the job.
- C** **LOC:** Location code associated with the Job ID.
- D** **DESCRIPTION:** Displays the short Description of the job.
- E** **JOB COST:** Displays the cost of the Job.
- F** **EXPEND:** Expenditures reflects paid service.
- G** **PEND EXP:** Pending Expenditures reflects time recorded (confirmed and approved) but not yet paid.
- H** **AVAIL:** Available funding is calculated by subtracting the expenditures and pending expenditures from the job cost.
- I** **HRS:** Reflects the remaining Hours calculated for this bulk job, based on the **O** status rate.

This screen may also be accessed from the timekeeping screens. Place the cursor on the Job ID field and **Press** the **F1** key.

You can search for a Location or a Job title by **Typing** a LOCATION code and/or Job TITLE code in the appropriate field near the top of the screen. **Press** ENTER to process the search.



### 2.16.1 Name Lookup

**PURPOSE:** To search for employee information by name, EIS ID or Social Security number. A search will display NAME, EIS ID, SOCSEC (Social Security number) and Telephone Number. It will also display the last date and location of Per Diem service.

On the Timekeeping Menu, **Type 04** and the Location to access the Per Diem Timekeeping Detail Screen.

**Step 1:** With the cursor in the EIS ID field, **Press F1**, LOOKUP, to access the NAME LOOKUP screen.

NAME LOOKUP can be accessed from any screen when you **Press the F1** key with the cursor in the EIS ID search field near the top of the screen. You can also access the Name Lookup Function 01 on the Utility Menu (03 on the Per Diem Menu).

The screenshot shows the NAME LOOKUP screen with the following text:

```
USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5M002
12/27/2006 10:36      NAME LOOKUP

  LAST NAME: SMIR      INITIAL :
  EIS ID :      SOC SEC :
```

A	LAST NAME	FIRST	EIS ID	SOC SEC	PHONE	LAST LOC	LAST SVC
	SMIRIGLIO	SALVATORE	0444321	099999777	9146660505		
s	SMIRK	CHRISTINE	0777666	088557711	2126899985		
	SMIRNIOTIS	ANGELA	0886622	123454545	7182740000		
	SMIRNOFF	RITA	0645321	163636377	9144788882		
	SMIRTI	DONALD	0645000	116644455	7184444947		

ENTER-PROCESS F3-CANCEL CLEAR-EXIT F7-BACKWARD F8-FORWARD

Annotations: Step 2 points to the NAME LOOKUP title; Step 3 points to the 's' cursor on the SMIRK row; Step 4 points to the ENTER-PROCESS key.



## 2.16.2 F Status Application Entry

**Step 1:** **Type** the Social Security number of the substitute to be staffed into the Job selected.

**Step 2:** **Press** ENTER. The PERSON INFORMATION screen will appear.

When accessing this screen from a job on the T/O screen, the Job ID data is automatically inserted, linking this person to that Job and Schedule.

```
USER: JSMIH      N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM      EI1MS41
12/27 11:50                                PERSON INFORMATION

SOCIAL SECURITY      : 111 22 3344      EIS ID: 0789876
PROBLEM CODE        :      DESC:
LAST NAME           : BECKMAN
LAST NAME EXTENSION :
FIRST NAME          : GRACE
MIDDLE NAME         :
DATE OF BIRTH(MMDDYYYY) : 01 01 1973
GENDER (M/F)       : F
MARITAL STAT (M/S) :
HOME PHONE         : 777 555 8211

MAIDEN NAME        :
OTHER LAST NAME    :
OTHER FIRST NAME   :
OTHER MIDDLE NAME  :
EMERGENCY CONTACT  :
EMERGENCY PHONE    : 000 000 0000      RELATIONSHIP      :
LAST UPDATED BY    : TKIRICH          LAST UPDATE DATE: 10 27 2005

F1/HELP  F3/PREV MENU  F5/PREV SCREEN  F12/QUIT
```

**Step 3:** **Review** the data on this screen to make sure all information is accurate.  
**Type** any corrections, if necessary.

**Step 4:** **Press** ENTER. The PERSON ADDRESS screen will appear.

```

USER: JSMITH      N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM      EI1MSB1
12/27 14:54                      PERSON ADDRESS

EIS ID: 0789876      SSN: 111-22-3344      NAME: BECKMAN      GRACE
PROBLEM CODE:      DESC:
RESIDENCE==> ADDRESS LINE 1: 16 SCHOOL HOUSE LANE
              ADDRESS LINE 2:
              APT NO      :
              CITY       : COURT COUNTY
              STATE CODE  : NJ
              ZIP CODE    : 077777
              COUNTY     : Z
              E-MAIL ADDRESS:
MAILING====> ADDRESS LINE 1:
              ADDRESS LINE 2:
              APT NO      :
              CITY       :
              STATE CODE  :
              ZIP CODE    :
              EFFECTIVE DATE:      EXPIRATION DATE:
              LAST UPDATED BY: ASX50      LAST UPDATE DATE: 10 27 2005

F1/HELP      F3/PREV MENU      F5/PREV SCREEN      F12/QUIT

```

**Step 5: Review** the data on this screen to make sure all information is accurate. **To insure delivery to pay checks, the address must be correct.**  
**Type** any corrections, if necessary.

**Step 6: Press ENTER.** The EMPLOYEE TAX INFORMATION screen will appear.

```

USER: PMOY      N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM      EI1MS51
12/27 15:18                      EMPLOYEE TAX INFORMATION

SSN: 111 22 3344      LAST: BECKMAN      FIRST: GRACE      MIDDLE:
PROBLEM CODE      :      DESC:
ORIGIN CODE      : DE170      ACTIVE PAY CYCLE:      YONKERS TAX CODE:

EXCLUSION CODE      : P      CITY NON RES FED/STATE      FICA CLASS: H

TAX DESCRIPTION      TAX STATUS      EXEMPTIONS      ADD'L DED
-----
FEDERAL      B MARRIED      0      0.00
NEW YORK STATE      B MARRIED      0      0.00
NEW YORK CITY      0.00

              LAST UPDATED BY : SCOFIEL
              LAST UPDATE DATE: 11 01 2006
ADMIN EMPL WILL NEED TAX DATA RE-ENTERED IN OTHER PAYROLL SYSTEMS
              CONFIRM(Y/N): Y

F1/HELP      F3/PREV MENU      F5/PREV SCREEN

```

**Step 9**

## F Status Application Entry, (continued)

**Step 7:** Review the data on this screen to make sure all information is accurate. Type in corrections, only if you have a signed **OP85** form. If screen is blank, default tax information will appear when ENTER is pressed.

**Step 8:** Press ENTER.

**Step 9:** Type Y to confirm.

**Step 10:** Press ENTER. The APPLICATION ENTRY screen will return.

```
USER: JSMITH      NYC PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM      EI1ME41
12/27 11:46      APPLICATION ENTRY

      SSN : 111 22 3344      EIS ID: 0789876 BECKMAN      GRACE
FINGERPRINT:
ADVISEMENT :

PRO: JOB: DXXXX  ORG: 01M020  POS: TRTSF PER DIEM GEN  TITLE : TRTSF
RSN: PRF F STATUS APPT  EFFECT DT: 09/08/2006  SUB DATE: 12/27/20
SALARY CODE: MA STEP: 0A  DAILY RATE: $212.56  WITHDRAWAL FLAG:

DEC: ACT: A APPROVED      DETERM DT: 12/27/2006  STAFF DT: 10 01 2006

CONFIRM(Y/N): Y

YOU ARE AUTHORIZED FOR THE DECISION
F1/HELP F3/prev MENU F5/prev SCREEN F12/QUIT
```

**Step 11** points to the 'A' in 'DEC: ACT: A APPROVED'.

**Step 15** points to the 'Y' in 'CONFIRM(Y/N): Y'.

**Step 13 & 17** points to the 'Y' in 'CONFIRM(Y/N): Y'.

If you have accessed the F status Application Entry screen from 3.7 on the Main Menu, the JOB field will be blank. Type the JOB code for this applicant, and Press ENTER. Then you may continue with **Step 11**.

**Step 11:** Type A in the DEC ACT field to approve the F status application.

**Step 12:** Press ENTER. If all conditions for approval are not met, the application will be pended (P), not approved.

**Step 13:** Type Y to confirm and Press ENTER.

**Step 14:** If approved, **TAB** cursor to the STAFF DT field.

**Step 15:** **Type** the Staffing Date the employee will begin work. This date must be equal to or greater than the effective date. **Note:** The Staffing Date may be entered up to 3 months after the applicant is approved.

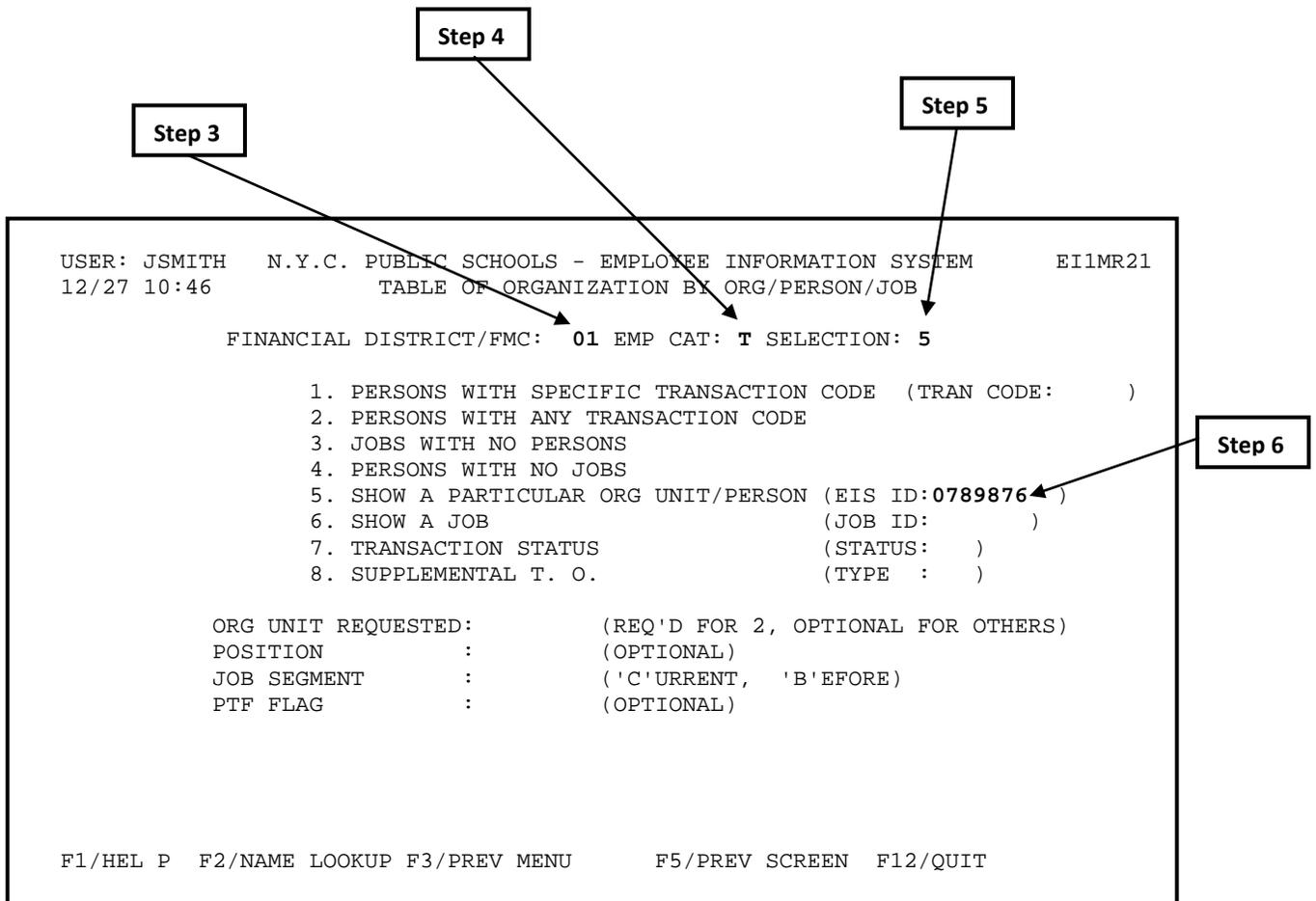
**Step 16:** Press ENTER.

**Step 17:** **Type Y** to confirm.

**Step 18:** Press ENTER.

You have completed creating a schedule for an F status employee, and attached that person to a job.

From the Main Menu you may select options 3.2 - Open Applications, and 3.3 - Applications By Person, to view existing applications. Enter **F** in the Application Type field to view the **F** status application lists.



### 2.16.3 Terminating F Status Assignment

**Purpose:** To terminate the assignment of an F status position.

**Step 1:** Access EIS from the DB2 Menu.

**Step 2:** Type 2.4 to select TABLE OF ORGANIZATION BY ORG/PERSON/JOB.

**Step 3:** Type the DISTRICT number.

**Step 4:** Type T in EMP. CAT.

**Step 5:** Type 5 in the SELECTION field.

**Step 6:** Type EIS ID number of the F status employee. Press ENTER. The TABLE OF ORGANIZATION DETAIL screen will appear.

```
USER: JSMITH N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM      EI1MRC1
12/28 11:15                TABLE OF ORGANIZATION DETAIL                PAGE 1

FINANCIAL DISTRICT/FMC: 01 LOC:          POSITION:          REGION: 09
HEADCOUNT VARIANCES:
-----EMPLOYEE-----ACCOUNT CODE-- -----ASSIGN-----      TRANSACTION T S
ID      NAME    QUICK  LINE LOC  %  $ VALUE POSIT  JOB  STF  DATE  CD  F T
-----
0789876 BECKMA G 011111 3495 M031 100  19389 TRTRF GXXXX FST 08 31 06 DRF 7 C

                                     Step 7
                                     Step 8

CONFIRM(Y/N) Y

WARNING: TRANS DATE WAS NOT CHANGED!  CURRENT SERVICE MAY BE DELETED!!!
F2/APP F3/MENU F4/WIN F5/PRV SC F7/BK  F8/FW F9/CHG JOB F10/ADD JOB F11/RFRS
```

The screenshot shows a terminal window with a table of employee data. Three callout boxes with arrows point to specific fields: 'Step 7' points to the 'STF' field (08), 'Step 8' points to the 'CD' field (DRF), and 'Step 10' points to the 'CONFIRM(Y/N)' field (Y). Below the table, there is a warning message and a list of function keys.

## **Terminating F Status Assignment, (continued)**

**Step 7: Type** the transaction date.

This is the date of the termination of the **F** status assignment for this employee.

**Step 8: Type** DRF in the TRANSACTION CD field.

**Step 9: Press** Enter.

**Step 10: Type Y** to confirm, and **Press** ENTER.

You have removed the **F** status employee from this assignment.

**F** status timekeeping data will no longer appear on the Per Diem System for this employee.

Termination of an **F** Status employee leaves the JOB vacant for another **F** status employee to fill.

An employee must be terminated from their **F** status assignment before they can be assigned to the **S** pay cycle.

## Addendum: Department of Education Title Codes for Q746 Per Diem Payroll

Titles ending in **D**  
are used for **O** and **Z** status  
day to day substitutes.

Titles ending in **F**  
are used for the Scheduled/  
Part Time Substitutes.

### **O and Z Status Day to Day Substitutes**

### **F Status Scheduled/Part Time Substitutes**

<u>Title</u>	<u>Description</u>
AETRD	Per Diem- Adult Educator
CLSPD	Per Diem– School Psychologist
CLSWD	Per Diem- School Social Worker
GCGCD	Per Diem- Guidance Counselor
LBLAD	Per Diem- Lab Specialist/Asst
SYSYD	Per Diem- Secretary
TRHBD	Per Diem Tchr- Homebound
TRTRD	Per Diem Tchr- General Ed.
TRTSD	Per Diem Tchr- Special Ed.
TRVCD	Per Diem Tchr- Vocational

<u>Title</u>	<u>Description</u>
CLSPF	Per Diem- School Psychologist
CLSWF	Per Diem- School Social Worker
GCGCF	Per Diem- Guidance Counselor
LBLAF	Per Diem- Lab Specialist/Asst.
SUAPF	Per Diem –Assistant Principal
SUPLF	Per Diem- Principal
SUSUF	Per Diem-Supervisor
SYSYF	Per Diem- Secretary
TREVF	Per Diem Tchr.-Ed. Evaluator
TRTRF	Per Diem Tchr. – General Ed.
TRTSF	Per Diem Tchr.- Special Ed.
TRVCF	Per Diem Tchr.- Vocational



**All waivers related inquiries must be directed to the DHR office of per session monitoring at: 718-935-4075.**

```

Signon for CICS/ESA Release 4.1.0          APPLID CICSPT60

WELCOME TO CICS/PROD (4.1.0) TERMINAL OWNING REGION (CICSPT60).
TO SIGN ON : CLEAR SCREEN AND ENTER 'CESN'.
TO EXIT CICS: CLEAR SCREEN AND ENTER 'CESF LOGOFF'.

Type your userid and password, then press ENTER:

      Userid . . . . jsmith Groupid . . .
      Password . . .
      Language . . .

      New Password . . .

DFHCE3520 Please type your userid.
F3=Exit
  
```

**REMINDER:**

If your user id is **revoked** or if you forget your password, please call your ISC if you are working at a school site or Metrotech help desk at: (718) 935-5100 if you are with the central offices and request a user id reset.

(Screen #2)

**NOTE: Per Session security access for schools are processed by each CFN Office. Per Session security access for central offices are processed by the Per Session Payroll Office.**

After sign on is complete, type 'DB2' and press the **R-CTRL** key to bring up the DB2 Application Menu. Select the T-Bank Payroll application from the DB2 menu by typing 'TBNK' at the application field and press the **R-CTRL** key. (See screen #3)

```

REGION: CICSPT60          NEW YORK CITY PUBLIC SCHOOLS          DA10000
01/13/02 11:02          DB2 APPLICATION MENU

      APPLICATION ID          DESCRIPTION
      =====          =====
      CPS          CUSTODIAL PAYROLL
      EEO          EEO SYSTEM
      EIS          EMPLOYEE INFORMATION SYSTEM
      LAVI          LICENSING AND VANCANCY INITIATIVE
      LCMS          LOCATION CODE MANAGEMENT SYSTEM
      PDPS          PER DIEM / PER SESSION PAYROLL
      SBR          SCHOOL BUDGET REQUEST
      SECM          SECURITY MAINTENANCE
      SIS          STUDENT INFORMATION SYSTEM
      SMCD          SMARTCARD
      SSIP          SUMMER SCHOOL INSTRUCTIONAL PROGRAM
      TBNK          T-BANK PAYROLL

      EE          EMPLOYMENT ELIGIBILITY

APPLICATION            USERID jsmith          PASSWORD
  
```

(Screen #3)

Select the Per Session Payroll System by typing 'PERS' in the application id field and press **R-CTRL** key. (See screen #4)

```

REGION: CICSPA64          N. Y. C. BOARD OF EDUCATION
      E26MP00
01/13/02 11:20          T - BANK APPLICATION MENU E26MS00

      APPLICATION ID          DESCRIPTION
      =====
      PERD          -          OLD PER DIEM PAYROLL
      PENS          -          OLD PENSION / TDA SYSTEM
      PERS          -          PER SESSION PAYROLL
      WAIV          -          NEW PER SESSION WAIVER SYSTEM
      BANK          -          OLD BANK RECONCILIATION

APPLICATION ID    USERID jsmith  PASSWORD
  
```

(Screen #4)

Upon entering the Per Session Payroll system, the news flash/bulletin screen will appear. News flash screen will display important messages concerning the Per Session payroll system. If there is a news flash, please read it and then press the function key **F10** to continue to the bulletin screen. If there is no news flash, the system will display the bulletin containing the current month's Per Session on-line schedule. Pressing **F10** from the bulletin screen will display the Per Session Main Menu. (See screen #5)

### 3.2 PER SESSION MAIN MENU

```

SAPR0000          N. Y. C. BOARD OF EDUCATION          S000MS0
09/30/08 11:01          S000MP0

      PER SESSION MAIN MENU

01 SERVICE DATA ENTRY          09 BULK JOB DETAIL INQUIRY
02 SERVICE SUMMARY          10 PSAL SRV APPROVAL FOR PRINCIPALS
03 INDIVIDUAL SERVICE SUMMARY          11 ADULT/ED SRV APPROVAL FOR PRINCIPALS
04 PER SESSION HISTORY          12 SECURITY LOCATION MAINTENANCE
05 OLD SYSTEM CHECK ARCHIVE          13 SERVICE SUMMARY FOR PRINCIPALS
06 USERID/TIMESTAMP INQUIRY          14 MAX HOURS FOR QUICK CODE/BUDGET LINE
07 RATE MASTER FILE PROCESSING          15 SERVICE DATA ENTRY FOR PRINCIPALS
08 BULLETIN BOARD MAINTENANCE          16 PRINCIPAL RECESS ENTRY

      SELECTION ==>  __

PF3=PREV SCREEN          ENTER=PROCESS          CLEAR=EXIT
  
```

(Screen #5)

**The Per Session Main Menu contains 16 functions:**

Function 01 – Service Data Entry: This option is utilized to add, update, delete, and view the detail service records pending payment for all non-principal titled employees.

Function 02 – Service Summary: This option is utilized to view a summary of all on-line service records pending payment by location and bulk job. Non-principal titled employees records entered via function 01 can be approved or unapproved via this function screen.

Function 03 – Individual Service Summary: This option is utilized to view all on-line service records pending payment for an individual employee.

Function 04 – Per Session History: This option is utilized to view a detail history of all PAID service entered online for an individual employee.

Function 05 – Old System Check Archive: This option is utilized to view the online register of per session checks issued to an individual employee up to 1/16/02.

Function 06 – User ID/Timestamp Inquiry: This option is for viewing the user id and timestamp information for the history records of an individual employee.

Function 07 – is no longer used. For current rate information, please use the RATE TABLE option in the PDPS Per Session System.

Function 08 – Not available to users, only per session payroll office can use this function.

Function 09 - Bulk Job Detail Inquiry: This option is for viewing detail expenditure summaries for a per session bulk job.

Function 10 - Not available to users, only PSAL office can use this function to approve their principals per session service records.

Function 11 – Not available to users, only Adult Ed office can use this function to approve their principals per session service records.

Function 12 – Not available to users, only per session payroll office can use this function.

Function 13 – Service Summary for Principals: Allows the viewing of all pending service records for principals by districts.

Function 14 - Not available to users, only per session payroll office can use this function.

Function 15 - Service Data Entry for Principals: This option is utilized to add, update, delete, and view the detail service records pending payment for all principals.

Function 16 – Not available to users, only Per Session Payroll office can use this function.

### 3.2.1 HOW TO ADD A NEW SERVICE RECORD

To add new services, select function 01 for non-principal titled employees and function 15 for principals. To select a function, type either **01** or **15** in the selection field on the Per Session Main Menu screen (screen #5) and press the **R-CTRL** key. This will bring up the Per Session Data Entry Report screen. Please note that both 01 and 15 entry screens looks similar. (See screen #6)

ES41C01 N. Y. C. BOARD OF EDUCATION E41MS01  
09/30/2008 11:33:41 PER SESSION DATA ENTRY REPORT E41MP01

EIS ID: \_\_\_\_\_ NAME: \_\_\_\_\_ NAME CONFIRM FLAG  
Y/N \_\_\_\_\_  
POS SYMBOL: \_\_\_\_\_ DIST: \_\_\_\_\_ BORO: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_  
MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_ PAY CODE: \_\_\_\_\_ JOB ID: \_\_\_\_\_

DAY STRT END A STRT END A STRT END A STRT END A STRT END A

\_\_\_ 1 \_\_\_ \_\_\_ 8 \_\_\_ \_\_\_ 15 \_\_\_ \_\_\_ 22 \_\_\_ \_\_\_ 29 \_\_\_  
\_\_\_ 2 \_\_\_ \_\_\_ 9 \_\_\_ \_\_\_ 16 \_\_\_ \_\_\_ 23 \_\_\_ \_\_\_ 30 \_\_\_  
\_\_\_ 3 \_\_\_ \_\_\_ 10 \_\_\_ \_\_\_ 17 \_\_\_ \_\_\_ 24 \_\_\_ \_\_\_ 31 \_\_\_

TOTAL FOR THIS SERVICE - HOURS: \_\_\_\_\_ MINUTES: \_\_\_\_\_

PF2=ADD PF5=UPDATE PF7=BKW PF9=SVC-SUM PF11=INQ-TOT ENTER=INQ  
PF4=MENU PF6=DELETE PF8=FRW PF10=IND-SUM PF12=CLEAR-SCR CLEAR=EXIT

**HEADER**

**CALENDAR**

(Screen #6)

The Per Session Data Entry Report screen is comprised of two parts, the header and the calendar. To create a new service record, the record header must first be completed.

The following information must be provided in order to create a new record.

- 1) File number – You are required to confirm the name before continuing. Enter the file number and press **R-CTRL**. Please verify the name that is displayed and then type **Y** in the NAME CONFIRM FLAG Y/N field and press **R-CTRL** to confirm that is the correct name.
- 2) Enter the position symbol, which must match bulk job.

3) Enter the location information: DIST, BORO, and SCHOOL DIST must be two digits (i.e.: 01) and SCHOOL must be three digits (i.e.: 001). Note that the location must match the location of the bulk job being used.

**Note: The month field requires two digits and the year field requires four digits for example: 01 2008**

- 4) Enter the service month and year.
- 5) Enter the pay code to identify which half of the month you are entering for. The two available codes are: **A** for the 1<sup>st</sup> to 15<sup>th</sup> of the month, or **B** for the 16<sup>th</sup> to the end of the month.
- 6) Enter the bulk job id.
- 7) The program number field (PROG NO) is an optional field for non-principal titled employees. Unless you are instructed by your supervisor to use this field, you may leave it blank. For Principals, this is a required field and the information entered must match what was approved for the principal in the FAMIS WEB PORTAL PRINCIPAL PER SESSION SYSTEM.

When all of the necessary header information is entered, press function key **F2** to add this new record. The system will verify the information entered. If there are any issues with information, it will display an error message at the bottom of the screen. You must correct the issue and then press **F2** again. The online system will also check for duplication of header information. If a duplicate pending record with the same header is found, the system will display that record and a message indicating that the record already exists. You can only update the service data of an existing pending record. (See section on updating)

```

S41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29   PER SESSION DATA ENTRY REPORT           E41MP01

EIS ID: 0123456 NAME: JOHN A. SMITH NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR DIST: 01 BORO: M SCHOOL: 111
MONTH: 09 YEAR: 2008 PAY CODE: A JOB ID: ABCDE PROG NO:

DAY   STRT   END A STRT   END A STRT   END A STRT   END   STRT END A
MON   1     _____ 8     _____ 15     _____ 22     _____ 29     _____
TUE   2     _____ 9     _____ 16     _____ 23     _____ 30     _____
WED   3     _____ 10    _____ 17     _____ 24     _____
THU   4     _____ 11    _____ 18     _____ 25     _____
FRI   5     _____ 12    _____ 19     _____ 26     _____
SAT   6     _____ 13    _____ 20     _____ 27     _____
SUN   7     _____ 14    _____ 21     _____ 28     _____

TOTAL FOR THIS SERVICE - HOURS: ___ MINUTES: ___

*** THIS RECORD DOES NOT EXIST. PRESS PF2 TO ADD ***

PF2=ADD                ENTER=INQ
PF4=MENU                PF12=CLEAR-SCR       CLEAR=EXIT
  
```

The system will display instructions and error messages here.

(Screen #7)

If the record does not exist, the system will display the message, "THIS RECORD DOES NOT EXIST, PRESS PF2 TO ADD". Pressing **F2** will allow you to enter the service data for this record, and the cursor will move down to the first day. (See screen #8)

**NOTE: Before continuing, make sure the header information is correct. Verify the name to insure it is the correct employee to be paid. Ensure the position symbol, bulk job id, month and year, etc are correct. One the record is saved; you will not be able to change the information in the header. If you find at a later time you entered incorrect date, (i.e. wrong file number, tic), you must delete the entire record and reenter it again with the correct header information if you found an error and would like to change the header, depressing the R-CTRL key twice will cancel the current process and return the cursor to the header.**

```

ES41C01                                N. Y. C. BOARD OF EDUCATION          E41MS01
09/30/2008 15:03:29                   PER SESSION DATA ENTRY REPORT       E41MP01

      EIS ID: 0123456                   NAME: JOHN A. SMITH NAME             CONFIRM FLAG Y/N Y
      POS SYMBOL: TR                     DIST: 01                            BORO: M                SCHOOL: 111
      MONTH: 09                          YEAR: 2008                          PAY CODE: A            JOB ID: ABCDE
      PROG NO:

DAY S   TRT END A   STRT END A   STRT END A   STRT END A   STRT END A
-----
      10 _____ 17 _____ 24 _____
THU 4   _____ 11 _____ 18 _____ 25 _____
FRI 5   _____ 12 _____ 19 _____ 26 _____
SAT 6   _____ 13 _____ 20 _____ 27 _____

      SUN 7 _____ 14 _____ 21 _____ 28 _____

TOTAL FOR THIS SERVICE - HOURS: ____ MINUTES: ____

* ENTER START AND END TIME USING MILITARY TIME. THEN PRESS PF2 *
  
```

You can only enter data if the system opens the calendar for entry.

Based on the pay code entered, the system will open the calendar from the 1<sup>st</sup> to 15<sup>th</sup> or 16<sup>th</sup> to the end of month for entry.

**Screen #8**

For each day of the month that the employee has service, you must enter the start and end time in military time format. Military time utilizes a 24 hour clock with 1 AM to 12 noon represented as 0100 to 1200 and 1 PM to 12 midnight represented as 1300 to 2400. (Refer to the military time conversion chart in back of this manual)

**NOTE: Per session online system does not allow the entry of time between 12AM and 6AM. If the per session program allows for work during those hours, you must manually adjust the time entry so that it can be entered. For example, if the employee worked from 5AM to 7AM, you could enter it as 6AM to 8AM. Please make sure you have written explanation in your file for this change.**

You must enter all of the time entries in a four-digit format. For example, 8:15 AM would be 0815 and 3:44 PM would be entered as 1544. If multiple days have the same time period to be paid, you can use the repeat function to copy the time. Please refer to the section on repeat function for more details.

**NOTE: Per session online system will compute and pay the exact hour and minutes you enter. If an employee enters 4:43 PM to 6:55 PM on his or her time sheet and you enter that time in military format (1643 1855), the system will compute and pay 2 hours and 12 minutes. However, if the Per Session Program only permits 1 hour and 30 minutes for example from 5 PM to 6:30 PM and any time before or after that period may not be paid, then you must enter 1700 to 1830. Also, the TBNK payroll system does not check to see if the time you are entering conflicts with the actual work time of the employee. It is up to you to enter the correct information. The TBNK payroll system will pay exactly what you enter. If you are not sure what time period to enter from the time sheets, please contact your CFN Office or Per Session Supervisor for clarification.**

If the time period you are entering includes a lunch period, you can enter an "L" code to automatically deduct one-hour lunch period or an "H" code to deduct a half-hour lunch period. The lunch code is entered under the 'A' column at the end of the time entry fields. (See screen #9) For example, if an employee worked 9 AM to 5 PM with an hour lunch period, you would enter 0900 1700 L. The system will compute and pay 7 hours for that day.

```

ES41C01                      N. Y. C. BOARD OF EDUCATION          E41MS01
09/30/2008 15:03:29         PER SESSION DATA ENTRY REPORT      E41MP01

EIS ID : 0123456 NAME: JOHN A. SMITH NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR DIST: 01 BORO: M SCHOOL: 111
MONTH: 09 YEAR: 2008 PAY CODE: A JOB ID: ABCDE PROG NO:

DAY STRT END A STRT END A STRT END A STRT END A STRT END A
MON 1 0800 0900 _ 8 _ _ _ _ 15 _ _ _ _ 22 _ _ _ _ 29 _ _ _ _
TUE 2 1015 1100 _ 9 _ _ _ _ 16 _ _ _ _ 23 _ _ _ _ 30 _ _ _ _
WED 3 1500 1700 _ 10 _ _ _ _ 17 _ _ _ _ 24 _ _ _ _
THU 4 _ _ _ _ 11 _ _ _ _ 18 _ _ _ _ 25 _ _ _ _
FRI 5 _ _ _ _ 12 _ _ _ _ 19 _ _ _ _ 26 _ _ _ _
SAT 6 _ _ _ _ 13 0900 1700 L 20 _ _ _ _ 27 _ _ _ _
SUN 7 _ _ _ _ 14 _ _ _ _ 21 _ _ _ _ 28 _ _ _ _

TOTAL FOR THIS SERVICE - HOURS: _ _ MINUTES: _ _

* ENTER START AND END TIME USING MILITARY TIME, THEN PRESS PF2

PF2=ADD                      ENTER=INQ
PF4=MENU                      PF12=CLEAR-SCR          CLEAR=EXIT

```

Enter the lunch code "L" or "H" in the last field, or leave blank if no lunch. You can also enter a repeat code here; see the section on the repeat function for more details.

Enter service time for record, and press **F2** again to save.all

(Screen #9)

If the lunch period break is not one hour or half an hour, then you must manually deduct the time from the service and enter the adjusted time into the system. For example, if an employee worked 9 AM to 4 PM with a 45 minute lunch period, you would need to enter 0900 1515 in order to pay 6 hours and 15 minutes.

**NOTE: The payroll office does not set policies relating to whether or not A Per Session program is suppose to have a lunch period or what the length of the lunch period should be. The TBNK Payroll System does not edit for lunch, it will pay exactly what is entered. If you are not sure whether the employee should be taking a lunch period, please contact your CFN Office or Per Session Supervisor for clarification.**

When all the time data for the current record has been entered, press the **F2** key to save this information.

Before saving the information, the system will check to see if there are any overlapping current and/or previously paid service records. The system will highlight any overlapping time periods and display an error message at the bottom of the screen. You must correct these errors before the record may be saved. If you cannot correct the time period for any given date without further research, you may cancel the add function by pressing the **R-CTRL** key twice (all time data will be lost). You may also remove the time data causing the problem and press **F2** to add the remaining information for that record. You can update that record with the correct time data at a later time.

The system will display the message “**RECORD ADDED, YOU CAN UPDATE CONSECUTIVE DAILY SERVICES**” to indicate that the record was saved. The total hours and minutes pending payment will also be computed and displayed. (See screen #10)

```
ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29    PER SESSION DATA ENTRY REPORT                E41MP01

      EIS ID: 0123456 NAME: JOHN A. SMITH NAME CONFIRM FLAG Y/N Y
      POS SYMBOL: TR      DIST: 01      BORO: M      SCHOOL: 111
      MONTH: 09      YEAR: 2008      PAY CODE: A JOB ID: ABCDE      PROG NO:

DAY STRT END A STRT END A STRT END A STRT END A STRT END A
MON 1 0800 0900 _ 8 _ _ _ 15 _ _ _ 22 _ _ _ 29 _ _ _
TUE 2 1015 1100 _ 9 _ _ _ 16 _ _ _ 23 _ _ _ 30 _ _ _
WED 3 1500 1700 _ 10 _ _ _ 17 _ _ _ 24 _ _ _
THU 4 _ _ _ _ 11 _ _ _ 18 _ _ _ 25 _ _ _
FRI 5 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
* RECORD ADDED. YOU CAN UPDATE CONSECUTIVE SERVICES*
SUN 7 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
TOTAL FOR THIS SERVICE - HOURS: 010 MINUTES: 45
** FIRST DAILY SERVICES **

PF5=UPDATE PF7=BKW PF9=SVC-SUM PF11=INQ-TOT ENTER=INQ
PF4=MENU PF6=DELETE PF8=FRW PF10=IND-SUM PF12=CLEAR-SCR CLEAR=EXIT
```

The total hours and minutes Pending payment are computed by the system.

This message will be displayed if the record was saved successfully

(Screen #10)

After you have saved the current record, you may continue to add new records by changing the header information and pressing the **F2** key.

For example, if the next record is for the same program but different employee just change the file number and press F2. The system will retrieve the name for confirmation. Once the name is confirmed, the system will open the calendar for data entry.

**REMINDER:** Please ensure you have the correct header information (file number, location, month and year, bulk job id, etc.) before entering all the time details into the calendar. Once you save the record, the header information is permanent and you will not be able to change it. If you discover an error in a pending record, you will need to delete the entire record (using the F6 DELETE function) and reenter a new record with all the

### 3.2.2 RETRIEVING AND UPDATING A RECORD

Before you may update an existing pending service record, you must retrieve that record. There are three ways to retrieve an existing record:

- 1) From the per session data entry report screen (option 01 from the main menu), you can enter the appropriate header information and press the **R-CTRL** key.
- 2) From the service summary screen (option 02 from the main menu), you may retrieve a summary of all service records by location and then select a specific record (see section on SERVICE SUMMARY for more information).
- 3) From the individual service summary screen (option 03 from the main menu), you may retrieve the employee's service record and then select the record you wish to update (see section on INDIVIDUAL SERVICE SUMMARY for more information).

**NOTE: The quickest method of retrieving a record is to utilize the individual service summary option (03)**

After the record is retrieved, you may update the record by pressing the **F5** key. The system will open the calendar for date entry and the following message will appear at the bottom of the screen, **"PLEASE ENTER ALL CHANGES AND PRESS PF5 KEY"**. (See screen #11)

```

ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29    PER SESSION DATA ENTRY REPORT            E41MP01

      EIS ID: 0123456      NAME: JOHN A. SMITH      NAME CONFIRM FLAG Y/N Y
      POS SYMBOL: TR      DIST: 01 BORO: M      SCHOOL: 111
      MONTH: 09      YEAR: 2008      PAY CODE: A      JOB ID: ABCDE      PROG NO:

DAY   STRT  END  A      STRT  END  A      STRT  END  A      STRT  END  A      STRT  END  A
MON 1 0800 0900 _      8  _ _ _ _ _      15  _ _ _ _ _      22  _ _ _ _ _      29  _ _ _ _ _
TUE 2 1015 1100 _      9  _ _ _ _ _      16  _ _ _ _ _      23  _ _ _ _ _      30  _ _ _ _ _
WED 3 1500 1700 _      10 _ _ _ _ _      17  _ _ _ _ _      24  _ _ _ _ _
THU 4 _ _ _ _ _      11 _ _ _ _ _      18  _ _ _ _ _      25  _ _ _ _ _
FRI 5 _ _ _ _ _      12 0000 0000      19  _ _ _ _ _      26  _ _ _ _ _
SAT 6 _ _ _ _ _      13 20 _ _ _ _ _      27  _ _ _ _ _
SUN 7 _ _ _ _ _      14 _ _ _ _ _      21  _ _ _ _ _      28  _ _ _ _ _

TOTAL FOR THIS SERVICE - HOURS: _ _ MINUTES: _

** FIRST DAILY SERVICES **

**** PLEASE ENTER ALL CHANGES AND PRESS PF5 KEY ****

PF4=MENU      PF5=UPDATE      PF7=BKW      PF9=SVC-SUM      PF11=INQ-TOT      ENTER=INQ
PF6=DELETE      PF8=FRW      PF10=IND-SUM      PF12=CLEAR-SCR      CLEAR=EXIT
    
```

Enter spaces or zeros in the previous time period to delete it from that day.

Remember to press the **F5** key again to save the changes you have made to the record.

(Screen #11)

In the update mode, you may enter additional time periods, change time periods, or delete a time period previously entered. To delete an entered time period from a day, enter spaces or zeros over the previous time period. (See screen #11)

**NOTE: If you need to change the time entered but, the total hours and minutes for the time period is the same (i.e.: you entered 0800 to 0900, but the service provided was from 0830 to 0930), you must first delete the incorrect time period, save the update the, update the correct time period.**

After you have completed all updates, press **F5** key to save the data. The system will edit for errors and duplications. A successful update will display the following message **“RECORD UPDATE SUCCESSFULLY”**.

**REMINDER:** The header of the record CAN NOT be updated. If the header you have entered contains an error, (i.e. wrong file number, wrong bulk job, etc.), you must delete the ENTIRE record and reenter it with the correct header information. (See section on deleting a record)

### **3.2.3 ENTERING CONSECUTIVE DAILY SERVICES**

Consecutive daily service represents any service that an employee performs for the same per session program (same bulk job id and location) during the same day but at different time periods. For example, a program requires an employee to work one hour during the morning from 7AM to 8AM and one hour during the afternoon from 3PM to 4PM. You will not be able to enter these time periods on one entry screen, since the data entry screen only permits one time period per day. In order to enter these two separate time periods for one program, you must use the consecutive service feature.

To enter consecutive services for any given day, create the record for one of the time periods (the sequence of data entry for morning or afternoon service does not matter). You may also retrieve a record that you wish to update with consecutive services (see the section on retrieving and updating services). Each record created on the system actually contains three pages. The first page of the record is labeled **\*\*FIRST DAILY SERVICES\*\***. (See screen #12)

```

ES41C01                      N. Y. C. BOARD OF EDUCATION                      E41MS01
09/30/2008 15:03:29          PER SESSION DATA ENTRY REPORT          E41MP01

      EIS ID: 0123456          NAME: JOHN A. SMITH          NAME CONFIRM FLAG Y/N Y
      POS SYMBOL: TR          DIST: 01          BORO: M S          CHOOOL: 111
      MONTH: 09 YEAR: 2008    PAY CODE: A          JOB ID: ABCDE          PROG NO:

DAY  STRT  END  A          STRT  END  A          STRT  END  A          STRT  END  A          STRT  END  A
MON 1  0800 0900  _  8          _  _  _  _  15          _  _  _  _  22          _  _  _  _  29          _  _  _  _  _
TUE 2  0800 0900  _  9          _  _  _  _  16          _  _  _  _  23          _  _  _  _  30          _  _  _  _  _
WED 3  _  _  _  _  10  0700 0800  _  17          _  _  _  _  24          _  _  _  _  _
THU 4  _  _  _  _  11          _  _  _  _  18          _  _  _  _  25          _  _  _  _  _
FRI 5  _  _  _  _  12          _  _  _  _  19          _  _  _  _  26          _  _  _  _  _
SAT 6  _  _  _  _  13          _  _  _  _  20          _  _  _  _  27          _  _  _  _  _
SUN 7  _  _  _  _  14          _  _  _  _  21          _  _  _  _  28          _  _  _  _  _

TOTAL FOR THIS SERVICE - HOURS: 003 MINUTES: 00

      ** FIRST DAILY SERVICES **

* RECORD ADDED. YOU CAN UPDATE CONSECUTIVE SERVICES*

PF5=UPDATE PF7=BKW PF9=SVC-SUM PF11=INQ-TOT ENTER=INQ
PF4=MENU PF6=DELETE PF8=FRW PF10=IND-SUM PF12=CLEAR-SCR CLEAR=EXIT

```

This indicates you are viewing the first page of this record.

(Screen #12)

To proceed to the next page, depress the **F8** key. The system will display the second daily services page. You can view the three pages by depressing the **F8** (forward) and **F7** (backward) keys. (See screen #13)

To enter data on the second or third page(s), make sure you have the correct page showing on the screen, and then press the **F5** key to update. The calendar area will then be available for data entry. When you have entered all of the service data, press the **F5** key again to save the information. (See screen #13)

The system will verify the time periods entered to insure there are no overlapping current or paid service records and then display the message "**RECORD UPDATED SUCCESSFULLY**". The total hours and minutes will be recomputed to include the additional service periods entered.

**NOTE: The total hours and minutes may not be displayed if you have been paging through the different pages. Press the F11 key to refresh the total.**

**Example:**

J. Smith worked on December 10<sup>th</sup> from 7AM to 8AM and from 3 PM to 4 PM in the same per session program. The morning service (0700 0800) was entered on the first daily services page (screen #12) and the afternoon service (1500 1600) was entered on the second daily services page (screen #13). The system will process two hours for December 10<sup>th</sup>.

**NOTE: Before adding a new record, make sure you are back on the first daily services page (Press F7 key to go back to the first page of the record)**

```

ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29   PER SESSION DATA ENTRY REPORT            E41MP01

EIS ID: 0123456       NAME: JOHN A. SMITH   NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR        DIST: 01             BORO: M           SCHOOL: 111
MONTH: 09 YEAR: 2008  PAY CODE: A         JOB ID: ABCDE    PROG NO:

DAY  STRT  END  A      STRT  END  A      STRT  END  A      STRT  END  A      STRT  END  A
MON 1  _____  8  _____  15  _____  22  _____  29  _____
TUE 2  _____  9  _____  16  _____  23  _____  30  _____
WED 3  _____  10 1500 1600  17  _____  24  _____
THU 4  _____  11  _____  18  _____  25  _____
FRI 5  _____  12  _____  19  _____  26  _____
SAT 6  _____  13  _____  20  _____  27  _____
SUN 7  _____  14  _____  21  _____  28  _____

TOTAL FOR THIS SERVICE - HOURS: 003 MINUTES: 00

** SECOND DAILY SERVICES **

**** PLEASE ENTER ALL CHANGES AND PRESS

PF4=MENU      PF5=UPDATE  PF7=BKW      PF9=SVC-SUM  PF11=INQ-TOT  ENTER=INQ
PF6=DELETE    PF8=FRW      PF10=IND-SUM PF12=CLEAR-SCR CLEAR=EXIT

```

This indicates you are viewing the second page of this record

Enter all service time for record, and press **F5** again to save.

(Screen 13)

### 3.2.4 Data Entry Repeat Function

While adding or updating per session service, you may repeat the service time period by entering the start and end time and an "r" in the A field column. This will flag the time period to be repeated. Position the cursor on the date where you wish to repeat the service and enter an "r" in the first space of the start date field. Repeat this process for all the dates that you wish to enter. Complete the addition or update process by pressing the **F2** or **F5** key. (See screen #14)

```

ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29   PER SESSION DATA ENTRY REPORT            E41MP01

EIS ID: 0123456       NAME: JOHN A. SMITH   NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR        DIST: 01             BORO: M           SCHOOL: 111
MONTH: 09 YEAR: 2008  PAY CODE:A         JOB ID: ABCDE    PROG NO:

DAY  STRT  END  A      STRT  END  A      STRT  END  A      STRT  END  A      STRT  END
A
MON 1  0800  0900  (r)  8  (r)  _____  15  (r)  _____  22  _____  29  _____
TUE 2  _____  9  _____  16  _____  23  _____  30  _____
WED 3  _____  10  _____  17  _____  24  _____
THU 4  _____  11  _____  18  _____  25  _____
FRI 5  _____  12  _____  19  _____  26  _____
SAT 6  _____  13  0900 1700  20  _____  27  _____
SUN 7  _____  14  _____  21  _____  28  _____

TOTAL FOR THIS SERVICE - HOURS: ___ MINUTES: ___

* ENTER START AND END TIME USING MILITARY TIME, THEN PRESS PF2 *

PF2=ADD      PF12=CLEAR-SCR  ENTER=INQ
PF4=MENU                                           CLEAR=EXIT

```

Indicate the time you wish to repeat by entering "r" in the A field here.

Enter "r" in the first position of the start date field where you wish to repeat the specific time period

(Screen 14)

This will repeat the service time period from the selected date to all of the dates flagged with an "r". (See screen #15)

ES41C01 N. Y. C. BOARD OF EDUCATION E41MS01  
09/30/2008 15:03:29 PER SESSION DATA ENTRY REPORT E41MP01

EIS ID : 0123456 NAME: JOHN A. SMITH NAME CONFIRM FLAG Y/N Y  
POS SYMBOL: TR DIST: 01 BORO: M SCHOOL: 111  
MONTH: 09 YEAR: 2008 PAY CODE: A JOB ID: ABCDE PROG NO:

DAY STRT END A STRT END A STRT END A STRT END A STRT END A

MON	1	0800	0900	_	8	_____	_____	_____	15	0800	0900	_____	_____	_____
TUE	2	_____	_____	_____	9	0800	0900	_____	16	_____	_____	_____	_____	_____
WED	3	_____	_____	_____	10	_____	_____	_____	17	_____	_____	_____	_____	_____
THU	4	0800	0900	_____	11	_____	_____	_____	18	_____	_____	_____	_____	_____
SAT	6	_____	_____	_____	_____	_____	_____	_____	26	_____	_____	_____	_____	_____
SUN	7	_____	_____	_____	14	_____	_____	_____	21	_____	_____	_____	28	_____

TOTAL FOR THIS SERVICE - HOURS: 011 MINUTES: 00

\*\* FIRST DAILY SERVICES \*\*

\* \* RECORD ADDED. YOU CAN UPDATE CONSECUTIVE SERVICES\*

PF5=UPDATE PF7=BKW PF9=SVC-SUM PF11=INQ-TOT ENTER=INQ  
PF4=MENU PF6=DELETE PF8=FRW PF10=IND-SUM PF12=CLEAR-SCR CLEAR=EXIT

After pressing the **F2** or **F5** key, service will be repeated in the dates selected. In this example, service from the 1st is repeated on the 4th, 9th, and 15th.

(Screen #15)

### 3.2.5 Repeat Function and Lunch Period Adjustments

If you wish to repeat a service time period containing a lunch period deduction, you will need to indicate one of the two lunch deduction codes: "S" to indicate a half hour deduction or "T" for a one hour deduction. Please note that you may continue to use "H" and "L" for lunch period deductions that you do not wish to replicate.

For example, an employee works five days from 9am to 2pm with a half hour lunch break. Enter **0900 1400 s** on the first day of service and an "r" at the beginning of the start time field for the additional four days on the same schedule. (See screen #16)

```

ES41C01          N. Y. C. BOARD OF EDUCATION          E41MS01
09/30/2008 15:03:29  PER SESSION DATA ENTRY REPORT    E41MP01

      EIS ID: 0123456      NAME: JOHN A. SMITH      NAME CONFIRM FLAG Y/N Y
      POS SYMBOL: TR      DIST: 01      BORO: M      SCHOOL: 111
      MONTH: 09 YEAR: 2008 PAY CODE: A JOB ID: ABCDE PROG NO:

DAY   STRT  END  A      STRT  END  A  STRT  END  A  STRT  END  A  STRT  END  A
MON 1  _____  8  _____  15  _____  22  _____  29  _____
TUE 2  _____  9  _____  16  _____  23  _____  30  _____
WED 3  0900 1400  S  _____  17  _____  24  _____
THU 4  _____  11 _____  18  _____  25  _____
FRI 5  _____  12  r  _____  19  _____  26  _____
SAT 6  r  _____  13  _____  20  _____  27  _____
SUN 7  r  _____  14  r  _____  21  _____  28  _____

TOTAL FOR THIS SERVICE - HOURS:  ___ MINUTES:  ___

* ENTER START AND END TIME USING MILITARY TIME, THEN PRESS PF2 *

PF2=ADD          PF4=MENU          PF12=CLEAR-SCR          ENTER=INQ
                                     CLEAR=EXIT
    
```

Flag the time you wish to repeat containing a half hour lunch deduction by entering "s" in the A column field.

Enter "r" in the beginning of the start time field for the dates you wish to repeat the selected time.

(Screen #16)

Complete the process by pressing F2 or F5. This will repeat the service time period containing the half hour lunch deduction to the four additional days. (See screen #17)

ES41C01  
09/30/2008 15:03:29

N. Y. C. BOARD OF EDUCATION  
PER SESSION DATA ENTRY REPORT

E41MS01  
E41MP01

EIS ID: 0123456 NAME: JOHN A. SMITH NAME CONFIRM FLAG Y/N Y  
POS SYMBOL: TR DIST: 01 BORO: M SCHOOL: 111  
MONTH: 09 YEAR: 2008 PAY CODE: A JOB ID: ABCDE PROG NO:

DAY	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A
MON	1			8			15			22			29		
TUE	2			9			16			23			30		
WED	3	0900	1400	H	10					17					
THU	4				11					18					
FRI	5				12	0900	1400	H		19					
SAT	6	0900	1400	H	13										
SUN	7	0900	1400	H	14	0900	1400	H							

TOTAL FOR THIS SERVICE - HOURS: 022 MINUTES:

\*\* FIRST DAILY SERVICES \*\*

\* RECORD ADDED. YOU CAN UPDATE CONSECUTIVE SERVICES\*

PF5=UPDATE PF7=BKW PF9=SVC-SUM PF11=INQ-TOT ENTER=INQ  
PF4=MENU PF6=DELETE PF8=FRW PF10=IND-SUM PF12=CLEAR-SCR CLEAR=EXIT

Press **F2** or **F5** to complete the process. In this example, service from the 3rd containing a half hour lunch deduction is repeated on the 6th, 7th, 12th, and 14th.

(Screen #17)

In this example, an employee works four days from 9am to 5pm with an hour lunch period. Enter **0900 1700 "t"** on the first day of service and an **"r"** in the first position of the start time field for the additional three days. (See screen #1)

ES41C01  
09/30/2008 15:03:29

N. Y. C. BOARD OF EDUCATION  
PER SESSION DATA ENTRY REPORT

E41MS01  
E41MP01

EIS ID: 0123456 NAME: JOHN A. SMITH NAME CONFIRM FLAG Y/N Y  
POS SYMBOL: TR DIST: 01 BORO: M SCHOOL: 111  
MONTH: 09 YEAR: 2008 PAY CODE: A JOB ID: ABCDE PROG NO:

DAY	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A
MON	1			8			15			22			29		
TUE	2			9			16			23			30		
WED	3	0900	1700	t	10					17			24		
THU	4	r			11					18			25		
FRI	5	r			12	r				19			26		
SAT	6				13					20			27		
SUN	7	r			14					21			28		

TOTAL FOR THIS SERVICE - HOURS: \_\_\_ MINUTES: \_\_\_

\* ENTER START AND END TIME USING MILITARY TIME, THEN PRESS PF2 \*

PF2=ADD PF4=MENU PF12=CLEAR-SCR CLEAR=EXIT

ENTER=INQ

Indicate the time you wish to enter an hour lunch deduction by typing **"t"** in the

Enter **"r"** in the first position of the start time field for the dates that you wish to repeat the same time.

(Screen #18)

Complete the process by pressing F2 or F5. This will repeat the service time period containing an hour lunch deduction to the additional three days. (See screen #19)

```
ES41C01                      N. Y. C. BOARD OF EDUCATION          E41MS01
09/30/2008 15:03:29          PER SESSION DATA ENTRY REPORT        E41MP01

EIS ID: 0123456 NAME: JOHN A. SMITH NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR DIST: 01 BORO: M SCHOOL: 111
MONTH: 09 YEAR: 2008 PAY CODE: A JOB ID: ABCDE PROG NO:

DAY STRT END A STRT END A STRT END A STRT END A STRT END A
MON 1  _____ 8 _____ 15 _____ 22 _____ 29 _____
TUE 2  _____ 9 _____ 23 _____ 30 _____
WED 3 0900 1700 L 10 _____ 24 _____
THU 4  _____ 11 _____
FRI 5  _____ 12 0900 1700 L
SAT 6 0900 1700 L 13 _____
SUN 7 0900 1700 L 14 _____

TOTAL FOR THIS SERVICE - HOURS: 028 MINUTES: 00

** FIRST DAILY SERVICES **

* RECORD ADDED. YOU CAN UPDATE CONSECUTIVE SERVICES*

PF5=UPDATE PF7=BKW PF9=SVC-SUM PF11=INQ-TOT ENTER=INQ
PF4= MENU PF6=DELETE PE8=FRW PF10IND = SUM PF12=CLEAR-SCR CLEAR=EXIT
```

Press **F2** or **F5** to complete the process. Service time will be repeated to the dates specified. In this example service from the 3rd is repeated on the 6th, 7th, and 12th .

(Screen #19)

**NOTE:** The payroll office does not set policies relating to whether or not a Per Session Program is suppose to have a lunch period or what the length of the lunch period should be. The TBNK payroll system does not edit for lunch, it will pay exactly what is entered. If you are not sure whether the employee should be taking a lunch period, please contact your CFN Office or Per Session Supervisor for clarification.

### 3.2.6 DELETING THE ENTIRE RECORD

NOTE: Pending service records for principals cannot be deleted and F6 delete function is not available in option 15 – Service Data Entry for Principal. Please contact per session payroll office with regard to any Principal records which require deletion.

To delete an *entire* record, retrieve the record you wish to delete (see section RETRIEVING AND UPDATING A RECORD). Press the **F6** key and the system will display the message “**PRESS PF6 TO CONFIRM DELETE**”, depress **F6** again to delete. The system will display the message “**RECORD DELETED SUCCESSFULLY**” indicating the record is now deleted.(See screen #20)

ES41C01 10/01/2008 16:15:06	N. Y. C. BOARD OF EDUCATION PER SESSION DATA ENTRY REPORT	E41MS01 E41MP01
--------------------------------	--	--------------------

EIS ID: 0123456	NAME: JOHN A. SMITH	NAME CONFIRM FLAG Y/N Y	
POS SYMBOL: TR	DIST: 01	BORO: M	SCHOOL: 111
MONTH: 09	YEAR: 2008	PAY CODE: A	JOB ID: ABCDE
		PROG NO:	

DAY	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A
MON	1	0800	0900	8			15			22		
TUE	2			9			16			23		
WED	3			10			17			24		
THU	4			11			18			25		
FRI	5			12			19			26		

TOTAL FOR THIS SERVICE - HOURS: \_\_\_ MINUTES: \_\_\_

\*\*\*\* RECORD DELETED SUCCESSFULLY \*\*\*\*

PF5=UPDATE	PF7=BKW	PF9=SVC-SUM	PF11=INQ-TOT	ENTER=INQ
PF4=MENU	PF6=DELETE	PF8=FRW	PF10=IND-SUM	PF12=CLEAR-SCR
				CLEAR=EXIT

After the record is deleted, the header information will remain on the screen so you can update it and add a new record.

Although the service time data is still showing in the calendar, it will be cleared when a new record is created. You must reenter all service time data.

This message indicates that the record has been **permanently** deleted.

**(Screen #20)**

Although the record has been deleted, the screen will display the information from the deleted record. This will facilitate correction of the header information. Depress **F2** to add a new record. You will then be able to enter service time data. For example, if the deleted record had the wrong file number, you can now change the file number and press **F2** to add this record by reentering all the service time data.

You can press the **F12** key to clear the screen if you wish to create a new header record.

### 3.2.7 SERVICE SUMMARY

The service summary screen is utilized to view a summary of all services entered by location and bulk job. Select option **02** on the per session main menu to access the service summary screen. Records are sorted by file number. Depending on your security access, data may be reviewed by selecting up to four criteria; (Screen #21)

- 1) By entering the district – all UNAPPROVED records will be retrieved and displayed for the district.
- 2) By entering the district and borough – all UNAPPROVED records will be retrieved and displayed for the district and borough.
- 3) By entering the district, borough, and school number – all records (approved and unapproved) will be retrieved and displayed for that location.
- 4) By entering the district, borough, school, and bulk job id – all records (approved and unapproved) will be retrieved and displayed for that location and bulk job.

If you are restricted to one district or location, you will not be able to select the district, borough, and/or school of other locations.

Once the desired fields have been entered, press **F8** to retrieve the records.

ES41C02 01/14/2002 12:28:03		N. Y. C. BOARD OF EDUCATION SERVICE SUMMARY						E41MS02 E41MP02		
DISTRICT: 01		BORO: X		SCHOOL: 111		BULK JOB:				
A C	FILE NUMBER NAME	SOC. SEC NUMBER LOC	BUDG CODE	QUICK CODE	JOB ID	PGM NO	PS CD	SVC S HRS MN	SVC A M MMY	I
A	0311111 HIRSCH, R V	001111103 X004	5301	99991	DO000	911	TR	2 00	A 1001	1
A	0312222 CLARIN, C R	066666640 X004	5301	99991	DO000	911	TR	4 00	A 1 001	1
A	0312222 CLARIN, C R	066666640 X004	5301	99991	DO000	911	TR	4 00	A 0901	1
A	0366665 WARSH, S D	074444442 X004	5301	99991	DO000	911	TR	1 00	A 1001	1
A	0388888 SWITZER, A F	058888888 M794	5301	99991	DO001	911	SU	7 00	A 1001	1
A	0388888 SWITZER, A F	058888888 M794	5301	99991	DO001	911	SU	13 00	B 0901	1
A	0401111 ROEN, F T	055555444 X004	4444	04444	DOQQQ	064	TR	15 00	A 1201	
A	0422222 COOPER, M E	066111555 Q924	5301	25555	DODDD	064	GC	10 00	A 1201	
-	0433311 ROTHGART, S E	077777788 X004	5301	99991	D0000	911	TR	4 30	B 1001	1
A	0433311 ROTHGART, S E	077777788 X004	5301	99991	D0000	911	TR	6 00	A 0901	1
A	0444555 DEMARCO, P A	086666999 X004	5301	99991	D0000	911	TR	8 00	B 1001	1
A	0444555 DEMARCO, P A	086666999 X004	5301	99991	D0000	911	TR	10 00	B 0901	1
	0455555 WEINSTEIN PARK	111100044 X004	5301	90091	D0111	011	TR	4 00	B 1001	1

Fill in the appropriate fields and press **F8** to retrieve the records.

This "AC" column indicates the current status of the record. You can also select the detail screen by typing an "S" and then the **R-CTRL** key.

\*ACTIONS (A,S, U)\* CHECK POS CODE IN HIGHLIGHTED ROWS - CONTINUE IF CORRECT  
F1=HELP ENTER=PROCESS PF4=MENU PF5=APPROVE ALL PF7=BKWD PF8=FRWD CLEAR=EXIT

The "AC" column indicates the current status of the individual record. (See screen #21)

A	=	Record has been approved and pending payment
Blank	=	Record not approved for payment

The authorized approver of that per session program must approve records entered for payment. If the records you entered does not show an 'A' under the "AC" column on the final approval day of the payroll, the records will not be paid on that payroll and will remain in the summary screen.

**NOTE: Once a record is paid, it will no longer be in the summary screens. You can see the record details in the per session history screen. (See Section on Per Session History)**

You can view the detail of any record on the summary screen by entering an "S" in the "AC" field and pressing the ENTER key. The record will be display on the per session data entry screen and you will be able to update or delete this record. If the record has been approved, it must be unapproved before any update or delete can be processed.

If there are additional payment records than can be displayed on the first screen, you can press the **F8** key to page forward to the next page. You may then press the **F7** key to page to the previous page.

**NOTE: The record(s) for the last employee on the page is carried forward as the first record(s) on the next page.**

You can go to the service summary screen by press the **F9** key from the per session data entry report screen.

**NOTE: Pending service records for principals will not be displayed in the Service Summary. Principal per Session activities must be approved by the Superintendent via the FAMIS Principal Per Session System.**

### 3.2.8 APPROVING AND UNAPPROVING RECORDS

Pending service records for *non-principal titled employees* entered into the system must be approved before payment can be issued. Only those users authorized will be able to approve or unapproved pending service records.

Records may only be approved or unapproved on the service summary screen (option 02 from the main menu).

To approve records for payment, retrieve the pending service records (see the section on service summary on retrieving records) and enter an 'A' in the "AC" column field for the record you wish to approve. Press the **R-CTRL** key. You may also press the **F5** key to approve all records on the screen. (Screen #22)

ES41C02		N. Y. C. BOARD OF EDUCATION										E41MS02		
01/14/2002 12:28:03		SERVICE SUMMARY										E41MP02		
DISTRICT: 01 BORO: X SCHOOL: 111 BULK JOB: _____														
A	FILE	SOC. SEC	BUDG	QUICK	JOB	PGM	PS	SVC	S	SVC	A			
C	NUMBER	NAME	NUMBER	LOC	CODE	CODE	ID	NO	CD	HRS	MN	M	MMYY	I
A	0311111	HIRSCH,R V	001111103	X004	5301	99991	DO000	911	TR	2 00	A	1001	1	
A	0312222	CLARIN,C R	066666640	X004	5301	99991	DO000	911	TR	4 00	A	1001	1	
U	0312222	CLARIN,C R	066666640	X004	5301	99991	DO000	911	TR	4 00	A	0901	1	
U	0366665	WARSH,S D	074444442	X004	5301	99991	DO000	911	TR	1 00	A	1001	1	
A	0388888	SWITZER,A F	058888888	M794	5301	99991	DO001	911	SU	7 00	A	1001	1	
A	0388888	SWITZER,A F	058888888	M794	5301	99991	DO001	911	SU	13 00	B	0901	1	
A	0401111	ROEN,F T	055555444	X004	4444	04444	DOQQQ	064	TR	15 00	A	1201		
A	0422222	COOPER,M E	066111555	Q924	5301	25555	DODDD	064	GC	10 00	A	1201		
A	0433311	ROTHGART,S E	077777788	X004	5301	99991	D0000	911	TR	4 30	B	1001	1	
A	0433311	ROTHGART,S E	077777788	X004	5301	99991	D0000	911	TR	6 00	A	0901	1	
A	0444555	DEMARCO,P A	086666999	X004	5301	99991	D0000	911	TR	8 00	B	1001	1	
A	0444555	DEMARCO,P A	086666999	X004	5301	99991	D0000	911	TR	10 00	B	0901	1	
A	0455555	WEINSTEIN PARK	111100044	X004	5301	90091	D0111	011	TR	4 00	B	1001	1	

ACTIONS (A,S,U)\* CHECK POS CODE IN HIGHLIGHTED ROWS - CONTINUE IF CORRECT

F1=HELP ENTER=PROCESS PF4=MENU **PF5=APPROVE ALL** PF7=BKWD F8=FRWD CLEAR=EXITEXIT

To approve a record, type 'A' in the "AC" column and press **R-CTRL** key.

To unapproved a record, type 'U' in the "AC" column and press **R-CTRL** key.

To approve all records on the current screen, press the **F5** key.

(Screen #22)

To unapproved a record, enter a 'U' in the "AC" field and press the **R-CTRL** key. The 'A' will be removed and the record is now unapproved for payment.

**NOTE:** An approved record must be unapproved before it can be updated or deleted.

**NOTE:** Pending service records for principals cannot be approved in the Service Summary. Principal Per Session activities must be approved by the Superintendent via the FAMIS Principal Per Session System.

### 3.2.9 INDIVIDUAL SERVICE SUMMARY

The individual service summary screen is utilized to view all pending service records. Select option **03** at the per session main menu to access the individual service summary screen. Records are sorted by location, budget code, quick code and service period. (See screen #23)

The screenshot shows the following text and table:

```

ES41C66                                N. Y. C. BOARD OF EDUCATION                                E41MS66
10/02/08 14:48:53                      INDIVIDUAL SERVICE SUMMARY                                E41MP66

EIS ID: 0123456 SOC-SEC-NUM: 000000111 NAME: JOE SMITH

  S  DT B SCH  BUDG  QUICK  BUDG  JOB  PGM  PS  SERVICE  S  SERVICE  A  STA
  S  DT B SCH  CODE  CODE  LINE  ID  NO  CD  FROM  TO  M  HRS MIN  R  TUS
-----
  S  01 M 001  4444  76543  3002  GAAAA  TR  09/01 09/15/08  A  001 00
  S  02 M 416  4620  76543  3002  GAAAA  TR  09/16 09/30/08  B  004 00
  
```

Callout 1: To view the details of a service record, type 'S' here and press the R-CTRL key.

Callout 2: The current status of the record is indicated here. The status indicators are the same as those used on the service summary screen.

\* S - TO SELECT RECORDS; T - TO SELECT USERID/TIMESTAMP SCREEN \*

PF4=MAIN MENU      PF7=BKWD      PF8=FRWD      ENTER=PROCESS      CLEAR=EXIT

\*\*\*\* NO FORWARD DATA AVAILABLE \*\*\*\*

(Screen #23)

To retrieve the pending service records for an employee, type in the file number or social security number and press the **R-CTRL** key. All service records pending payment will be displayed. This screen is helpful for resolving overlapping time problems. It will display the other per session programs that have entered time for the same month.

You may select the detail record by entering 'S' under the "S" field and pressing the **R-CTRL** key (Screen #23). If you are authorized to access that location, the system will display the record on the per session data entry screen and you will be able to update or delete this record. If the record has been approved, it must be unapproved before any update or delete may be processed.

You can go directly to the individual service summary screen by press the **F10** key from the per session data entry screen.

**NOTE: Individual service summary screen cannot be used to approve or unapproved records. Approvers must use the service summary screen (option 02).**

### 3. 2.10 PER SESSION HISTORY

The per session service history summary screen is utilized to view a summary of all paid services entered online. To access the per session history service summary screen, select option **04** on the per session main menu. (See screen #24)

```

ES41C75          N. Y. C. BOARD OF EDUCATION          E41MS75
01/17/2002 16:01:03  HISTORY SERVICE SUMMARY          E41MP75
              (ASCENDING ORDER BY LOCATION AND ACCOUNT INFORMATION)

FILE NUM: 111234 SOC-SEC-NUM: 112345678 NAME: JOHN SMITH

      BUDG QUICK  BUDG PROG PS  SERVICE S  SERVICE A  PROCESS
S DS B SCH CODE CODE  LINE NO  CD  FROM TO M  HRS MIN R  DATE
-----
S 01 M 001 4444 04444 3494 PL 09/01 - 09/30/01 M 030 15 2001-10-26
01 M 101 4221 04222 3494 SY 11/01 - 11/30/01 M 004 00 2001-12-13
01 M 300 4222 04244 3494 SY 10/01 - 10/31/01 M 005 00 1 2001-12-13
07 X 003 4005 04555 3494 SY 12/01 - 12/31/01 M 001 00 2002-01-16
07 X 003 4005 04555 3494 SY 12/01 - 12/31/01 M 004 00 2002-01-16
07 X 020 4007 04555 3494 PL 09/01 - 09/30/00 M 030 30 2000-10-16
07 X 020 4007 04997 3494 SY 08/16 - 08/31/99 B 012 00 1 1999-09-28
07 X 020 4007 04997 3494 SY 09/01 - 09/15/99 A 015 00 1999-09-28
07 X 043 4007 04997 3494 SY 08/16 - 08/31/99 B 003 00 1 1999-09-28
07 X 043 4007 04997 3494 SY 09/01 - 09/30/99 M 030 00 1999-10-19
07 X 043 4007 04997 3494 SY 08/16 - 08/31/00 B 015 00 1 2000-10-12
07 X 043 4007 04997 3494 SY 09/01 - 09/30/00 M 010 00 2000-10-16
07 X 043 4007 04997 3494 SY 01/01 - 01/31/01 M 009 00 2001-02-28
S - TO SELECT THEN PF9 FOR HOURS OR PF10 FOR TIME

CLEAR=EXIT  PF4=MAIN MENU  PF7=BKWRD  PF8=FRWRD  PF11=ALTERNATIVE ORDER

**** FIRST PAGE DISPLAYED ****
  
```

To view the detail for any records, type a 'S' here and press either the F9 or F10 key.

(Screen #24)

The history summary will display all entered and paid online services for an employee. Enter a file number or a social security number and press the **F8** key to retrieve the payment records. The records are sorted by location, budget code and service period. Each record will also contain the amount of total service time paid and the processor date. The processor date is the date when that payroll was closed.

If there is more than one page of history summary, you can press the **F8** key to page forward and **F7** key to page backward.

For each service record displayed, you can select the detail time record by entering a 'S' in the selection column (the first column) and pressing the **F9** or **F10** key.

The **F9** function will display the detail history record by hours. (See screen #25)

The **F10** function will display the detail history record by time period. (See screen #26)

```

ES41C06                N. Y. C. BOARD OF EDUCATION                E41MS06
12/23/2001 12:56:11    PER SESSION HISTORY BY HOURS                E41MP06

FILE NO: 111234        BUDGET LINE: 3004        POS SYMBOL: SY        DIST : 01
SOC-SEC: 112345678    BUDGET CODE: 5301        ARREARS :                BORO : M
                        QUICK CODE: 11102        LANGUAGE : EN            SCHOOL: 101
                        JOB ID: DDDDD                PROG NO:

MONTH: 11            YEAR: 2001            NAME: J SMITH

      WED THU FRI SAT SUN MON TUE
      HR MM A  HR MM A
1  _____ 2  _____ 3  _____ 4  _____ 5  _____ 6  _____ 7  _____
8  _____ 9  _____ 10 _____ 11 _____ 12 _____ 13 _____ 14 _____
15 _____ 16 _____ 17 _____ 18 _____ 19 _____ 20 _____ 21 _____
22 _____ 23 01 00  24 _____ 25 _____ 26 _____ 27 01 00  28 01 00
29 01 00  30 _____

                                TOTAL HOURS: 04
                                MINUTES:      00

APPROVAL USERID: PCASSAND

PF1=HELP  PF3=PREV  PF4=MAIN-MENU  PF11=TIME-DETAIL  CLEAR=EXIT
    
```

To view the time detail for this record, press **F11** and the system will display to the time detail screen.

(Screen #25)

```

ES41C87                N. Y. C. BOARD OF EDUCATION                E41MS87
12/23/2001 12:55:35    PER SESSION HISTORY BY TIME                E41MP87

FILE NO: 111234        BUDGET LINE: 3004 POS SYMBOL: TR DIST : 01
SOC-SEC: 112345678    BUDGET CODE: 5301 ARREARS : BORO : M
QUICK CODE: 11102    LANGUAGE : EN SCHOOL : 101
JOB ID : DDDDD PROG NO:
MONTH: 11 YEAR: 2001 NAME: J SMITH
DAY STRT END A STRT END A STRT END A STRT END A STRT END A
WED 1 _____ 8 _____ 15 _____ 22 _____ 29 1530 1630
THU 2 _____ 9 _____ 16 _____ 23 1530 1630 30 _____
FRI 3 _____ 10 _____ 17 _____ 24 _____ 31 _____
SAT 4 _____ 11 _____ 18 _____ 25 _____
SUN 5 _____ 12 _____ 19 _____ 26 _____
MON 6 _____ 13 _____ 20 _____ 27 1530 1630
TUE 7 _____ 14 _____ 21 _____ 28 1530 1630

APPROVAL USERID: PCASSAND                                TOTAL HOURS: 04
                                                            MINUTES:      00

PF3=PREV  PF4=MAIN-MENU  PF8=FRWD  PF7=BKWD  PF11=HRS-DETAIL  CLEAR=EXIT

*** FIRST DAILY SERVICES. NO MORE DATA AVAILABLE ***
    
```

To view the hour detail for this record, press **F11** and the system will display to the hour detail screen.

If there are additional service pages for the record, you can press **F8** to page forward and view them.

(Screen #26)

**NOTE: Detail history record by time is not available for service paid prior to December 1998. Service paid prior to December 1998 may only be**

You can also sort the history records by the process date. To sort history records by process date, press the **F11** key. The system will now display the records by process date order with the most recent process date on top. This alternative sort order is useful for displaying all service records for each pay period from all pay locations. (See screen #27)

```

ES41C92                N. Y. C. BOARD OF EDUCATION                E41MS75
02/21/2002 14:59:50    HISTORY SERVICE SUMMARY    E41MP75
                        (DESCENDING ORDER BY PROCESS DATE)

FILE NUM: 111234      SOC-SEC-NUM: 111222233      NAME: JOHN SMITH

      BUDG QUICK BUDG PROG PS      SERVICE      S SERVICE A      PROCESS
S DS B SCH CODE CODE  LINE NO CD FROM      TO      M HRS MIN R DATE
-----
02 M 167 4222 44445 3004 083 TR 12/01 - 12/31/01
26 Q 111 4445 14785 3004 083 TR 11/01 - 11/30/01

73 K 444 2225 95555 3004 083 TR 10/01 - 10/31/01 M 032 30 1 2002-01-16
02 M 111 4222 44245 3004 024 TR 05/01 - 05/31/01 M 010 00 1 2001-06-30
12 X 267 5145 15145 3004 024 TR 04/01 - 04/30/01 M 018 00 2001-05-16
01 M 100 5301 15475 3004 024 TR 03/01 - 03/31/01 M 012 00 2001-04-18
02 M 167 4445 44445 3004 023 TR 03/01 - 03/31/01 M 004 00 2001-04-18
02 M 167 4445 44445 3004 023 TR 02/01 - 02/28/01 M 010 00 2001-03-14
02 M 111 4444 44445 3004 023 TR 01/01 - 01/31/01 M 016 00 2001-02-13
02 M 167 4445 44445 3004 023 TR 12/01 - 12/31/00 M 009 00 2001-01-17
02 M 167 4445 44445 3004 023 TR 11/01 - 11/30/00 M 017 00 2000-12-14
02 M 167 4445 44445 3004 TR 07/16 - 07/31/00 B 047 00 1 2000-10-12
02 M 167 4445 44445 3004 TR 07/01 - 07/15/00 A 022 30 1 2000-10-12

S - TO SELECT THEN PF9 FOR HOURS OR PF10 FOR TIME

CLEAR=EXIT      PF4=MAIN MENU      PF7=BKWRD PF8=FRWRD      PF11=ALTERNATIVE ORDER
                **** FIRST PAGE DISPLAYED ****

```

History records are now sorted by their process date and all records paid on that payroll are grouped together regardless of locations.

(Screen #27)

You can change the sort order back to location and account information by pressing the **F11** key.

### 3.2 OLD SYSTEM CHECK ARCHIVE

**NOTE: As of February 2002, you must go to the PDPS check listing screen to view current paycheck information. See page 33 for information on using the PDPS check listing screen. This old TBNK system check archive should only be used to inquire about checks issued prior to February 2002.**

The Old System Check Archive screen is utilized to view a listing of all per session checks issued prior to February 2002. To access the old system check archive, select option **05** on the Per Session main menu.

To retrieve the check summary, enter the employee's social security number and press the **F8** key. The system will display a listing of all per session checks issued to the employee. The list is sorted in descending date order. It contains all check details (check number, etc.), the gross and net amount paid and whether the check was cancelled or stopped. See screen #28)

SAPR5000		N. Y. C. BOARD OF EDUCATION				SAP5MS0	
01/04/00 15:28:37		PER SESSION CHECK REGISTER				SAP5M01	
SOC-SEC-NO 112 34 5678		NAME J SMITH		FILE NO 111234			
S	CHK DATE	CHK NO	ITEM NO	GROSS	NET	TYPE	CAN DATE RS CD
-	12/15/99	1452102	553056	1409.32	1066.19	REG	12/15/99 SC
-	11/30/99	1419886	522035	480.45	403.53	SUP	1C
S	10/18/99	1370505	472746	544.51	451.83	REG	
-	08/25/99	1323670	429801	1618.58	1084.89	SUP	
-	08/11/99	1298510	404673	1594.56	1070.83	SUP	
-	07/16/99	1241942	348278	544.51	451.76	REG	
-	06/16/99	1184983	291481	800.75	636.07	REG	
-	05/18/99	1126062	236588	992.93	773.19	REG	
-	04/28/99	1089928	200496	847.80	669.65	SUP	
-	04/16/99	1069836	180449	29.83	27.55	REG	
-	03/16/99	1017319	127971	596.60	490.41	REG	
-	02/16/99	0967390	078090	596.60	490.41	REG	
-	01/14/99	0917212	027952	722.20	583.31	REG	
-	12/16/98	0871771	503612	722.20	579.41	REG	
-	11/18/98	0829021	460902	623.04	508.86	SUP	

PF3=PREV      PF7=FRWD      PF8=BKWD      CLEAR=EXIT  
ENTER "S" AND PRESS ENTER FOR DETAILS

If any information is listed in these two columns, please contact the per session payroll unit for clarification of the check status.

To view the check detail screen for any check listed, enter an 'S' and press the R-CTRL key.

(Screen #28)

If there is more than one page to the check summary list, you may use the **F8** key to page forward or **F7** key to page backward.

You may also view the detail for any check by entering an 'S' in the first column and pressing the **R-CTRL** key.

The Per Session Check Detail screen contains detail check information such as federal, state, city taxes, the hours worked and the location of paid services. (See screen #29)

SAPR5200 01/04/00 15:44:	N. Y. C. BOARD OF EDUCATION PER SESSION CHECK DETAIL	SAP5MS0 SAP5M02																																
SOC-SEC-NO 112 34 5678 CHECK DATE 11/30/99 CHECK NUMBER 1419886 ITEM NUMBER 522035	NAME J SMITH FILE NO 111234 ADDRESS 12-34 56 STREET BROOKLYN NY 11111	MARITAL STAT S EXEMPTIONS 0																																
GROSS 480.45 FED TAX 38.92 STATE TAX 0.00	RES CD A REASON 1C CHECK HAS BEEN CANCELLED																																	
CITY TAX 1.24 UN DUES 0.00 HLTH AMT 0.00 PENSION 0.00 TDA 0.00 DECAP 0.00 LTC 0.00 MED TAX 6.97 FICA 29.79 ARREARS 0.00 LOAN 0.00 BUYBACK 0.00 NET 403.53	<table border="1"> <thead> <tr> <th colspan="10">NUMBER OF HOURS WORKED</th> </tr> <tr> <th>DIST</th> <th>BORO</th> <th>SCH</th> <th>POS</th> <th>A</th> <th>HRS</th> <th>MIN</th> <th>RATE</th> <th>BUDG</th> <th>QUICK</th> <th>END DATE</th> </tr> </thead> <tbody> <tr> <td>23</td> <td>K</td> <td>823</td> <td>TR</td> <td>1</td> <td>15</td> <td>0</td> <td>32.03</td> <td>4351</td> <td>94351</td> <td>05/31/99</td> </tr> </tbody> </table>		NUMBER OF HOURS WORKED										DIST	BORO	SCH	POS	A	HRS	MIN	RATE	BUDG	QUICK	END DATE	23	K	823	TR	1	15	0	32.03	4351	94351	05/31/99
NUMBER OF HOURS WORKED																																		
DIST	BORO	SCH	POS	A	HRS	MIN	RATE	BUDG	QUICK	END DATE																								
23	K	823	TR	1	15	0	32.03	4351	94351	05/31/99																								

If special processing occurred, the status will be displayed here. Contact the per session payroll office for clarification or assistance.

(Screen #29)

**NOTE: TBNK Check Register will only display checks up to 1/16/02. Information for Checks issued after 1/16/02 can be accessed in the PDPS Per Session Check Listing (function 02). Please see the section on 'Reviewing Per Session Check Listing' in PDPS.**

### 3.3.1 USER ID/TIMESTAMP INQUIRY

The user id and time of entry/approval can be reviewed for both pending records and history records.

For pending service records, you can review the user id and timestamp information by selecting that employee's pending records in the Individual Service Summary. (Option 03 – see page 23)

Once you have the employee's pending records displayed on the screen, enter 'T' next to the record you want to see the user id and timestamp information and press the **R-CTRL** key. (See screen #30)

```
ES41C66 N. Y. C. BOARD OF EDUCATION E41MS66
08/28/02 12:46:41 INDIVIDUAL SERVICE SUMMARY E41MP66

FILE NUM: 123456 SOC-SEC-NUM 123456789 NAME: JOHN SMITH

      BUDG QUICK BUDG JOB PGM PS SERVICE S SERVICE A STA
S DT B SCH CODE CODE LINE ID NO CD FROM - TO M HRS MIN R TUS
-----
T 02 M 412 5001 12181 3004 DNNNN 181 TR 05/01 05/15/02 A 004 00 1
  02 M 412 5001 12181 3004 DNNNN 181 TR 04/16 04/30/02 B 004 00 1
  02 M 412 5001 12181 3004 DNNNN 181 TR 05/16 05/31/02 B 004 00 1

* S - TO SELECT RECOR; T - TO SELECT USERID/TIMESTAMP SCREEN *
PF4=MAIN MENU PF7=BKWD PF8=FRWD ENTER=PROCESS CLEAR=EXIT
**** NO FORWARD DATA AVAILABLE ****
```

To view the user id and timestamp information for a record, type 'T' here and press the **R-CTRL** key.

(Screen #30)

A display box will appear with the user id and timestamp information for that record. When you have finished reviewing the information, press 'F3' to remove the display box. (See screen #31)

```

ES41C66          N  -----
08/28/02 15:24:31 | ES41C95 NYC BOARD OF EDUCATION E41MS95
                  | USERID/TIMESTAMP INQUIRY FOR PENDING RECORDS
FILE NUM: 123456   SOC |
                  | SOC-SEC-NO => 123456789
                  | FILE NO 0123456
                  | NAME J SMITH
                  | SERVICE DATE 05 2002
                  | PAY CODE A
                  | LOCATION 02 M 412
                  | BULK JOB DNNNN
                  | BUDGET LINE 3004
                  | QUICK CODE 12181
                  | BUDGET CODE 5001
                  | ARR-CD
                  | POSITION CODE TR
                  |
                  | ENTRY USERID      AADAMSON
                  | ENTRY TIMESTAMP    2002-06-18-13.59.03.681766
                  |
                  | APPROVAL ID
                  |
                  | APPROVAL TIMESTAMP 0001-01-01-01.00.00.000000|
                  |
* S - TO SELECT RECORDS; | PF3=PREV          PF4=MAIN
MENU                    | PF7=BK ----- 08/28/2002----- 15:24:33-----
***** NO FORWARD DATA AVAILABLE *****

```

(Screen #31)

Within the display box, the top portion shows the record information (name, location, budget code, etc.) for the record you are reviewing. The bottom of the display box shows the user id and timestamp information:



ENTRY USERID is the EIS user id of the person who entered this record.

ENTRY TIMESTAMP is the date and time when this record was last saved. The first part indicates the year, month, and day and the second part indicates the time in military format. In the example above, the record was entered on 6/18/2002 at 1:59 PM.



APPROVAL ID is the EIS user id of the person who *approved or unapproved* this record. The Entry and Approval Ids can be the same. If there is no user id, it means this record has never been approved.

APPROVAL TIMESTAMP is the date and time when this record was last approved or unapproved.

**Please note that the system records the user id and timestamp of the most recent action taken on a record. Therefore, the user id and timestamp does not necessarily indicate the original person who entered this record. If the record were later updated, the user id and timestamp of the person who updated the record would be displayed.**

To review user id and time information for processed history records, select option **06** from the per session main menu. (See screen #32)

```

SAPR0000          N. Y. C. BOARD OF EDUCATION          S000MS0
09/30/08 11:01                                     S000MP0

                PER SESSION MAIN MENU

01 SERVICE DATA ENTRY                               09 BULK JOB DETAIL INQUIRY
02 SERVICE SUMMARY                                   10 PSAL SRV APPROVAL FOR PRINCIPALS
03 INDIVIDUAL SERVICE SUMMARY                       11 ADULT/ED SRV APPROVAL FOR PRINCIPALS
04 PER SESSION HISTORY                               12 SECURITY LOCATION MAINTENANCE
05 OLD SYSTEM CHECK ARCHIVE                         13 SERVICE SUMMARY FOR PRINCIPALS
06 USERID/TIMESTAMP INQUIRY                         14 MAX HOURS FOR QUICK CODE/BUDGET LINE
07 RATE MASTER FILE PROCESSING                      15 SERVICE DATA ENTRY FOR PRINCIPALS
08 BULLETIN BOARD MAINTENANCE                      16 WAIVER REPORTING

                SELECTION ==> 06

PF3=PREV                SCREEN ENTER=PROCESS                CLEAR=EXIT
  
```

(Screen #32)

To review user id and timestamp information for an employee's history records, type in the social security or file number of the employee and press **R-CTRL** key. (See screen #33)

```

ES41C94          N. Y. C. BOARD OF EDUCATION          E41MP94
08/29/02 10:32:30 PER SESSION USERID/TIMESTAMP INQUIRY SCREEN  E41MS94

                SOC SEC:          FILE NO:          NAME :

SRV/D  P LOC/ON  PC  JOBID  USERID  ENTRY  TIMESTAMP  APPRID  APPR  TIMESTAMP

**** ENTER SOC-SEC-NUMBER OR FILE-NUMBER ****
PF3=MENU          PF7=BACKWARD          PF8=FORWARD          CLEAR=EXIT
  
```

Type in the social security or file number and press **R-CTRL** key.

(Screen #33)

The system will display all available user id/timestamp information relating to this employee's history records. (See screen#34)

**NOTE: User id and time information is only available for history records from 8/6 02 process date 8/6/02 process date forward.**

```
ES41C94                      N. Y. C. BOARD OF EDUCATION                      E41MP94
08/30/02 15:19:01           PER SESSION USERID/TIMESTAMP INQUIRY SCREEN      E41MS94

SOC SEC: 123456789 FILE NO: 0123456 NAME: JOHN SMITH

SRV/D P LOC/ON PC JOBID USERID ENTRY TIMESTAMP APPRID APPR TIMESTAMP
04 02 B 02M400 TR DNNNN CKNAUERT 2002-05-15-13.47 JLAI 2002-08-21-19.00
04 02 A 02M400 TR DNNNX CKNAUERT 2002-05-15-13.48 JLAI 2002-08-21-19.01
04 02 A 02M400 TR DNNNG CKNAUERT 2002-05-15-13.38 JLAI 2002-08-21-19.00

NO FORWARD DATA AVAILABLE ****
PF3=MENU P                   F7=BACKWARD                   F8=FORWARD                   CLEAR=EXIT
```

(Screen #34)

### 3.3.2 REVIEWING PER SESSION CHECK LISTING IN PDPS

Sign on to CICS production using the CESN procedure, at the DB2 menu select PDPS in the application field instead of TBNK. Press **R-CTRL** key. (See screen #35)

REGION: CICSPT60 04/25/02 15:07	NEW YORK CITY PUBLIC SCHOOLS DB2 APPLICATION MENU	DA10000
APPLICATION ID =====	DESCRIPTION =====	
CAFS	CONTRACT AID FINANCIAL SYSTEM	
CPS	CUSTODIAL PAYROLL	
EIS	EMPLOYEE INFORMATION SYSTEM	
LAVI	LICENSING AND VACANCY INITIATIVE	
LCMS	LOCATION CODE MANAGEMENT SYSTEM	
<b>PDPS</b>	PER DIEM / PER SESSION PAYROLL	
SBR	SCHOOL BUDGET REQUEST	
SECM	SECURITY MAINTENANCE	
SIS	STUDENT INFORMATION SYSTEM	
SMCD	SMARTCARD	
SSIP	SUMMER SCHOOL INSTRUCTIONAL PROGRAM	
TBnk	T-BANK PAYROLL	
EE	EMPLOYMENT ELIGIBILITY	
APPLICATION <b>PDPS</b>	USERID PSMITH	PASSWORD

(Screen #35)

Enter 02 in the function field and press **R-CTRL** key. (See screen #36)

USER: PSMITH 04/25/2002 16:21	N.Y.C. BOARD OF EDUCATION - PDPS SYSTEM PDPS MAIN MENU	ES5M000
FUNCTION	DESCRIPTION	
01	PER DIEM PAYROLL	
02	PER SESSION PAYROLL	
FUNCTION: <u>02</u>		
ENTER-PROCESS CLEAR-EXIT		

(Screen #36)

Review the Bulletin Board and press the **R-CTRL** key. This will bring you to the Per Session Menu. (See screen #37)

```
USER: PSMITH          N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM      ES5M002
04/25/2002 16:30          PER SESSION MENU

      FUNCTION          DESCRIPTION
-----
      WELCOME TO THE PER SESSION SYSTEM

      ***** REMINDER *****

      ALL PER SESSION DATA ENTRIES ARE STILL DONE IN THE
      TBKN SYSTEM AS BEFORE. THERE ARE NO DATA ENTRY OPTIONS
      UNDER PDPS. THIS SECTION IS MAINLY USED FOR INQUIRY.

      IF THERE ARE ANY QUESTIONS, PLEASE CONTACT THE PER SESSION
      PAYROLL OFFICE AT (718) 935-2229.

      MORE -->
ENTER-RETURN          F7-PREV          F8-NEXT

ENTER-PROCESS  F3-PREV MENU          CLEAR-EXIT
```

(Screen #37)

Enter 02 and press **R-CTRL** key. (See screen #38)

```
USER: PSMITH          N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM      ES5M002
04/26/2002 10:48          PER SESSION MENU

      FUNCTION          DESCRIPTION
-----
      01                TIMEKEEPING MENU
      02                PAYROLL MENU
      03                UTILITY MENU

      FUNCTION: 02

ENTER-PROCESS  F3-PREV MENU          CLEAR-EXIT
```

(Screen #38)

Enter 02 and the EIS ID number of the employee in the EIS ID field, or type the employee social security number in the SSN field and press **R-CTRL** key. (See screens #39 and #40)

**NOTE: In PDPS, you must use the seven (7) digit EIS number.**

USER: PSMITH	N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM	ES5MP50
04/26/2002 10:50	PAYROLL MENU	
01 NAME LOOKUP	06 ADJUSTMENT LIST	
02 CHECK LISTING	07 RATE TABLE	
03 PAY DETAIL HISTORY	08 BULK JOB INQUIRY	
04 PENDING PAY DETAIL	09 RECONCILIATION	
05 JOURNAL ENTRY		
FUNCTION: <u>02</u>	EIS ID: 012345	
SSN:	LOCATION:	
ENTER-PROCESS	F3-PREV MENU	CLEAR-EXIT

(Screen #39)

USER: PSMITH	N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM	ES5MP50
04/26/2002 10:50	PAYROLL MENU	
01 NAME LOOKUP	06 ADJUSTMENT LIST	
<b>02 CHECK LISTING</b>	<b>07 RATE TABLE</b>	
03 PAY DETAIL HISTORY	08 BULK JOB INQUIRY	
04 PENDING PAY DETAIL	09 RECONCILIATION	
05 JOURNAL ENTRY		
FUNCTION: <u>02</u>	EIS ID:	
SSN: 012345	LOCATION:	
ENTER-PROCESS	F3-PREV MENU	CLEAR-EXIT

(Screen #40)

The Check Listing screen provides a listing of all checks that have been issued to an employee from the NYC Payroll Management System after 1/16/02. (See screen #41)

**NOTE: Although you may see checks dated prior to 1/16/02 listed here, these checks were included to permit journal entry processing only. You must use the TBNK Check Register to view the details and actual check status.**

USER: PSMITH                      N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM                      ES5MP02  
04/26/2002 10:56                      CHECK LISTING

EIS ID 0123456                      SOCSEC: 012345678                      NAME: SMITH                      JOHN                      G  
CHECK DATE:                      CHECK NUM:

ACT	CHECK DT	CHECK NO.	GROSS AMOUNT	NET	DISP CD	DISP DT
	04/23/02	P12345678	618.76	508.21	I	04/23/02
	04/04/02	P44556596	1,749.96	1,229.71	I	04/04/02
	10/10/01	2225225	2,155.62	1,421.73	I	10/10/01
	08/24/01	2447552	1,992.90	1,330.87	I	08/24/01

ENTER-PROCESS                      F1-LOOKUP                      F3-MENU                      F5-PREV SCR                      CONFIRM:                      F7-BACK                      F8-FWD  
F9-CHK REGISTER                      F10-CHK STUB                      CLEAR-EXIT

To see the CHECK REGISTER screen, enter a 'Y' and press the

(Screen #41)

- A** ACT: Action codes provide easy access to other functions.  
**P** - Enter a **P** to view Pay Detail History and Press Enter.  
**Y** - Enter a **Y** to select a check and then Press **F9** to view the Check Register, or Press **F10** to view the Check Stub Detail.
- B** CHECK DT: Displays the check date.
- C** CHECK NO.: A 9 digit number starting with a "P" denotes an actual check was issued. If the check number starts with Z, that denotes a direct deposit.
- D** GROSS AMOUNT: Displays the gross amount of the check.
- E** NET: Displays the net amount of the check. Net is the gross pay amount less tax withholding and other deductions.
- F** DISP CD: Disposition Codes display the current status of a check.  
**I** - Check issued  
**S** - Stop payment request has been placed on the check  
**H** - Check is being held pending cancellation  
  
**W** - Check cancelled  
**R** - Released check to employee  
**M** - Check re-mailed to employee
- G** DISP DATE: The effective date of the check's disposition stat

The CHECK REGISTER screen contains paycheck data and deduction detail. It also displays the employee's current tax status as well as the address where the check was mailed. (See screen #42)

The Check Register displays the check selected from the CHECK LISTING. (Screen #6)

```

USER: PSMITH          N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM      ES5MP03
05/13/2002 15:09          CHECK REGISTER

NAME: SMITH,          JOHN          EIS ID: 0123456          SOCSEC: 012345678

ADDR: 11 WINTER LANE  APT:          CHECK NO: P12345678          DATE: 04/23/2002
    NORTH NEW YORK    , NY 11111  DISP CD: I          DISP REASON: CHECK ISSUED

FED M ST/EX: A/02      STATE M ST/EX: A/02          CITY M ST/EX: A/02

-----DEDUCTION INFORMATION-----
CODE  DESCRIPTION          AMT          CODE  DESCRIPTION          AMT
6010  FICA TX EMP            48.21        6012  MDICARE-EMP          11.28
6015  FED WTHD              50.28        6020  ST WTHD              16.49

TOTAL HH:MM:  023:26          GROSS: $ 777.55          NET: $ 651.29          DED: $ 126.26

F3-MENU      F5-PREV SCR  F10-CHECK STUB  F11-CHECK LISTING  CLEAR-EXIT
  
```

To access the CHECK STUB, Press the F10 key.

To return to the CHECK

(Screen #42)

The CHECK STUB DETAIL screen displays specific pay stub information. It contains the payment details for each work location. Information is summarized by location, rate of pay, hours paid, and pay period. (See screen #43)

```

USER: PSMITH          N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM      ES5MP04
05/14/2002 09:41          CHECK STUB DETAIL

NAME: SMITH          , JOHN          EIS ID: 0123456          SOCSEC: 012345678
ADDR: 11 WINTER LANE  APT:          CHECK NO: P12345678          DATE: 04/23/2002
    NORTH NEW YORK    , NY 11111

-----SERVICE DETAIL-----
ACT  LOC      ADJ  RATE      HH:MM          AMT          EARNED PD
     71E315          33.18         018:01         597.80         03/31/02
     73K540          33.18         005:25         179.75         03/31/02

ENTER-PROCESS  F1-LKUP      F3-MENU          F5-PREV SCR  F7-BACK      F8-FWD
F9-CK REGISTER  F11-CK LISTING  CLEAR-EXIT
  
```

(Screen #43)

### 3.4 MILITARY TIME CONVERSION CHART

1:00 AM	=	0100
2:00 AM	=	0200
3:00 AM	=	0300
4:00 AM	=	0400
5:00 AM	=	0500
6:00 AM	=	0600
7:00 AM	=	0700
8:00 AM	=	0800
9:00 AM	=	0900
10:00 AM	=	1000
11:00 AM	=	1100
12:00 PM	=	1200
1:00 PM	=	1300
2:00 PM	=	1400
3:00 PM	=	1500
4:00 PM	=	1600
5:00 PM	=	1700
6:00 PM	=	1800
7:00 PM	=	1900
8:00 PM	=	2000
9:00 PM	=	2100
10:00 PM	=	2200
11:00 PM	=	2300
12:00 AM	=	2400

**NOTE:** The system will not accept time entries from 12 AM to 6 AM (2400 to 0600), if you wish to enter service for that time period, please contact the per session payroll office.

### 3.5 PER SESSION RATE TABLE

## PER SESSION RATE TABLE

#### UFT RATES:

PS	Line Num.	Title Code	Rate Eff. 5/19/08	Rate Eff. 10/13/07	Rate Eff. 10/1/06	Position Title
EV	3122	TREVS	\$41.98	\$39.98	\$39.20	Ed. Evaluator
EV	3112	TRELS	\$41.98	\$39.98	\$39.20	Teacher Evaluator
GC	2922	GCGCS	\$45.13	\$42.98	\$42.14	Guidance Counselor
GC	2902	GCGAS	\$45.13	\$42.98	\$42.14	Guidance Counselor A
LA	3342	LBLAS	\$39.01	\$37.15	\$36.42	Lab Specialist
MI	2402	MIMIS	\$109.38	\$104.17	\$102.13	Schl. Med. Inspector
MT**	3002	TRMTS	\$47.05**	\$44.81**	\$43.93**	Mentor Prep**
RT	3932	TRRTS	\$41.98	\$39.98	\$39.20	Teacher of Recreation
SC	3582	SYSCS	\$25.87	\$24.64	\$24.16	Summer Rate Sch.Secy.
SP	2812	CLSPS	\$45.13	\$42.98	\$42.14	School Psychologist
SR	3922	SRSRS	\$41.98	\$39.98	\$39.20	Supv. of Recreation
SW	2822	CLSWS	\$45.13	\$42.98	\$42.14	School Social Worker
SY/PL	3492	SYSYS	\$25.87	\$24.64	\$24.16	School Secy./Peak Load
TA	3042	TRTAS	\$41.98	\$39.98	\$39.20	Teacher Assigned A
TA	3052	TRTBS	\$41.98	\$39.98	\$39.20	Teacher Assigned B
TN	3992	TRTNS	\$19.12	\$18.21	\$17.85	Training Rate
TR	3002	TRTRS	\$41.98	\$39.98	\$39.20	Teacher/Coach
TR	3102	TRTSS	\$41.98	\$39.98	\$39.20	Teacher Sp. Ed.
TR	3032	TRTMS	\$41.98	\$39.98	\$39.20	Teacher Bilingual
TR	3072	TRLBS	\$41.98	\$39.98	\$39.20	Teacher Library
TR	3132	TRRRS	\$41.98	\$39.98	\$39.20	Teacher Resource Room
TR	3172	TRRSIS	\$41.98	\$39.98	\$39.20	Teacher Speech Improve
TR	3252	TRRSRS	\$41.98	\$39.98	\$39.20	Teacher Summer Reorg.
TR	3282	TRWXS	\$41.98	\$39.98	\$39.20	Teacher Attendance
TT	3262	TRTTS	\$41.98	\$39.98	\$39.20	Teacher Trainer
WT	3272	TRWTS	\$40.20	\$38.29	\$35.59	New Tchr. Train Rate

\*\*The Mentor Prep rate (MT) is set as an hourly rate, but each prep is only 45 minutes.  
Please be sure to enter only 45 minutes for each mentor prep or you will be overpaying the employee.

#### CSA RATES:

PS	Line Num.	Title Code	Rate Eff. 9/25/09	Rate Eff. 4/6/08	Rate Eff. 10/6/07	Position Title
AM	3592	AMAMS	\$42.56	\$41.98	\$39.98	Assistant Coordinator
CO	2752	COCOS	\$44.48	\$43.87	\$41.78	Coordinator
EX	3552	EXEXS	\$40.10	\$39.55	\$37.67	Examiner
GA	3562	GAGAS	\$43.94	\$43.34	\$41.27	General Assistant
PH	3552	PHPHS	\$19.73	\$19.46	\$18.54	Chief Proctor
PS	2682	CLPSS	\$57.89	\$57.10	\$54.38	School Psychiatrist
PX	3572	PXPXS	\$11.77	\$11.61	\$11.06	Proctor
SU	2792	SUSUS	\$43.94	\$43.34	\$41.27	Supervisor
PR	2782	SUPLS	\$43.94	\$43.34	\$41.27	Principal

PLEASE NOTE: All per session activities for principals must be approved via the FAMIS principal per session system before services can be processed for payment in the TBNK payroll system.

### 3.6 BULK JOB DETAIL INQUIRY

The bulk job detail inquiry screen can be utilized to view a summary of all services paid under a bulk job. To access the bulk job detail inquiry screen, select option **09** on the Per Session main menu.

To retrieve a summary of services paid under a bulk job, enter the bulk job id in the bulk job field and press **R-CTRL** key. Services paid under the bulk job will be displayed and sorted by file numbers. The total amount of expenditures is also displayed. (See screenshot #44)

```

ES41C04                      N. Y. C. DEPT OF EDUCATION
      E41MP04
06/15/05 11:52:18    PER SESSION BULK JOB DETAIL INQUIRY SCREEN          E41MS04
BULK JOB  GGGGG      LOCATION:          FILE NO:          TOTAL EXP          3574.47
FILE NO NAME      LOC/ON   POS JE      HRS MIN      CHECK DATE CHECK AMT  BUDL  QCKCD OBJ
0333333 GONZALEZ  24Q555   SUSUS        5 00      2004-12-02  188.10  2792 01111 091
0333333 GONZALEZ  24Q555   SUSUS       15 00      2005-01-19  564.30  2792 01111 091
0333333 GONZALEZ  24Q555   SUSUS        4 30      2005-02-02  169.29  2792 01111 091
0333333 GONZALEZ  24Q555   SUSUS       10 00      2005-03-10  376.20  2792 01111 091
0666666 VAN NOSTR  24Q555   SUSUS       12 00      2005-01-19  451.44  2792 01111 091
0666666 VAN NOSTR  39Q555   SUSUS        0 00      2005-03-10    0.32  2792 00010 060
0666666 VAN NOSTR  24Q555   SUSUS       17 00      2005-03-10  639.54  2792 01111 091
0777777 MORGAN    39Q555   SUSUS        0 00      2005-01-19    0.22  2792 00010 060
0777777 MORGAN    24Q555   SUSUS        7 00      2005-01-19  263.34  2792 01111 091
0777777 MORGAN    24Q555   SUSUS        5 30      2005-02-02  206.92  2792 01111 091
0777777 MORGAN    24Q555   SUSUS        6 00      2005-02-17  225.72  2792 01111 091
0777777 MORGAN    24Q555   SUSUS        2 15      2005-03-10   84.65  2792 01111 091
0777777 MORGAN    24Q555   SUSUS        5 45      2005-03-16  216.33  2792 01111 091
0799999 JONIK     24Q555   SUSUS        5 00      2005-01-19  188.10  2792 01111 091

      **** NO FORWARD DATA AVAILABLE ****
PF3=MENU          PF7=BACKWARD      PF8=FORWARD      CLEAR=EXIT
  
```

Enter the bulk job id here and press **R-CTRL** key..

Total expenditures displayed here.

(Screen #44)

You can also summarize the bulk job expenditures by location and/or file number. For example, if you want to see the expenditures paid to a specific employee under the bulk job, enter the bulk job id and the employee's file number and press **R-CTRL** key. The system will now display the services paid to that employee under the bulk job with the total expenditures based on that employee only.

### 3.7 STOP PAYMENT PROCEDURE

If a check was ISSUED (Disp "I" in PDPS check listing) and the employee has not received it in the mail, then the employee can fax a request for STOP PAYMENT to the PER SESSION PAYROLL OFFICE at 718-935-2350. The fax must include the following information: NAME, S.S.#, FILE#, CURRENT MAILING ADDRESS, AND **THE DATE OF THE CHECK EMPLOYEE WANT STOPPED (NOT THE SERVICE PERIOD)**.

A stop payment request form is also available online via this link:

<http://schools.nyc.gov/NR/rdonlyres/4C909929-981-4E47-A3524AB2283ADDD4/0/StopPayReq.pdf>.

An employee can complete this form online and directly email it to our department via the email button at bottom of form.

**PLEASE NOTE: If their current mailing address does not match the address in the EIS Personnel System, then IT MUST BE CORRECTED VIA HR CONNECT with the Personnel Office BEFORE a stop payment request is made. WE WILL NOT process a stop payment if the current address listed by employee does not match the address in EIS.**

Once the City Payroll Office gets the stop payment request from our office, they will sent the employee a LOST CHECK FORM, which the employee MUST complete, NOTARIZE and mail back to the City Payroll Office. When the City Payroll Office gets the form back, they will investigate the status of the check with the bank and if check was not cashed, then it will be canceled and a replacement check will be mailed to employee. If check was cashed, the City will notify the employee that it was cashed. If the employee does not think it was cashed by them, then they will need to request a copy of the check with signature and a Fraud Form from the City.

As you can see stop payment process CAN take between 4 to 6 weeks. THIS IS THE ONLY OPTION AVAILABLE TO AN EMPLOYEE IF THE CHECK WAS ISSUED BUT NOT RECEIVED OR WAS LOST / DESTROYED.

## **Section 4**

### **Hourly/Support**

#### **4.1 E745: Hourly Supportive Employees**

#### **Q744: Educational Paraprofessional Employees**

##### **4.1.1 FUNCTIONS OF THE HOURLY SUPPORT (E-BANK) PAYROLL OFFICE**

As a DC 37 Hourly (E-745 Payroll) employee or UFT Education Paraprofessional (Q-744 Payroll) employee, you fall under the **Hourly Support Payroll Unit**.

The priority of the Hourly Support Payroll Unit is to ensure that the payroll process for all Department of Education hourly supportive and Educational Paraprofessional employees is performed in a smooth and timely fashion. Although we have many responsibilities, our major goals are:

- To provide assistance to all CFN / Payroll Liaisons, Timekeepers and School Secretaries regarding the Timekeeping/Payroll Process. To ensure that payments are accurate and timely.
- To issue notices and recover overpayments or issue payment that is made to employees through the Personnel/Payroll Process. .
- To review and research termination/final entitlement applications and issue payment to eligible employees.
- To process modifications to pay for canceled checks requiring adjustments (Q744-UFT/Educational Paraprofessionals).

##### **4.1.2 THE E-745 PAYROLL FOR DC37 LOCAL 372, IBT 237**

In order for an employee to be placed on payroll, he/she needs to meet certain personnel requirements including taking and clearing of fingerprints. Once an application has been fully processed and approved by the Division of Human Resources (\*DHR) and the applicant's hiring CFN, a record is established in the Employee Information System (EIS). This includes the employee's title, rate of pay, effective date of hire, and other applicable information. Once this record is established, the payroll secretary/timekeeper can process the employee's timekeeping events which will generate payment.

### 4.1.3 ENROLLMENT: Becoming part of the Payroll System

The **E745 Payroll** is a **positive payroll** serving hourly employees represented by **DC37, Local 372, IBT 237 and Co-Op Students**. The following is a list of all titles within the respective organization that are processed and paid through this payroll:

#### DC37

#### Local 372

#### IBT 237

#### Other

Family Paraprofessionals  
 School Aides  
 Supervising School Aides  
 School Lunch Helpers  
 Senior School Lunch Helpers

School Guard  
 School Safety Officer  
 Mobile Task Force Officer  
 Group Leader  
**Bi-Weekly Payroll**

CO-OP Students

The **E745 Payroll** is a **bi-weekly positive payroll** that requires the entry of timekeeping events into an automated payroll system in order for payments to be generated. The payroll period is based on a **fourteen (14) day calendar**, which begins on a Wednesday and ends on a Tuesday. Payment is generated on a Thursday, sixteen (16) days after the payroll period end date.

**MARCH 2011**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	<b>2</b>	3	4	5
6	7	8	9	10	11	12
13	14	<b>15</b>	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	<b>31</b>		

#### Example:

Wednesday, March 2, 2011 – Payroll period begins for E-745 hourly employees.

Tuesday, March 15, 2011 – Payroll period ends for E-745 hourly employees.

Thursday, March 31, 2011 – Payday for E-745 hourly employees for the period  
 March 02, 2011 through March 15, 2011.

**2013 - 2014 PAYROLL SCHEDULE  
B PAY CYCLE (E745)**

<b>Pay Period Earned Dates</b>	<b>Payroll Period Timekeeping Entry &amp; Approval Dates</b>	<b>Timekeeping Close Date</b>	<b>EFT Stop Payment Deadline</b>	<b>Check Date</b>	<b>Check Delivery Date</b>
06/19/13 - 07/02/13.	06/26/13 - 07/09/13	07/09/13	07/15/13	07/18/13	
07/03/13 - 07/16/13	07/10/13 - 07/23/13	07/23/13	07/29/13	08/01/13	
07/17/13 - 07/30/13	07/24/13 - 08/06/13	08/06/13	08/12/13	08/15/13	
07/31/13 - 08/13/13	08/07/13 - 08/20/13	08/20/13	08/26/13	08/29/13	
08/14/13 - 08/27/13	08/21/13 - 09/03/13	09/03/13	09/09/13	09/12/13	
08/28/13 - 09/10/13	09/04/13 - 09/17/13	09/17/13	09/23/13	09/26/13	
09/11/13 - 09/24/13	09/18/13 - 10/01/13	10/01/13	10/07/13	10/10/13	
09/25/13 - 10/08/13	10/02/13 - 10/15/13	10/15/13	10/21/13	10/24/13	
10/09/13 - 10/22/13	10/16/13 - 10/29/13	10/29/13	11/07/13	11/07/13	
10/23/13 - 11/05/13	10/30/13 - 11/12/13	11/12/13	11/18/13	11/21/13	
11/06/13 - 11/19/13	11/13/13 - 11/26/13	11/26/13	12/02/13	12/05/13	
11/20/13 - 12/03/13	11/27/13 - 12/10/13	12/10/13	12/16/13	12/19/13	
12/04/13 - 12/17/13	12/11/13 - 12/23/13	12/23/13	12/30/13	01/02/14	*
12/18/13 - 12/31/13	12/25/13 - 01/07/14	01/07/14	01/13/14	01/16/14	
01/01/14 - 01/14/14	01/08/14 - 01/21/14	01/21/14	01/27/14	01/30/14	
01/15/14 - 01/28/14	01/22/14 - 02/04/14	02/04/14	02/10/14	02/13/14	
01/29/14 - 02/11/14	02/05/14 - 02/18/14	02/18/14	02/24/14	02/27/14	
02/12/14 - 02/25/14	02/19/14 - 03/04/14	03/04/14	03/10/14	03/13/14	
02/26/14 - 03/11/14	03/05/14 - 03/18/14	03/18/14	03/24/14	03/27/14	
03/12/14 - 03/25/14	03/19/14 - 04/01/14	04/01/14	04/07/14	04/10/14	
03/26/14 - 04/08/14	04/02/14 - 04/15/14	04/15/14	04/21/14	04/24/14	
04/09/14 - 04/22/14	04/16/14 - 04/29/14	14/29/14	05/05/14	05/08/14	
04/23/14 - 05/06/14	04/30/14 - 05/13/14	05/13/14	05/19/14	05/22/14	
05/07/14 - 05/20/14	05/14/14 - 05/22/14	05/22/14	06/02/14	06/05/14	*
05/21/14 - 06/03/14	05/28/14 - 06/10/14	06/10/14	06/16/14	06/19/14	**
06/04/14 - 06/17/14	06/11/14 - 06/24/14	06/24/14	06/30/14	07/03/14	**

\* Timekeeping closes earlier than usual.

\*\* **05/21/14 - 06/26/14 will be anticipated for school based employees.**

\*\* **Regular service will be anticipated;service for occasional employees must be keyed in.**

If there is a schedule change due to an anticipated payroll, notification will be via memo to the field. The EIS Bulletin Board is a source for information regarding the payroll/timekeeping close dates and any change(s) made to them.

\*\*\***Thanksgiving: 11/28/13 & 11/29/13**

\*\*\***Mid-Winter Recess: 02/17/14 - 02/21/14**

\*\*\***Christmas Recess: 12/23/13 - 01/01/14**

\*\*\***Spring Recess: 04/14/14 - 04/22/14**

#### **4.1.4 Terminology (Understanding a Payroll Calendar)**

**PAYROLL PERIOD EARNED DATES** – The calendar days covered on a pay check.

**PAYROLL PERIOD TIMEKEEPING ENTRY AND APPROVAL DATES** – The time frame allotted to enter employees' time and attendance and to have it approved before the payroll close date.

**TIMEKEEPING CLOSE DATE** – The last day to enter hours (time & attendance) for the upcoming pay check; if time events are **not** entered and subsequently processed by this date, a regular check will **not** be generated.

**EFT STOP PAYMENT DEADLINE** – The last day and before noon time is available for a Payroll Secretary/Timekeeper to stop a payroll check from automatically being deposited to an employee's bank account.

**CHECK DATE** – The actual date of the check being issued for the payroll period earned dates.

**CHECK DELIVER FOR ANTICIPATED PAYROLL** – During certain summer & at the end of June, checks are delivered and distributed earlier than the check dates because schools may be closed on the day(s) in question.

#### **4.1.5 Becoming part of the Payroll System**

**SALARY SCHEDULES** - Hourly employees are paid based on contractual rates and stipulations set forth for their specific titles. Based on these contractual agreements with the various Unions representing employees serving on the E745 payroll, pay rates are based on the employee's date of hire. See below for a salary schedule that covers the **2008 -2009** contractual agreement.

**E745 HOURLY PAYROLL  
SALARY SCHEDULE  
EFFECTIVE 03/03/2008**

GROUP TITLES ELIGIBLE	TITLE CODE	DATE HIRED	SALARY CODE	SALARY STEP	3/2/08			SRVC. INCR.	3/2/08			3/3/08			3/3/09		
					HOURLY RATE	HOURLY RATE	HOURLY RATE		SUMMER HRLY RATE	SUMMER HRLY RATE	SUMMER HRLY RATE	SUMMER HRLY RATE	SUMMER HRLY RATE	SUMMER HRLY RATE			
School Aide	RAIDN HAIDN SAIDN	6/30/84 < 7/1/84 7/1/85	S1 S1 S1	1A 1B 1C	0.0032 \$13.31 \$13.27	0.04 \$13.84 \$13.80	0.04 \$14.39 \$14.35	\$800	0 \$14.79 \$14.75	0 \$15.38 \$15.34	0 \$15.95 \$15.91	0 \$16.00 \$15.95	0 \$15.38 \$15.34	0 \$15.95 \$15.91	0 \$16.00 \$15.95	0 \$15.95 \$15.84	0 \$15.95 \$15.84
School Lunch Helper	RSLHN	6/30/02	S1	1D	\$13.08	\$13.60	\$14.14		\$14.47	\$15.05	\$15.65	\$14.63	\$15.23	\$15.84	\$16.43	\$17.02	\$17.61
Substitute School Lunch Helper	SSLHN	≥ 7/1/04	S1	1F	\$11.37	\$11.83	\$12.30		\$12.58	\$13.09	\$13.61	\$12.63	\$13.14	\$13.65	\$14.17	\$14.68	\$15.19
Lunch Helper																	
Health Service Aide	RHSAN HHSAN SHSAN																
Sr. School Lunch Helper	RSSLN	6/30/84 < 7/1/84 7/1/85	S2 S2 S2	1A 1B 1C	\$13.65 \$13.61 \$13.54	\$14.20 \$14.15 \$14.08	\$14.77 \$14.72 \$14.64		\$15.14 \$15.11 \$15.04	\$15.75 \$15.71 \$15.64	\$16.38 \$16.34 \$16.27	\$15.07 \$15.07 \$15.07	\$16.14 \$16.14 \$16.14	\$16.27 \$16.27 \$16.27	\$16.14 \$16.14 \$16.14	\$15.07 \$15.07 \$15.07	\$14.03 \$14.03 \$14.03
Substitute Sr. School Lunch Helper	SSSLN	6/30/02 ≥ 7/1/04	S2 S2	1D 1E 1F	\$13.46 \$12.54 \$11.70	\$14.00 \$13.04 \$12.17	\$14.56 \$13.56 \$12.66		\$14.92 \$13.93 \$12.97	\$15.52 \$14.49 \$13.50	\$16.14 \$15.07 \$14.03	\$15.07 \$15.07 \$15.07	\$16.14 \$15.07 \$14.03	\$16.27 \$16.27 \$16.27	\$16.14 \$15.07 \$14.03	\$15.07 \$15.07 \$15.07	\$14.03 \$14.03 \$14.03
Film Inspection Asst.	RFIAN HFIAN SFIAN	6/30/84 < 7/1/84 7/1/85 7/1/86 6/30/02 ≥ 7/1/04	S3 S3 S3 S3 S3 S3	1A 1B 1C 1D 1E 1F	\$13.50 \$13.46 \$13.39 \$13.30 \$12.43 \$11.57	\$14.04 \$14.00 \$13.93 \$13.83 \$12.93 \$12.03	\$14.60 \$14.56 \$14.49 \$14.38 \$13.45 \$12.50		\$14.98 \$14.92 \$14.86 \$14.77 \$13.78 \$12.84	\$15.58 \$15.52 \$15.45 \$15.36 \$14.33 \$13.36	\$16.20 \$16.14 \$16.07 \$15.97 \$14.90 \$13.89	\$15.07 \$15.07 \$15.07 \$15.07 \$15.07 \$15.07	\$16.14 \$16.14 \$16.14 \$16.14 \$16.14 \$16.14	\$16.27 \$16.27 \$16.27 \$16.27 \$16.27 \$16.27	\$16.14 \$16.14 \$16.14 \$16.14 \$16.14 \$16.14	\$15.07 \$15.07 \$15.07 \$15.07 \$15.07 \$15.07	\$14.03 \$14.03 \$14.03 \$14.03 \$14.03 \$14.03
Supervising School Aide	RSUDN	4/1/97	S9	1A	\$16.69	\$17.36	\$18.05		\$18.53	\$19.27	\$20.04	\$18.53	\$19.27	\$20.04	\$20.81	\$21.58	\$22.35

**4.1.6 RATE OF PAY** – The rate of pay is a combination of the **hourly base rate, plus the longevity rate** (where applicable) **and the service increment rate** (where applicable). Therefore, the rate of pay may include up to **three (3)** components:

- 1 – Hourly Base Rate – contractual hourly rate (not including) longevity and service increments.
- 2 – Longevity Rate – hourly contractual rate for 15-year longevity.
- 3– Service Increment Rate – amount based on the **number of years** an employee has been receiving **pensionable longevity** (Local 372 employees only).

**Example:**

**Title      Hourly Base Rate + Longevity Rate + Service Increment = Rate of Pay**

School Aide	\$14.14	\$ .43	\$ .00	\$14.57
School Safety Officer	\$16.92	\$ .29	\$ .00	\$17.21

**4.1.7 GROSS PAY** – Gross pay is based on the **number of hours** processed for payment **multiplied** by the individual employee’s **contractual rate of pay**.

Hourly Employees who transfer to the Department of Education from another City agency require a “Personnel Data on Transferred Employee” Form (DP2001) (see below) to be completed by the releasing agency and forwarded to the New York City Department of Education’s Bureau of Non-Pedagogic Payroll, Hourly Payroll Unit, 65 Court Street, Room 1003, Brooklyn, New York 11201.

The DP 2001 form is an official record of the transferee’s employment history at the releasing City agency. Decisions regarding the effective date of longevity increments are based on the data recorded on the DP 2001.

## 4.2 YOUR REGULAR PAYCHECKS

**Mandatory Deductions:** An employee's gross pay is a factor of service hours processed multiplied by his/her hourly pay rate. Federal, State, City and Medicare taxes are **mandatory deductions** that reduce an employee's gross pay. Other deductions that may reduce an employee's gross pay, include, but are not limited to, the following:

- Social Security (Depending upon your civil service status and/or 403B participation)
- Health Insurance
- Union Dues
- Pension and TDA Contributions or Loan
- Contributions to union political movements
- Insurance purchased through the employee's union
- Tax levies and other garnishments such as Family Court
- Municipal Credit Union
- Transit Benefit Program
- Garnishments / Family Court
- Tax Levies
- College Savings Program

The Hourly Support Payroll Unit is not responsible for deductions made by outside agencies/offices. For your convenience, we have included a **listing of appropriate agencies that can be contacted regarding such deductions as well as several common concerns that should be addressed to these agencies.** .

**4.2.1 AGENCY CONTACTS FOR DEDUCTIONS FROM PAY**

# Agency Contacts for Deductions from Pay

CONCERN	OFFICE NAME	LOCATION/TEL #
To change your: Name, Address, Social Security Number or Tax Exemptions	Human Resource Systems OP 85 Unit	65 Court Street, Room 604 (718) 935-4000
To apply for or change Health and Welfare Benefits	Bureau of Health and Welfare Services	65 Court Street, Room 101 (718) 935-2828
For Medical Approval	Medical Bureau	65 Court Street, room 100 (718) 935-2663
For all questions/information regarding the Municipal Credit Union (MCU)	Municipal Credit Union Local Office	Within the five (5) boroughs Call: (212) 693-4900
For information regarding Garnishments	New York City Comptroller's Office	1 Centre Street, Room 200N (212) 669-8555
For information regarding (Civil/Family Court Deductions/Refunds)	New York City Comptroller's Office	1 Centre Street, Room 200N (212) 669-8555
For information regarding W-2 Wages	W-2 Unit	65 Court Street, Room 1400718) 935-4000
For information regarding IRS Tax levies	New York City Comptroller's Office	1 Centre Street, Room 200N (212) 669-4629
For information regarding Stop Payments and Check Updates (for checks held/not cashed beyond three (3) months)	New York City Comptroller's Office	1 Centre Street, Room 200N (212) 669-8120
For questions regarding Pension, Tax Deferred Annuity (TDA) and Pension Loans	New York City Teachers Retirement System <b>or</b> Department of Education Retirement System	55 Water Street, New York, New York 10041 888-869-2877 65 Court Street, Room 1602 (718) 935-2317 or 5400
For FICA refunds	New York City Comptroller's Office	1 Centre Street, Room 200N (212) 669-3669
For questions regarding the Career Training Program	Human Resources/ Career Training Unit	65 Court Street, Room 504 (718) 935-2296

<b>For Information/Inquiries Regarding a Specific Health Center</b>	
<b>Choicecare</b>	<b>(516) 694-5783 or (718) 343-1460</b>
<b>CIGNA Healthcare</b>	<b>(800) 345-9458</b>
<b>Empire Blue Choice</b>	<b>(800) 767-8672 or (212) 476-7666</b>
<b>GHI</b>	<b>(212) 721-7700</b>
<b>HIP Greater NY</b>	<b>(800) HIPNYC9</b>
<b>DC 37 Med Team</b>	<b>(212) 815-1313</b>
<b>Metropolitan Health Plan</b>	<b>(800) 303-9629 or (212) 626-8300</b>
<b>Physicians Health Services</b>	<b>(800) 848-4747</b>
<b>New York Life Sanus</b>	<b>(800) 469-7268</b>
<b>US Healthcare/US Healthcare HMO</b>	<b>(800) 445-USHC or (212) 286-0670</b>
<b>Wellcare</b>	<b>(800) 288-5441</b>

**4.2.2 TAX EXEMPTIONS** – Income **tax withholding** is based on such things as marital status and the number of exemptions claimed. Both are part of personnel/payroll history, which are entered when a person’s record is first established. Employees may make changes to exemptions by completing a **W-4 form** (see below). Payroll Secretary/Timekeeper. Upon completion the form should be submitted to the HR Department at the CFN.

**4.2.3 CANCELLATION OF CHECKS** – When checks are **returned** for cancellation due to non-entitlement, it may take at least six (6) weeks to complete the cancellation cycle. Therefore, the year-to-date earnings on employees’ payroll records are not immediately reflected on the payroll stubs. Year-to-date earning adjustments are corrected as soon as the New York City Office of Payroll Administration finalizes the check cancellations. (The MCU account will be recouped for the funding transfer)

If an employee loses his/her payroll check, a **stop payment\*** should be placed on that check immediately. In addition, the employee must sign an affidavit claiming **forgery** in the event it is determined that the “lost” check was cashed. The request for a stop payment for a lost check should be submitted by the employee’s school/ CFN to the Office of Payroll Administration. The City of New York issues replacement checks when the investigation is complete. This may take between six to eight weeks. Emergency checks **cannot** be issued to employees in the interim.

**\* - Stop Payment: Notifying the bank to stop issuance of a specific check.**

**4.2.4 ISSUANCE OF W-2 FORMS** – Wage and tax statements (**W-2’s s**) are required to be issued at the **end of January** of every calendar year. Employees who require a duplicate or an amended W-2, for last three year must request it from the Department of Education (see contact information above). .

**4.2.5 Stop Payments** - The Payroll Secretary/Timekeeper can request to stop payment on a check for employees enrolled in the Direct Deposit Program if the employee is **not** entitled to receive a particular check(s). When stop payments are issued, an employee may receive a paystub, but the funds are **not** deposited to the account.

**4.2.6 Reversals** – Checks can sometimes be deposited erroneously into an employee’s bank account. If this should occur, a reversal of funds request will be processed and this will **remove** the net pay from his/her bank account.

### **4.3 ADJUSTMENTS TO YOUR PAYCHECK**

**4.3.1 TIME AND ATTENDANCE** – Payment to hourly employees is based on the *number of hours worked during a specific payroll period*. The Payroll Secretary/Timekeeper updates and approves the hours worked and other time events processed as pay (e.g., sick leave) through an online *Payroll System Service Report*. School/ CFN staff responsible for the payroll process follows a prescribed timekeeping payroll schedule (see calendar). **Time and attendance events**

**entered into the payroll system by the scheduled payroll close date will ensure that regular paychecks are processed for employees.** If time events are **not** approved payment for the events in question will not be processed and the employee may have to be issued a salary advance via an emergency check.

**Example:** An hourly employee works 40 hours during the payroll period (March 2 - 15,) as indicated on the calendar (page 13). The employee's hourly rate is **\$14.14**. On payday (March 31, 2011), the employee will receive **gross pay** of **\$565.60**

$$40 \text{ Hours} \times \$14.14 = \$565.60$$

**Note:** To determine the number of **hours** an employee was paid, divide the gross pay by the **hourly rate**.

**4.3.2 EMERGENCY CHECKS** - Emergency checks are sometimes issued to employees in lieu of a regular check due to one of the following reasons:

- Timekeeping was not entered by the payroll close date for an employee and therefore, a regular check was not processed.
- An employee's check was lost by the Department of Education and stop payment is placed on the regular check.
- Due to the occurrence of a payroll system error, a regular check was not processed.
- Late personnel staffing action

**Note:** An emergency check is produced will affected employee's regular gross pay. Actual amounts for taxes and other applicable individual deductions cannot be calculated when producing an emergency check and therefore, a percentage deduction, is withheld to cover these deductions when the regular payroll check is generated.

### **4.3.3 Recoupment of Salary Advances**

An Emergency Check can be likened to a **loan** (it is not taxed). It is issued in *place of a regular check*, but because it is considered a loan, it has to be recouped, in full, when the employee's regular payroll check is produced. Recoupment of the salary advance is processed automatically by the payroll system. If the employee's entitlement permits, the emergency check is recouped in full from one check. If not, the deductions are processed until the total amount is recouped.

**Example:** On payday October 14, 2010, an employee does **not** receive his/her *regular pay* for 80 hours of work, at the rate of \$14.14 (payroll period is September 15 - 28, 2010) because her time was **not approved**. An Emergency check For 50% of those hours is issued by the CFN in the amount of **\$565.60**

$$80 \times 14.14 \times 50\% = \$565.60$$

or

$$80 \times \$14.14 \div 2 = \$565.60$$

Subsequently, the hours for September 15-28, 2010 **plus** the regular payroll period (September 29 – October 12) are processed on the October, 2010 payday for a total of **160 hours**. The *salary advance* (\$565.60) is recouped in its **entirety** from **Net Pay** (after taxes and all other applicable deductions are applied).

1. 160 hours x \$14.14 hourly rate = \$2,262.40 (gross pay)
2. Deduct from \$2,262.40 all taxes and other authorized payroll deductions = (net pay)
3. Deduct from net pay the advance of \$565.60 = Regular pay for the two (2) payroll periods.

#### How does a salary advance affect an employee's net pay?

- The employee is **taxed** at a **higher rate** because he/she is receiving **gross pay for two payroll periods**.
- Normal deductions such as pension, health, etc., are **retroactive**.
- Deductions for the salary advance must be made from **net pay** since the employee needs to have taxes/other deductions applied.

Hence, the employee **may** receive a **lesser** amount of **net pay** than he/she would normally be entitled to if two (2) separate checks were processed.

#### 4.4 OVERTIME PAY –

- 1 - Overtime payments are made in accordance with The Fair Labor Standards Act (FLSA).
- 2 – Payments for activities **outside** an employee's **regularly scheduled work hours** (except Family Paraprofessionals who are paid per session) is considered overtime. Overtime can be paid as straight time or at *time and a half*. If an employee's schedule **exceeds** 40 hours in any given week, the hours above 40 will be paid at an Average Hour rate of time and a half. **OVERTIME CRITERIA (FLSA)** - Time and a half overtime events require a full calendar week to process correctly. **A calendar week begins on a Sunday and ends on a Saturday. However, the E745 payroll period begins on a Wednesday and ends on a Tuesday.** Therefore, the last two (2) days of the payroll period do **not** complete a calendar week. As a result, all time events entered in excess of the regular schedule (including pay for after school activities) for the last two (2) days of a payroll period are held until the next payroll period(see sample overtime calendar).

### SAMPLE OVERTIME CALENDAR

Pay Period	Pay Earned Dates	Regular Hours	Overtime Hours	Rate	Total
<b>10/1/08 – 10/14/08</b>					
Wed	10/1/08	8	0		
Thur	10/2/08	8	0		
Fri	10/3/08	8	0		
Sat	10/4/08	-	-		
<b>Total</b>		<b>24</b>	<b>0</b>	<b>\$11.91</b>	<b>\$285.84</b>
Sun	10/5/08				
Mon	10/6/08	8	2		
Tues	10/7/08	8	2		
Wed	10/8/08	8	1		
Thur	10/9/08	8	1		
Fri	10/10/08	8	1		
Sat	10/11/08				
<b>Total</b>		<b>40</b>	<b>7</b>	<b>\$11.91</b> <b>\$17.87</b>	<b>\$476.40</b> <b>\$125.06</b>
Sun	10/12/08				
Mon	10/13/08	8	2	PAYMENT HELD UNTIL	
Tues	10/14/08	8	2	THE NEXT PAYDATE.	
<b>Total</b>		<b>16</b>	<b>-</b>	<b>\$11.91</b>	<b>\$190.56</b>
<b>Total paid on 10/30/08 Check</b>		<b>80</b>	<b>7</b>		<b>\$1,077.86</b>
<b>Overtime Hours to be paid on next payroll period (10/15/08-10/28/08)</b>			<b>4</b>		
Wed	10/15/08	8	2		
Thur	10/16/08	8	2		
Fri	10/17/08	8	1		
Sat	10/18/08	-	-		
<b>Total</b>		<b>24</b>	<b>9</b>	<b>\$11.91</b> <b>\$17.87</b>	<b>\$285.84</b> <b>\$160.79</b>
Sun	10/19/08				
Mon	10/20/08	8	1		
Tues	10/21/08	8	2		
Wed	10/22/08	8	1		
Thur	10/23/08	8	2		
Fri	10/24/08	8	2		
Sat	10/25/08	—	—		
<b>Total</b>		<b>40</b>	<b>8</b>	<b>\$11.91</b> <b>\$17.87</b>	<b>\$476.40</b> <b>\$142.96</b>
Sun	10/26/08				
Mon	10/27/08	8	2		
Tues	10/28/08	8	2		
<b>Total</b>		<b>16</b>	<b>-</b>	<b>\$11.91</b>	<b>\$190.56</b>
<b>Total Paid on 11/13/08 check</b>		<b>80</b>	<b>17</b>		<b>\$1,256.55</b>
<b>Overtime to be paid on next payroll (10/29 – 11/11//08) for 11/27/08 check</b>			<b>4</b>		

#### 4.4.1 WHAT AN EMPLOYEE OVERTIME STATEMENT MAY INCLUDE IN A GIVEN PAYROLL PERIOD –

- **Prior Period Dates** – This column will include all time events entered and processed for dates prior to the current payroll period. The current payroll period is the *time earned dates* for the specific check date being processed. For example, for a check dated October 2008, the time earned dates included October 1 – 14, 2008. Time events processed for dates falling before this period, are considered prior periods.
- **Prior Periods Time Entries** – can be both positive and negative. Payroll Secretary/Timekeepers usually enter adjustments for prior periods that result in a zero net difference. For example, if time was paid as a regular date and the Payroll Secretary/Timekeeper subsequently changes the regular date paid to an annual leave day or sick leave day, the positive and negative adjustments will appear. The net payroll adjustment reflects how the original payment was subsequently adjusted.
- **The remainder of the columns – include** the current payroll earned dates being processed. Each column represents the weeks of the payroll period. Note that the current payroll period columns include the calendar week dates.
- **Pay Summary** – include all of the hours processed to pay, totaled by payroll week activity. A grand total includes the total hours and amount paid for overtime as well as the total hours and amount paid for regularly activities.

**4.4.2 EVENT DESCRIPTIONS** – The *Employee Overtime Statement* includes abbreviated descriptions of overtime events processed. These events are system generated and are based on how a particular timekeeping event is processed through overtime. For example, if an employee worked in excess of 40 hours by the middle of the calendar week (Wednesday) all pay regular events for Thursday and Friday are processed at time and one half (**OT102**). Therefore, the system generates the pay regular events in excess of 40 as **OT102**. The same is true for any other pay event.

## List of Overtime Codes and Events

<b>OT001</b>	A pay regular or breakfast event that exceeded the employee's job schedules and was processed at 100% (straight time).
<b>OT0AF</b>	An after school activity (PAYAFTER) processed at 100%.
<b>OT0BL</b>	A bulk job event processed at 100%.
<b>OT0BP</b>	A bulk job event processed as prior period and processed at 100%.
<b>OT0AP</b>	An after school activity (PAYAFTER) processed as prior period at 100%.
<b>OT102</b>	A pay regular or breakfast event processed at 150% (time and a half).
<b>OT1BL</b>	A bulk job event processed at 150%.
<b>OT1AF</b>	An after school activity processed at 150%.
<b>OT112</b>	A pay regular or breakfast event processed as prior period at 150%.
<b>OT1BP</b>	A bulk job event processed as prior period at 150%.
<b>OT1AP</b>	An after school activity processed as prior period at 150%.

### 4.5 PER SESSION PAYMENT FOR FAMILY PARAPROFESSIONALS –

Per session payment are made to Family Paraprofessionals who work in activities outside of their regularly scheduled work hours. If the regular hours plus the per session hours are in excess of 40 hours in a given week, Family Para's are entitled to be paid in keeping with **FLSA (Fair Labor Standards Act)** rules. **FLSA rules require that** there be an adjustment of the per session rate received to reflect time and one half for hours in excess of 40 in any given week.

**4.5.1 OVERPAYMENTS** – There are many reasons why overpayments occur. Some of the more common ones are:

- A salary advance/emergency check was not recovered in a timely fashion. I
- An employee was paid erroneously for time he/she was not entitled to receive.
- An employee was paid double the time events during a specific payroll period, due to a system error.

**4.5.2 OVERPAYMENT NOTICES AND RECOUPMENTS** – Payroll Administration issues overpayment notices (see below) describing the reason for the overpayment, the amount and the impending deduction. The notice is forwarded to the employee's school Payroll Secretary/Timekeeper for distribution to the affected employee.

The notice also includes the deduction amount that will be made from the employee's earnings until the overpayment is recouped. Usually, recoupment is processed at a rate of 25% of an employee's bi-weekly gross pay and commences 30 days after the overpayment notice is issue. Questions concerning the overpayment notice should be addressed to the Payroll Secretary/Timekeeper

**4.5.3 SALARY UPGRADES** – Employees serving in the **Family Paraprofessional** titles receive salary upgrades based on education or other criteria. The necessary documents are reviewed by the Division of Human Resources (DHR) and retroactive payments are **automatically** processed based on the effective date increase.

**Note:**

The Payroll Office is not responsible for the decisions made and the processing of salary upgrades and/or retroactive payments. These decisions are strictly under the jurisdiction of the Office of School Based Support Services. If you require additional information regarding changes to salaries, please address them as follows:

Office of School Based Support Services  
65 Court Street - Room 504  
Brooklyn, New York 11201

(The above has to be updated as the process has changed).

**4.5.4 RETROACTIVE PAY FOR SALARY CHANGES** – When the Division of Human Resources changes salary rates due to a salary upgrade, **retroactive pay** is from the **effective date of the change**. Retroactive calculations include the difference for all of the hours paid as of the effective date of the change.

**4.5.5 SALARY CHANGES MADE BY PAYROLL** –Changes to salary rates affected by Payroll Administration are those that are **contractual in nature**. For example, the 1993 – 2008 contractual agreement indicated that:

Employees who were hired between July 1, 1993 and July 14, 1996 were hired at an “E” **frozen** salary rate. This was the rate in effect as of October 1, 1992. An employee had to complete **one year of service or 21 payroll periods of pay** before their rate was changed to reflect the contractual minimum salary (incumbent rate). When the employee completed the required service, their salary was automatically updated. Employees who were hired on or after July 1, 2004 are required to **complete two (2) years or 42 payroll periods or pay at the “F” new frozen minimum** before their salary can be updated by the Payroll System.

When an employee has a break in service of 1 or more years, he/she will be paid at the frozen minimum salary as per the stipulation of the contract that is currently in effect.

**4.5.6 NOTICE OF SALARY ADJUSTMENT** – When salary upgrades or changes are made with retroactivity, a notice of salary adjustment is generated and distributed to the employee’s work location along with the paycheck. A sample notice follows as well as definitions of some of the most important columns included in the notice.

TERMS AND DESCRIPTIONS

PERIOD COVERED FROM AND TO: The payroll period(s) inclusive of dates affected by the retroactive salary change.
PAY EVENT: A description of the timekeeping event(s) processed for the specified payroll period
HOURS AND MINUTES: The number of hours processed for each timekeeping event listed (Pay Events).
ACTUAL PAID/HOURLY SALARY: Rate of pay employee received during the specified payroll period (old rate before retroactive change).
ACTUAL PAID/GROSS/NET ADJUSTMENT: The dollar amount received by employee for the specified payroll period (hours and minutes multiplied by hourly salary).
ENTITLEMENT/HOURLY SALARY: The new hourly rate.
ENTITLEMENT/GROSS/NET ADJUSTMENT: The amount employee should have received for the specified retroactive payroll period(s), or new hourly rate multiplied by the hours and minutes indicated as paid events.
DIFFERENCE: The difference between Actual Paid Gross/Net Adjustment and Entitlement Gross/Net Adjustment.
THE AMOUNT OF SALARY ADJUSTMENT: The total difference due to employee for the retroactive period.

**4.5.7 SICK LEAVE ACCRUALS/USAGES** – DC37 covered hourly employees earn one (1) sick leave hour for every 20 hours worked. Sick leave, or Cumulative Absence Reserve (CAR), is accrued and recorded in an employee’s leave bank. Those employees hired on or after July 1, 2004 will earn one (1) sick leave hour for every 24 hours worked for the first five years of employment. Employees can use sick leave and be paid if the following rules are met:

- Employees can use up to three (3) consecutive self treated sick leave days and be paid, provided that they have enough sick leave days in their CAR to cover the absence(s). If four (4) or more consecutive self-treated absences are used, the employee will not be paid for the 4<sup>th</sup> absence even if there are enough days in their CAR.

#### Example

A School Aide used six (6) self-treated days from September through January. In February, the employee used an additional two (2) days as self-treated. Although the employee had sufficient CAR to cover the absence, she exceeded the self-treated absences allowed from September through February (6 months) and would not be paid for them.

- From September through June, employees cannot exceed ten (10) self-treated absences. If the employee works during the summer (September through August), they are allowed to use an additional two (2) days within summer period . Any self-treated absences in excess of the maximum allowed will result in no pay.
- Absences that are doctor-certified have no limit and can be charged to sick leave as long as the balance in the CAR covers the absences. If the sick leave balance does not cover the absence, no pay is generated for the days above the balance.
- IBT 237 School Safety Officers (SSOs) earn twelve (12) sick leave days a year. SSOs can use up to three (3) consecutive self-treated days. Consecutive self-treated absences in excess of three ((3) are charged to annual leave and if the employee does not have annual leave then no pay is generated. SSOs cannot use more than six (6) self-treated absences in a six-month period and not more than 12 in a year.

## 4.6 Summer/Vacation Pay

**4.6.1 SUMMER/VACATION PAY FOR LOCAL 372 EMPLOYEES** – DC37, Local 372 hourly employees are entitled to summer/vacation pay based on service provided during the school year. IBT 237 school safety officers are 12-month employees and do not receive summer/vacation pay. Instead, SSOs accumulate annual leave based on their City entry date.

**4.6.2 Summer/Vacation Pay** is issued based on all hours paid to an employee from September through June multiplied by 25.481%. Employees serving in the following titles are eligible for summer/vacation pay:

School Lunch Employees  
School Health Service Aides  
School Aides  
Supervising School Aides  
Film Inspection Assistants

**4.6.3 Vacation pay for Hourly Employees** hired prior to June 30, 1987 is determined by one (1) session for each month of service or a major portion thereof. Hourly employees hired after June 30, 1987 but before June 30, 2004 are entitled to the following vacation sessions:

YEARS OF SERVICE	SESSIONS OF VACATION PAY
1	0
2	0
3	0
4	4
5	4
6	7
7	8
8	8
9	9
10	10

Total Summer Pay Entitlement Equals:

All hours paid from the opening of school (or the employee start date) through the last day of school (or employee's last workday) multiplied by 25.481% PLUS vacation sessions (if eligible)

Vacation session entitlements are also multiplied by 25.481%. A vacation session is one day equal to the employee's daily work schedule. Hourly employees can earn up to ten (10) days of vacation in a school year.

DC37 School Lunch, School Aides, Supervising School Aides, Health Aides, Film Inspection Assistants hired on or after July 1, 2004 are entitled to the following vacation sessions:

YEARS OF SERVICE	SESSIONS OF VACATION PAY
1	0
2	0
3	0
4	0
5	1
6	4
7	5
8	6
9	8
10	9
11	10

Total Summer Pay Entitlement Equals:

All hours paid from the opening of school (or the employee start date) through the last day of school (or employee's last workday) multiplied by 25.481% PLUS vacation sessions (if eligible)

Vacation session entitlements are also multiplied by 25.481%. A vacation session is one day equal to the employee's daily work schedule. Hourly employees can earn up to ten (10) days of vacation in a school year.

**4.6.4 VACATION PAY FOR EMPLOYEES SERVING AS FAMILY PARAPROFESSIONALS** – Vacation pay for employees serving in the Family Paraprofessionals titles equals the number of annual work days in a year (261) minus the actual number of work days for a family paraprofessional (214); for FY 10: from September 2, 2009 through June 28, 2010. The result is 47 vacation days. The number of allowable vacation days is derived as follows: (for example - school year 2009-2010)

Number of Vacation Days:

$$\begin{array}{r}
 261 \text{ (annual work days)} \\
 - \underline{214} \text{ (actual work days)} \\
 \hline
 47 \text{ vacation days}
 \end{array}$$

To determine an individual’s entitlement, a monthly vacation factor is derived from the 47 days, and applied to all service provided during the school year from September through June.

**Monthly Vacation Factor:**

$$47 \text{ days} \div 214 \text{ work days} = \text{daily vacation factor (0.21963)}$$

Number of work days in each month X the daily vacation factor (0.21963) = monthly vacation factor.

Example: 20 days x 0.21963 = 4.39240

**VACATION PAY FACTORS  
Family Paraprofessionals  
(47 Days)**

MONTH	NO. DAYS IN MONTH	DAILY FACTOR	MONTHLY FACTOR
Aug 09	0	0.21963	0.0
Sep 09	21	0.21963	4.61215
Oct 09	22	0.21963	4.83178
Nov 09	21	0.21963	4.61215
Dec 09	23	0.21963	5.05140
Jan 10	21	0.21963	4.61215
Feb 10	20	0.21963	4.39252
Mar 10	23	0.21963	5.05140
Apr 10	22	0.21963	4.83178
May 10	21	0.21963	4.61215
Jun 10	20	0.21963	4.39252

214\*

47\*\*

\*Actual Work Days

\*\*Vacation Days

$$\begin{array}{r}
 261 - \text{Annual Work Days} \\
 \text{Less } \underline{214} - \text{School Work Days} \\
 \hline
 47 - \text{Vacation Days}
 \end{array}$$

Each monthly factor (above) is **multiplied** by the number of average hours paid to an employee in each Specific month, then, **multiplied** by the employee's rate of pay. The following are the calculations used of to determine how the entitlement for September 2009 was derived; for each month the school year, the same calculations are made.

### MONTHLY VACATION ENTITLEMENT

# Of Work Days in the month	Daily Vacation Factor	Monthly Vacation Factor	Employee's Rate of Pay	# of Hours Paid in the Month	Average Daily Hours
20 (Sept. 2009)	0.21963	4.61215	\$14.18	119÷17	7

**Result** = 7 hours x 4.61215 x 14.18 = \$457.80

(\*Vacation pay for the month of September 2009. Thereafter, each month is calculated in the same manner)

**4.6.5 CHECK GENERATION FOR SUMMER/VACATION PAY** – Six (6) summer/vacation checks Are generated as follows:

For **eligible Hourly Employees**, the five (5) June, July and August checks are generated based on all service paid from the opening of school through March 11<sup>st</sup>, multiplied by 25.481% plus all vacation sessions earned through March 31<sup>st</sup>. The result of these calculations are divided into **five (5) equal payments** and issued on the **last day of school**.

For **Family Paraprofessionals**, all service paid (except per session) from the first day of service through May 11 is multiplied by a monthly vacation factor. The monthly vacation factors through May 11 equal 39.53271 vacation days (for 2010). The results of these calculations are divided into **five (5) equal payments and are issued on the last day of school**.

**A 6<sup>th</sup> check, based on service from May 12<sup>th</sup> to June 28<sup>th</sup>, is distributed in September when the employee returns to work.**

**The last summer/vacation payment is issued in September** when employees return to work. All service paid from May 12<sup>th</sup> through the last day of school is multiplied by 25.481% and all vacation sessions earned from May 12<sup>th</sup> through the last day of school are applied. The results of these calculations are paid on **one (1) check**.

For **Family Paraprofessionals**, all service paid (except per session) from May 12<sup>th</sup> through the last day of school is multiplied by a monthly vacation factor. The monthly factor from May 12<sup>th</sup> through the last day of school equals 7.46729 days (for 2010). The result of the calculation is paid on **one (1) check**.

One summer/vacation check is processed for **inactive employees** who are eligible to receive summer pay.





- 9 This column is not applicable to Family Para's/Hourly School Guards.
- 10 This column is not applicable to Family Para's/Hourly School Guards.
- 11 Number of vacation sessions employee is entitled to receive for the school year

## 4.7 CONTRACTUAL CHANGES AFFECTING YOUR PAYCHECK

**4.7.1 Longevity** – DC37, Local 372 hourly employees are entitled to a 15 year longevity increment in an amount not to exceed \$800 per year (\$.43 per hour). IBT 237 employees are entitled to a 15 year longevity increment in an amount not to exceed \$536 per year (\$.29 per hour). The \$536 has been in effect since April 1, 1998 and changes as per contractual increases. When an employee becomes eligible to receive the 15 year longevity increment, the longevity rate is included as part of the rate of pay. When the longevity rate is applied, the base hourly rate is increased by the longevity rate.

**4.7.2 Non-Pensionable Longevity** – Longevity is a non-pensionable payment for the first 15 months. Pension deductions are not made during this non-pensionable longevity period, and are included on the eligible employee's pays tub as a separate event entitled NP Lump Sum.

**4.7.3 Pensionable Longevity** – Longevity becomes pensionable and is included as part of regular gross payments after 15 months of receipt. The longevity description and the appropriate amount no longer appear on the employee's pay stub and, instead, are included under "regular pay." A review of the regular pay amount on the pay stub will reveal the increase included under this description.

**4.7.4 Longevity Eligibility Rules** – An eligible employee must have a **minimum of 15 years** of city service in order to be eligible to receive a longevity increment.

- The 15 years of service is calculated by a review of an employee's work history in active pay status. A continuous year of service is a full year of service without a break of more than 31 days. If there is a break in service of more than 31 days within a given year, that year will not be credited towards the 15 years of service.

Example: An employee was hired into city service on January 1, 1991. This means that the employee's eligibility date for the 15-year longevity increment is January 1, 2005. However, on January 1, 1995, the employee resigned and was rehired on June 1, 1995. The employee had a break of service of more than 31 days and therefore loses credit for the entire year. The employee's new date of eligibility is January 1, 2006.

- If an employee has been separated from service for a period in excess of one (1) year and is subsequently rehired, his/her prior service will not be credited in determining years of service. The employee is considered a new employee and longevity is determined from this date.

- Time on an authorized leave of absence without pay, or a preferred list, is not considered a break in service. However, the employee does not receive credit for the time spent on leave.

Example: An employee's longevity anniversary date is March 1, 2005. However, the employee took a leave of absence without pay for a period of three months before his anniversary was reached. The anniversary date moves forward by three months to June 1, 2005.

- An absence without pay of 31 consecutive days or less is not considered a break in service.
- If prior to attaining seven (7) years of continuous service, an employee accumulates breaks which exceed one (1) year, the employee will not receive credit for any time preceding the break which brought the total to one year.

Example: An employee was hired effective July 1, 1982. Between 1983 and 1989, the employee had breaks in service which totaled in excess of one (1) year. The last break taken was January 1, 1989 through June 30, 1989. All service between July 1, 1982 and June 30, 1989 is not counted towards the 15 years of continuous service; eligibility begins when he/she returns from his/her break (July 1, 1989). Therefore, his/her new eligibility date is July 1, 2004.

- Service in another city agency is not considered a break and must be credited to the longevity eligibility requirements.

## 4.8 Longevity Caps

**4.8.1 DC37 Employees** – The maximum amount of yearly longevity is \$800. A cap is placed on longevity if the annual hours paid surpass 1,827. Once an employee exceeds the annual hours (1,827) in a given year (July 1<sup>st</sup> through June 30<sup>th</sup>), longevity payments stop. However, they resume at the beginning of July of each year.

**4.8.2 IBT 237 Employees** – The maximum amount of yearly longevity is \$536 as of April 1, 1998. The longevity year for employees begins on July 1<sup>st</sup> and ends June 30<sup>th</sup>. Once an employee surpasses 1,827 paid hours (including overtime), longevity payments stop and resume at the beginning of July of each year.

**4.9 EMPLOYEE VERIFICATION PAYROLL INQUIRIES** – Since each CFN has payroll data on-line, it is responsibility of said CFN to *verify employee information* when requests are received from outside institutions/agencies.

If an employee applies for a mortgage or other type of loan, please make certain that the lending institution forwards all requests for verification of employment, salary, etc. directly to the CFN.

Inquiries regarding payroll matters are to be addressed to the e Payroll Secretary/Timekeeper. . If the Payroll Secretary/Timekeeper cannot resolve the matter, he/she can submit a payroll inquiry to Payroll Administration on behalf of the employee.

**4.10 MOVING ON**

**4.10.1 SERVICE COMPENSATION/TERMINATION PAY** – DC37, Local 372 Hourly Employees who resign, retire or are terminated are eligible to receive service compensation if they have a minimum of 10 years of continuous service. Payment is calculated once the employee completes five (5) years of service. In other words, the first five (5) years are NOT counted for service compensation. One year is calculated as service from the first day of school through the last day. For employees who start in the middle of the school year, a year is completed on the anniversary date of the original appointment.

DC37, Local 372 titles that are eligible for service compensation/termination pay include:

- Film Inspection Assistant
- School Aide
- Supervising School Aide
- School Lunch Employees
- Health Service Aide

The rates of service compensation payments are as follows:

YEAR	AMOUNT
July 1, 1974 – June 30, 1975	\$75.00
July 1, 1975 – June 30, 1976	\$100.00
July 1, 1976 – June 30, 1977	\$100.00
July 1, 1977 – June 30, 1978	\$125.00
July 1, 1979 – June 30, 1980	\$125.00
July 1, 1980 – Present	\$125.00 (for each year of service)

An employee is paid for **each year of continuous service in excess of five (5) year** of service in the amount indicated for service occurring after July 1, 1974.

**For example** An employee's effective date of employment with the Department of Education was September 1, 1980. The employee retired effective June 30, 1998. The employee had 18 years of continuous service at the time of retirement. The following service compensation payments would be made:

From September 1, 1986\* through June 30, 1998: \$125.00 x 12\* years = \$1,500.00

\*Eligibility begins after the completion of the 5<sup>th</sup> year of service

In addition to Service Compensation, employees are entitled to **termination pay for one half (1/2)** of their sick leave balances provided that the employee has a **minimum of ten (10) years of continuous service**. Employees must have a minimum of two (2) hours of sick leave. The maximum payment is **400 hours**.

**A Service Compensation Allowance and Termination Pay** form must be completed by the employee, approved by his/her CFN then, forward to Payroll Administration. A facsimile of this form is shown below.

#### **4.10.2 RULES FOR PAYMENT OF TERMINATION PAY –**

DC37 employee's serving as Family Paraprofessionals who are members of the Teacher's Retirement System (TRS) receive a final entitlement in the form of termination pay at the time of retirement/resignation for one-half (1/2) of their accumulated sick leave. The maximum payment for accumulated sick leave is 400 hours; the minimum payment for accumulated sick leave is one (1) hour.

IBT 237 School Guards must have ten (10) years of service in order to be eligible for one half (1/2) of their accumulated sick leave as termination pay.

IBT School Safety Officer's receive termination pay for unused annual leave up to a maximum of 64 days or 512 hours (two years of accruals). In addition, they receive termination pay for unused compensatory leave up to a maximum of 200 hours. For employees with ten (10) or more years of service, sick leave balances are paid at 1/2 of the accumulated balance for a maximum of 400 hours.

### **4.11 THE Q-744 PAYROLL FOR EDUCATION PARAPROFESSIONALS**

#### **4.11.1 ENROLLMENT:** Becoming part of the Payroll System

In order for an employee to be placed on the payroll, he/she needs to meet certain personnel requirements including the taking and clearing of his/her fingerprints. Once an application has been fully processed and approved by the Division of Human Resources (DHR) and the applicant's hiring CFN has processed an exact starting date for the new employee through an

online Personnel/Payroll System a record is established that includes the employee's title, rate of pay, effective date of hire, and other applicable information. Only after the record is established can payments be processed.

#### **4.11.2 Semi-Monthly Payroll**

Employees on the Q-744 payroll are paid on a semi-monthly basis. There are twenty-four (24) payroll periods in a year including twenty (20) service periods (September to June) and four (4) vacation periods (July to August). The usual paydays for Q-744 employees are the fifteen (15<sup>th</sup>) and end of each month. For annual Educational Paraprofessionals there is no payroll lag i.e. payroll check date November 30, 2011 would include the pay period from November 16, 2011 through November 30, 2011.

Substitute Paraprofessionals are paid for each day worked. As a result, there is one (1) payroll period lag for timekeeping entries. For example, entries made on time for the payroll period October 28, 2011 through November 15, 2011, would be paid on November 30, 2011.

#### **4.11.3 Salary Rates**

Educational Paraprofessionals are appointed and paid an annual salary based on educational credits and experience criteria. Below, is the salary schedule for? the contractual period from September 2007 through May 19, 2009. To determine the semi-monthly gross entitlement, divide the annual salary by 24 payments.

Ex. Annual Salary ÷ Number of Payments = Semi-Monthly Salary  
\$21,713 ÷ 24 = \$904.71

Note: Substitute Education Paraprofessionals are paid on a per diem basis of 6 hours and 50 minutes per day. The rates will be pro-rated for longer or shorter work days.

### **4.12 YOUR REGULAR PAYCHECK**

#### **4.12.1 Mandatory Deductions**

An employee's net pay is a factor of his/her annual, hourly or daily salary. Federal, state, city and Medicare taxes are mandatory deductions that reduce an employee's gross pay. Other deductions that may reduce an employee's gross pay include, but are not limited to, the following:

- Social Security (Depending upon your civil service status and/or 403B participation)
- Health Insurance
- Union Dues
- Pension/TDA Contributions
- Contributions to union political movements
- Insurance purchased through the employee's union
- Tax levies and other garnishments such as Family Court
- Municipal Credit Union

Payroll Administration is not responsible for deductions (such as indicated above) made by outside agencies/offices.

#### **4.12.2 Tax Exemptions**

Income tax withholding is based on marital status and the number of exemptions claimed. Both are part of your personnel/payroll history, which are entered when the record is first established. Changes can be made to exemptions by completing a W-4 form

Note: If not indicated on a W-4 form, the tax status will automatically reflect single marital status and zero (0) exemptions.

#### **4.13 ADJUSTMENTS TO YOUR PAYCHECK**

**4.13.1 EDUCATIONAL CREDITS/SERVICE** – Employees are appointed by the Division of Human Resources (DHR) and placed into appropriate Educational Paraprofessional titles based upon his/her **education and experience**.

**The above-mentioned office determines salary upgrades.** The Hourly Payroll Unit does **not** make decisions regarding effective dates of appointment or salary changes. Questions regarding salary upgrades should be addressed through the Secretary/Timekeeper to HR Connect at 718-935-4000.

**4.13.2 RETROACTIVE ENTITLEMENTS FOR SALARY CHANGES – Retroactive Payments** for salary upgrades are automatically generated based upon the effective date determined by the Division of Human Resources. Questions should be addressed to HR Connect at 718-935-4000

**4.13.3 SICK LEAVE ACRUAL/USAGE** –UFT Paraprofessional **earn one (1) sick leave day for every month in which they are in service at least 16 calendar days.** The maximum number of sick leave days earned in a school year is ten (10) (from September to June). And Paraprofessionals don't earn sick time when they work per session hours within September to June. Employees who work in the summer, earn two (2) additional sick leave days/ hours equivalent to summer schedule hours. Employees may use sick leave earned and be paid if they meet the following criteria:

➤ **Self-Treated Absences –**

Employees cannot use more than **three (3) consecutive self-treated sick days**; the fourth (4<sup>th</sup>) day will result in an **Absence Without Pay (AWOP)**.

Employees cannot use more than **five (5) self-treated sick days in a five (5) month period** (from September through January and/or from February through June); the sixth (6<sup>th</sup>) day will result in an **AWOP**.

Employees cannot use more than ten (10) self - treated days in a 10-month period. Any days in excess will result in an AWOP.

➤ **Personal Business Days –**

Annual employees are entitled to use three (3) sick leave days for personal business during the school year. Please note however, that these three days cascade to self-treated i.e., if three (3) personal business days are used, the employee can only use seven (7) self-treated days during the school year.

➤ **Medically Certified Absences –**

Medically certified absences are without limit as long as the Cumulative Absence Reserve (CAR) balance permits. An absence that exceeds the CAR balance will result in an AWOP.

**4.13.4 Borrowing CAR –**

**Educational Paraprofessionals may borrow sick leave days for medical reasons.** Requests for borrowing **CAR** need to be submitted to the Division of Human Resources,

Leaves Administration Office, Room 406, 65 Court Street, Brooklyn, New York 11201 for approval. Approved requests are forwarded to the Hourly Payroll Unit for entry into the Timekeeping/Payroll System. If the employee's record has been adjusted to reflect borrowed days (deductions), a refund is generated when the entries are processed.

The employee's **CAR** reflects a **negative balance** for the amount of days borrowed. As the employee earns CAR, the negative balance is adjusted. If the employee is terminated, resigned, etc., prior to paying back the CAR, an adjustment is made to the employee's final entitlement and/or vacation pay for the amount owed. If the final entitlement does not cover the amount owed, a Bill of Collection is forwarded to the employee.

**4.13.5 VACATION PAY –** Annual Educational Paraprofessionals receive **one-tenth (1/10<sup>th</sup>) vacation pay** for each month of service, provided that they serve at least 16 calendar days in each month. Vacation pay to annual Educational Paraprofessionals is a factor of service during the school year. To be eligible for full vacation entitlement, the employee has to serve the entire school year (from the opening of school to the end of the school year). Otherwise, annual employees, who serve less than a complete school year, receive a pro-rated amount of vacation pay.

**4.13.5.1 Calculating Vacation Days Entitlement**

The number of vacation days in any given year includes the summer time period (the day **after** school **ends** to the day before school opens).

For example, for the 2009-2010 school year, school opened September 8, 2009 and ended June 28, 2010. School opened for the 2010-2011 school year on September 7, 2010. Therefore the summer time period (June 29, 2010 through September 6, 2010) has 68 vacation days. Therefore, the maximum number of vacation days for summer 2010 is 68.

\*Each year

Accounts for 360 days, each month accounts for 30 days.

#### 4.13.5.2 Calculating the Pay Factor

An employee's entitlement is factor driven. The pay factor is determined by dividing the maximum number of vacation days by the maximum number of days an employee is paid (360):

$$\begin{aligned} \text{Maximum number of vacation days} / 360 &= \text{pay factor} \\ \text{Summer 2010} \\ 68/360 &= 0.18889 \end{aligned}$$

#### 4.13.5.3 Calculating Employee Entitlement

Employee entitlement is determined by multiplying the pay factor by an individual's annual salary.

**For example:** Annual salary is **\$21,713**. Therefore, the vacation entitlement calculation would be -  **$\$21,713 \times 0.18889 = \$4,101.37$  (full vacation entitlement)**.  $1/10^{\text{th}}$  of the value is  **$\$4,101.37 / 10 = \$410.13$**  The employee receives \$410.13 of vacation pay for each month of service (if 16 calendar days or more were served that month).

Full vacation entitlement is applied if the employee served the complete school year.

#### 4.13.5.4 Calculating Employee Entitlement – Pro-rated Vacation Pay

Pro-rated vacation entitlement is applied if the employee is hired during the school year or leaves before the end of the school year. New appointees receive full credit for the first month of vacation pay if he/she serves at least six (6) working days.

For example: If an employee was hired on November 18, 2009, he/she would be entitled to  $8/10^{\text{th}}$ s of the full vacation entitlement for the Summer of 2010. Therefore,  $2/10^{\text{th}}$ s\* of the full vacation entitlement would be deducted from the full entitlement:

$$\begin{aligned} &\text{Calculating the amount entitled to -} \\ &\text{Annual Salary} \times 0.18889 \div 10 \text{ months} \times 8 \text{ months} \\ &\$21,713 \times 0.18889 \div 10 \quad \times 8 \quad = \$3,281.09 \end{aligned}$$

\*  $2/10^{\text{th}}$ s = Full Vacation Entitlement ( $\$4,101.37$ )  $\div 10 \times 2 = \$820.28$

**Calculating the amount to be deducted =**

$$\begin{aligned} \text{Annual Salary} \times 0.18889 \div 10 \times 2 &= \text{deduction amount} \\ \$21,713 \times 0.18889 \div 10 \times 2 &= \$820.28 \end{aligned}$$

The Full Vacation Entitlement minus the deduction amount should equal

the Prorated Vacation Pay

$$\begin{aligned} \text{Full Vacation Entitlement} - (\text{amount not entitled to}) &= \text{Prorated Vacation Pay} \\ \$4,101.37 - \$820.28 &= \$3,281.09 \end{aligned}$$

Because there are four (4) vacation checks, each check will have an equal deduction.

$$\$820.28 \div 4 = \$205.07$$

\$205.07 will be deducted from each of the vacation checks.

**4.13.5.5 Pro-rated vacation entitlement for employees who went on a leave of absence and returned to duty the same school year.**

**For example:** Employee went on a leave December 14, 2009 and returned April 11, 2010. The Paraprofessional served 119 of 184 possible school days, and therefore is entitled to receive 44 out of 68 vacation days.

**A deduction is made for days not entitled.**

A deduction totaling 24 days is made from the four (4) vacation checks.

**Pro-rated vacation entitlement** is applied if the employee was **terminated during the school year or went on a leave of absence and did not return during the same school year.**

For example: Employee worked from September 7, 2010 through March 13, 2011 when he was terminated. The employee is entitled to receive 6/10<sup>th</sup>s vacation pay (September through February):

$$\text{Annual Salary} \times \text{Pay Factor} \div 10 \text{ months} \times 6 \text{ months}$$

The employee will receive one lump sum in the amount entitled at the end of the school year.

**4.14 OVERPAYMENTS** – Employee overpayments can result from various reasons. Some of the reasons are as follows:

- Employees remain active on the payroll after his/her separation date. As an exception payroll, checks continue to be produced until the employee's record is updated to reflect the correct status.
- Employees may receive checks to which he/she is not entitled.
- Payroll Secretary/Timekeeper enters absences after a payroll cycle closes and they were not processed by the payroll system in a timely manner.
- Retroactive staffing actions placing employees on payroll/leaves/terminations, etc. are processed by the system after the calculation of summer pay resulting in incorrect summer pay entitlement.
- A salary advance was not fully recovered from the employee.

**4.14.1 OVERPAYMENT NOTICES/RECOUPMENT** – The Hourly Payroll Unit issues overpayment notices describing the reason for the overpayment, the amount and the impending deduction.

The notice is forwarded to the school Payroll Secretary/Timekeeper for distribution to the affected employee.

The notice also includes the deduction amount that will be made from the employee's earnings to satisfy the overpayment. Usually, the recoupment is processed at 25% of the affected employee's semi-monthly gross pay once payroll issues an overpayment notice; the recoupment commences a minimum of 30 days after said issuance.

Employees who are overpaid prior to separation from service will have retroactive staffing pay applied towards the overpayment when they return. Those not returning to active status will be issued a Bill of Collection.

**4.14.2 PER SESSION PAYMENTS** – Education Paraprofessionals who work in **activities other than their regular assignments are paid a per session rate** for the hours worked. Per Session is issued along with regular payments. Per Session payments, lag one (1) payroll period.

#### Example

For checks dated November 1, 2010, Per Session payments include activities for the payroll period October 1, 2010 through October 15, 2010 and prior.

To determine the Per Session rate, divide the annual salary by 1,375 hours

<b>Annual Salary ÷</b>	<b>Number of Hours</b>	<b>=</b>	<b>Per Session</b>
<b>\$21,713</b>	<b>÷ 1,375</b>	<b>=</b>	<b>\$15.79</b>

#### **4.14.3 CONTRACTUAL CHANGES REGARDING PAYCHECKS –**

Annual Educational Paraprofessionals are entitled to a five (5) year longevity increment and fifteen (15) year longevity increment. Longevity eligibility is based upon the service in the Educational Paraprofessional title for 5 years and 15 years. Service in other titles is not valid when determining longevity eligibility. At the employee's date of eligibility, The Hourly Payroll Unit changes the employee salary step to include the longevity amount. The salary step that includes longevity coded with a "F" is 5 year longevity and coded with "L" is 15 year longevity. Therefore, an employee with a salary code of P61A who becomes eligible for 15 year longevity would have a new salary code (P6AL) at their anniversary date. The longevity amount is incorporated into the salary. All longevity payments to Paraprofessionals are pensionable.

#### **4.15 INQUIRES REGARDING PAYMENT**

##### **4.15.1 Employees –**

To facilitate the resolution of payroll problems, inquiries regarding payment should first be addressed to the employee's Payroll Secretary/Timekeeper, as they are responsible for processing time and attendance. If assistance at this level is not provided, the employee should contact their respective CFN. If a CFN cannot answer an employee's question, the CFN can submit an inquiry form to the Hourly Support Payroll Unit on behalf of the employee.

The Hourly Support Payroll Unit is **not** responsible for the employee timekeeping process. Time is entered into the payroll system at the school at which the employee works.

**Note: - The Payroll Secretary/Timekeeper is the first contact point for information regarding time and pay.**

##### **4.15.2 Payroll Verifications –**

As each CFN has Payroll Data on-line, it becomes their responsibility to **verify employee information** when requests are received from outside institutions/agencies. This ensures that the inquiry process results in a quick "turn-around" for all requests.

**If application is for a mortgage or other type of loan, the lending institution should forward all requests for verification of employment, salary, etc. directly to the CFN.**

#### **4.16 MOVING ON**

Upon termination, resignation or retirement, annual Educational **Paraprofessionals who are members of the Teachers' Retirement System (TRS)** are entitled to receive a final entitlement for **one-half (1/2) of their sick leave balance (up to 100 days)**. A Final Entitlement will be process by the Hourly Support Payroll Unit. Once the Payroll Unit determination of entitlement is made, a check will be processed and forwarded to the employee's last work location. (Insert final entitlement link?)

## **Section 5**

### **H/Z Bank**

#### **5.1 INTRODUCTION**

This is an updated version of the comprehensive manual for the Administrative Payroll System (APRL). APRL is the system used to process payroll and personnel transactions for employees on payroll bank H740 (Annual Administrative, Daily Administrative and Hourly Administrative employees). Administrative Payroll is also referred to as H Bank (Annual Administrative employees) and Z Bank (Hourly Administrative employees). This manual was created to assist the user in the accurate processing of payroll transactions and to instruct in the proper use of inquiry screens.

As you will see, the processes discussed in this manual are supported by the appropriate screen prints to aid the user in following through with the instructions given. There are examples accompanying formulas to help in understanding the calculations. All of this will help you effectively and efficiently perform your tasks; from responding to inquiries, to facilitating the payroll and maintaining the integrity and accuracy of the employee's payroll record.

Here are a few things that may help you to understand your role in the payroll process. The H Bank is referred to as an exception payroll because the payroll occurs without you having to enter it. Employees are paid according to their work schedule. You must still be very diligent about other transactions such as hires, leaves, terminations, etc. It is very important that you follow through and/or inform the proper office of actions taken or to be taken.

The Z Bank is referred to as a positive payroll because you must enter the details to be paid. This means that you must enter all transactions including hires, leaves, terminations, etc. Like H Bank, it is very important that you follow through and/or inform the proper office of actions taken or to be taken.

## 5.2 Accessing APRL

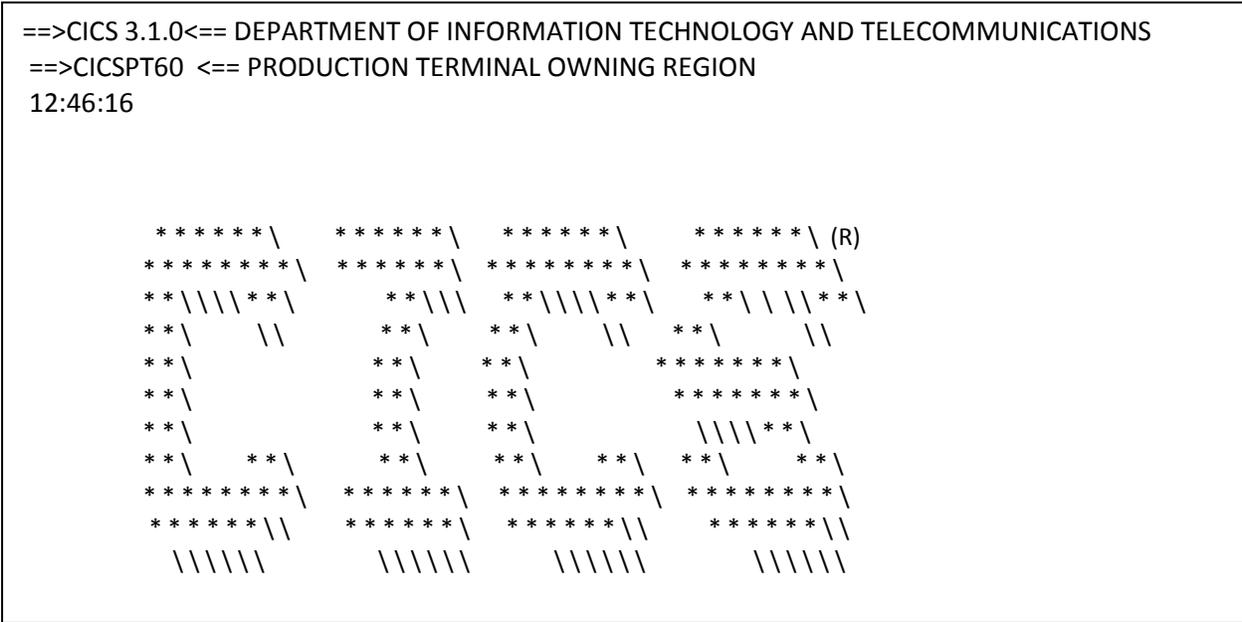
### LOGGING ON APRL

LU=LB74609 DIVISION OF INSTRUCTIONAL AND INFORMATION TECH			
NYCDOE - DIIT	NATIVE SERVICES	NYS SERVICES	CITYNET SERVICES
-----	-----	-----	-----
T -TSO/ISPF	RP -RMDS PROD	VM41 -SEDE	Z -FISA
P -CICS PROD	RT -RMDS TEST	SEDU -SED UBNISYS	CSC-CSC
C -CICS TEST	EM -EMAIL	(AXUSYS)	COM-COMPROLLER
CQ -CICSQA	OMS -OUTPUT MNGT	DOL -NYS DOL	
K -KEY/MASTER	XP -XPTR		
I -IDMS PROD	ATS NYCBOE-ATS PRD		
S -IDMS SYSTEST	OMSHS -H.S. OMS		
U -IDMS UNITTEST	SJ -SUMMER JOBS		
DU -CICS/DB2 UNIT			
DR -CICS/DB2 TRAIN	UAPC SERVICES		
PP -PASSPORT PROD	-----		
PR -PASSPORT TRAIN	UA -UAPCNET		

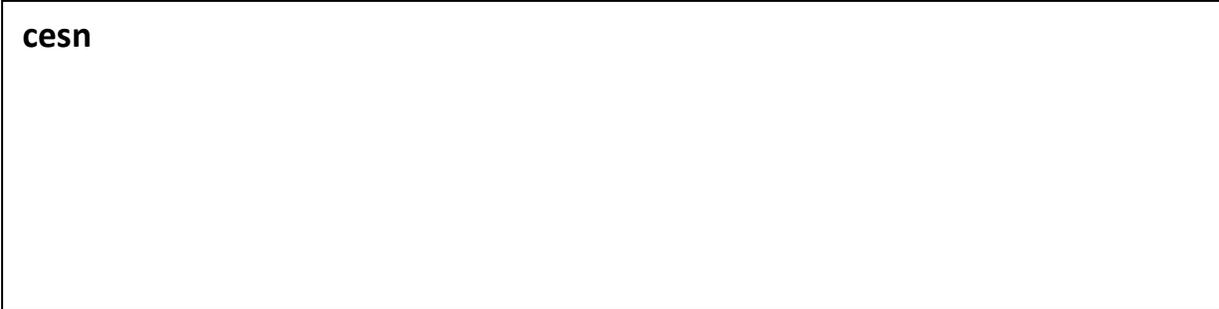
FOR ASSISTANCE, INCLUDING EIS PASSWORD RESETS, CALL THE SUPPORT CENTER AT (718) 935-5100. FOR PASSPORT HELP CALL (718) 349-5783.  
TO REFRESH THE SCREEN HIT CLEAR THEN ENTER.  
FOR TSO ENTER SERVICE FOLLOWED BY A BLANK AND THEN USERID.  
Service Desired ==> P

From the New York City Department of Education Main Menu, Type in 'p' and press Enter/Ctrl.

```
==>CICS 3.1.0<== DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
==>CICSPT60 <== PRODUCTION TERMINAL OWNING REGION
12:46:16
```



The CICS PROD Welcome screen will appear, press **Pause/Break** to clear screen.  
On the blank screen, type '**cesn**'



Press **Enter/Ctrl**

Signon to CICS

APPLID CICSPT

==>CICS 3.1.0<== DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS  
==>CICSPT60 <== PRODUCTION TERMINAL OWNING REGION

Type your userid and password, then press ENTER:

Userid . . . . abcdefhs            Groupid . . .  
Password . . .  
Language . . .  
  
New Password . . .

DFHCE3520 Please type your userid

Type in your **RACF Id**, tab to Password and type in your **password** and press **Enter/Ctrl**. **The RACF User Id is the User Id you use to access EIS/FAMIS/PDPS or CPS.**

For users signing on to CICS PROD for the first time, type in **APRLUSER** as the password. You will then be directed to enter a New Password. Type in your desired password. This must be 5-8 characters, in any combination of alpha numeric characters. You will then be prompted to re-enter your new password and press **ENTER/Ctrl**.

aprl

DFHCE3549 Sign-on is complete (Language ENU).

On the blank screen, type in APRL and press **Enter/Ctrl**

HB10C83

NEW YORK CITY BOARD OF EDUCATION

HB1MS83

ADMINISTRATIVE PAYROLL/PERSONNEL BROADCAST SCREEN

ENTER PASSWORD DEPT CODE

### **Employee ID/Function Keys**

In an effort to facilitate navigation within the Administrative Payroll (APRL) System, the employee's ID Numbers have been incorporated into the screens. Employee's ID Numbers are already in use as reference numbers on the pay stubs and within the New York City Personnel System (NYCAPS).

The Function keys have also been updated. For example:

Enter = Inquiry  
PF7 = Scroll Backward  
PF8 = Scroll Forward  
PF12 = Main Menu

This change will go into effect on Tuesday, September 2, 2008. If you have any questions, please call Administrative Payroll at (718)935-2201.

The Administrative Payroll/Personnel Broadcast Screen will appear. There may be more than one broadcast screen depending on the size and amount of messages. Hit **Enter/Ctrl** until you reach the Administrative Payroll System Menu.

02/12/10  
HB10C82

ADMINISTRATIVE PAYROLL SYSTEM MENU  
FUNCTION CODES

HB1MP82  
HB1MS82

01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA	- INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE	- INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER	
04 - LEAVE STAT CHANGE	- UPDATE	18 - CHECK CANCELLATION PROCESSING	
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM	
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM	
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING	
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL	
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA	
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - PERSONAL DATA HISTORY	
11 - PENDING DEDUCTION	- INQUIRY/UPD	25 - TRS ANNUITY PAYMENTS	
12 - DP2001	- ADD/UPD/DEL	26 - RETIREMENT	- INQUIRY/UPD
13 - ADDITIONAL COMP	- INQ/UPDATE		
14 - Z-BANK DAILY HIST	- INQUIRY		

DEPT CODE: F

FUNCTION CODE: \_\_\_    SSN ID: \_\_\_\_\_    EMP ID: \_\_\_\_\_

PF19 ==> REPORT SUBMISSION    PF20 ==> 9902 REPORT SUBMISSION  
ENTER ==> ACCESS REQUESTED SCREEN    PF6 ==> "N" ERRORS CLEAR ==> END SESSION

Type in your **dept code**, **enter a function code** and press **Enter/Ctrl**.

You will only be required to use your APRL password when you are updating/changing a record.  
Inquiry does not require the use of an APRL password.

Ex.: Hourly payroll for employees not on Cybershift. **(Update)**.

Ex.: Looking up adjustments on the check register, no password is required (Inquiry).

5.3 08 Screen – 9902 Screen

02/12/10  
HB10C82

ADMINISTRATIVE PAYROLL SYSTEM MENU  
FUNCTION CODES

HB1MP82  
HB1MS82

01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA	- INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE	- INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER	
04 - LEAVE STAT CHANGE	- UPDATE	18 - CHECK CANCELLATION PROCESSING	
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM	
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM	
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING	
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL	
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA	
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - PERSONAL DATA HISTORY	
11 - PENDING DEDUCTION	- INQUIRY/UPD	25 - TRS ANNUITY PAYMENTS	
12 - DP2001	- ADD/UPD/DEL	26 - RETIREMENT	- INQUIRY/UPD
13 - ADDITIONAL COMP	- INQ/UPDATE		
14 - Z-BANK DAILY HIST	- INQUIRY		

DEPT CODE: F

FUNCTION CODE: 08      SSN ID: \_\_\_\_\_      EMP ID: \_\_\_\_\_

PF19 ==> REPORT SUBMISSION      PF20 ==> 9902 REPORT SUBMISSION  
ENTER ==> ACCESS REQUESTED SCREEN      PF6 ==> "N" ERRORS CLEAR ==> END SESSION

**Enter '08'** as the Function Code to access the 9902 Screen and press **Enter/Ctrl**.

NEW YORK CITY BOARD OF EDUCATION HB1MS85  
 POSITION CONTROL FOR ADMINISTRATIVE ANNUAL (H740) AND HOURLY (Z740) PERSONNEL

BROWSE SELECT AND ADD SCREEN

NAME	SOC SEC	ENTRY-DT	SQ	PER-AP-DT	PR-ACC-DT	TRCD	ST
DOE	BJ 000-00-0000	08/14/92	01	08/14/92	08/17/92	06	F
DOE	BJ 000-00-0000	09/16/92	01	09/16/92	09/21/92	42	F
DOE	BJ 000-00-0000	12/17/93	01	12/17/93	12/20/93	18	F
DOE	H 000-00-0000	08/05/03	01	08/05/03	08/05/03	12	F
DOE	H 000-00-0000	09/26/05	01	09/26/05		07	D
DOE	H 000-00-0000	09/27/05	01	09/27/05	09/27/05	06	F
DOE	J 000-00-0000	10/06/97	01	10/06/97	10/07/97	28	F
DOE	A 000-00-0000	02/12/04	01	02/12/04	02/13/04	06	F
DOE	A 000-00-0000	07/09/04	01	07/09/04	07/12/04	14	F

SOC SEC: \_\_\_\_\_ EMP ID: \_\_\_\_\_

NAME:

STATUS: P=PENDING F=FINALIZED R=REJECTED BLANK=ALL

\*\* TO SEL REC ENTER AN (S) IN FRONT OF RECORD NAME. \*\*

ENTER: SEL REC PF2: ADD RECORD PF5: BROWSE NYCAPS REJECTS

PF7: BACKWARD PF8: FORWARD PF12: MENU CLEAR: END SESSION

This screen allows you to browse or inquire on 9902 transactions for a specific employee. Enter the Social Security Number, Employee ID or the last name and press **Enter** to inquire.

NEW YORK CITY BOARD OF EDUCATION HB1MS85  
 POSITION CONTROL FOR ADMINISTRATIVE ANNUAL (H740) AND HOURLY (Z740) PERSONNEL

BROWSE SELECT AND ADD SCREEN

NAME	SOC SEC	ENTRY-DT	SQ	PER-AP-DT	PR-ACC-DT	TRCD	ST
DOE	BJ 000-00-0000	08/14/92	01	08/14/92	08/17/92	06	F
DOE	BJ 000-00-0000	09/16/92	01	09/16/92	09/21/92	42	F
DOE	BJ 000-00-0000	12/17/93	01	12/17/93	12/20/93	18	F
S DOE	H 000-00-0000	08/05/03	01	08/05/03	08/05/03	12	F
DOE	H 000-00-0000	09/26/05	01	09/26/05		07	D
DOE	H 000-00-0000	09/27/05	01	09/27/05	09/27/05	06	F
DOE	J 000-00-0000	10/06/97	01	10/06/97	10/07/97	28	F
DOE	A 000-00-0000	02/12/04	01	02/12/04	02/13/04	06	F
DOE	A 000-00-0000	07/09/04	01	07/09/04	07/12/04	14	F

SOC SEC: \_\_\_\_\_ EMP ID: \_\_\_\_\_

NAME:

STATUS: P=PENDING F=FINALIZED R=REJECTED BLANK=ALL

\*\* TO SEL REC ENTER AN (S) IN FRONT OF RECORD NAME. \*\*

ENTER: SEL REC PF2: ADD RECORD PF5: BROWSE NYCAPS REJECTS

PF7: BACKWARD PF8: FORWARD PF12: MENU CLEAR: END SESSION

Select the appropriate employee by entering an **'S'** next to the record and pressing **Enter/Ctrl**.

```

07/17/08      NEW YORK CITY BOARD OF EDUCATION      HB1MS67
              DIVISION OF PERSONNEL                SEGMENT 01
EMP-ID:      SOCIAL SECURITY: 000 00 0000      EIS ID: 1000010      JOB-SEQ:
LNAME: DOE      FN BONNIE MI J
ST: 1234 ABC STREET      CITY: NEW YORK      STATE: NY ZIP: 00000
CURR JID:      BACIS TYPE: _      TRANS CODE: 18      TC-SUFF:
PROP JID:      CVSR STAT:      PAY CL: LV STAT:      RULE NO:
EFFECTIVE DATE:      CURR SALARY:      FICA CL:
T.A.I. DATE: 00 00 00      SALARY:      TAX EXEMPT:
RESP. CENTER:      CUR TITLE CD      TAX EXCLUS:
CURR ACCT CODE:      TITLE CODE:      LEVEL:
ACCT LOC CD: 00E618      TITLE: PHYSICAL THERAPIST
CHK DISTRIB:      HOURS/WEEK: 35.00 SCH.HRS: 00.00
BUDGET CODE FIN DIST QUICK CODE LINE NO. POSITION NO.
CURRENT
PROPOSED
COMMENTS:
              OPID:
NYCAPS ENTRY DATE: 00/00/00      NYCAPS REQ #:
PERSONNEL APPROVAL DATE: 00/00/00      DELETE DATE: _____
PAYROLL ACCESSED DATE: 00/00/00      REMCD:      STATUS: F

PF2 UPDATE RECORD  PF4 ADD RECORD  PF5 DELETE RECORD  PF6 BROWSE 9902
PF9 NOTEPAD      PF12 MENU      CLEAR END SESSION

```

You are now looking at the 9902 you selected. This screen provides you all the details for this transaction. Below is just a sample of the information provided by this screen:

- Name
- Social Security Number
- Employee ID
- Address
- Transaction Code
- Comments – Can be viewed in entirety on the **Notepad** shown on the next page:
- Salary
- Title Code
- Distribution Code
- Effective Date

When viewing a 9902, the previous or next transaction for the selected employee can be viewed by pressing F7 for page back or F8 for page forward.

FIN70047 DEPARTMENT OF EDUCATION APRMS47  
08/18/08 10:03 ADMINISTRATIVE PAYROLL SYSTEM APRMP47

SSN: 000000000 TRAN CODE: 06 OPID: \_\_\_\_ ENTRY DATE: \_\_\_\_  
UPDATE DATE: \_\_\_\_

1 The NOTEPAD message will appear here.

2

3

4

5

6

7

NO INFORMATION FOR PROCESSED RECORDS

PF2=ADD PF3=9902 PF5=UPDATE PF12=RETURN

The Notepad is a function used by Payroll to communicate any 9902 discrepancies with DHR. Payroll can not finalize a 9902 unless it conforms to the rules and regulations governing payroll.

To access the Notepad Screen which allows you to view notes to 9902s, press '**F9**' while viewing the 9902.

## 5.4 02 Screen – Master File

02/12/10	ADMINISTRATIVE PAYROLL SYSTEM MENU		HB1MP82
HB10C82	FUNCTION CODES		HB1MS82
01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA	- INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE	- INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER	
04 - LEAVE STAT CHANGE	- UPDATE	18 - CHECK CANCELLATION PROCESSING	
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM	
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM	
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING	
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL	
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA	
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - PERSONAL DATA HISTORY	
11 - PENDING DEDUCTION	- INQUIRY/UPD	25 - TRS ANNUITY PAYMENTS	
12 - DP2001	- ADD/UPD/DEL	26 - RETIREMENT	- INQUIRY/UPD
13 - ADDITIONAL COMP	- INQ/UPDATE		
14 - Z-BANK DAILY HIST	- INQUIRY		
DEPT CODE: F			
FUNCTION CODE: 02      SSN ID: _____      EMP ID: _____			
PF19 ==>	REPORT SUBMISSION	PF20 ==>	9902 REPORT SUBMISSION
ENTER ==>	ACCESS REQUESTED	SCREEN PF6 ==>	"N" ERRORS CLEAR ==> END SESSION

Type in 02 for function code, the Social Security Number, or Employee ID for the Master Screen and press **Enter/Ctrl**.

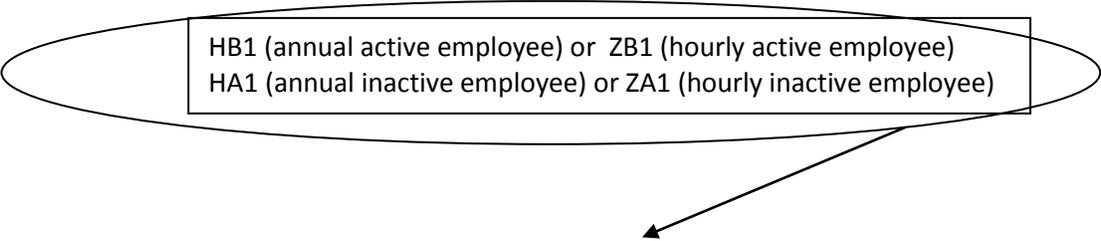
The Master File Screen will provide you with the current payroll record for an employee. A sample of the information provided by this screen follows:

Employee's Name  
 BASICS District/FMC  
 Accounting Information – Budget Code, Job ID, Line Number  
 Distribution Code  
 Title Code  
 Pay Class  
 Salary  
 Appointment Date  
 Tax Information  
 Longevity, if applicable.

```

SSN ID 00000000HB1 PR ID 0000000 MASTER SCREEN 02/17/10 HB1MS66
EMP ID 0000000HB1 PSWD 9902-TRAN-CD TRANS CD G EFF DATE _____
----MASTER----- TRANS -----MASTER----- TRANS CVSR ST N _
FIN DIST _ APPT DATE... _ OPID $DI
BUD CD _ YONKERS TAX. _ DATE
JOB ID _ FED EXEMPT.. C02 _ WWK SCH
LINE NO _ STATE CITY.. C00 _ L ST DATE PEN
ACCT LOC _ FICA CLS.... A _ 120309 G
CHK DIST _ TX EXCL CD.. A _ ORG: 6702
TITLE NO _ ADD FED TAX. _ PGM: _____
PAY CLASS _ ADD ST TAX.. _ ORG DUES XR _
SAL-RATE _ TIME HR-MIN. 0000/00 _ - _ FLAG _
PAY GRADE _ REMARK CODE. _ SUP: _ APPR
POS NO _ TITLE ENTRY. _ HTH: _
SAL-O-MAX NAME.. JANE__ DOE_____ WAIVR
**** ADDITIONAL COMP ***** *** PAYROLL ADJUSTMENTS *** JOB SEQ 1 PMS _
----MASTER-----TRANS----- CODE AMOUNT TYP DAY HR MN SALARY DATE
CD W AMT 001347 CD _ AMT _____
CD F AMT 000885 CD _ AMT _____
CD AMT 000000 CD _ AMT _____
CD AMT 000000 CD _ AMT _____
ENTER=INQ PF1=9902 PERS PF2=ADD PF3=PREV PF4=LV ST UPD PF5=UPD PF6=DEL PF9=BRW
PF10=JOB PF11=9902 BYPASS PF12=MENU FP13=DTE UPD PF14=APPR PF16=LOC PF17=CST
NO CURRENT 9902 ACTION FOR THIS EMPLOYEE

```



Type in the Social Security Number or Employee ID bank number and a suffix and press 'Enter' to inquire.

HB10C84  
08/22/2008 11:40

ADMINISTRATIVE PAYROLL SYSTEM  
MASTER BROWSE SCREEN

HB1MP84  
HB1MS84

START SSN: 000000000 EMP: \_\_\_\_\_ SURNAME: \_\_\_\_\_

SSN	BANK	LV	ST	JOB	FIRST	M	SURNAME	TITLE	DISTRB	TRANS
000000000	H	B	1		AHMED		BEKHET	06219	15K372	
000000000	Z	B	2		AHMED		BEKHET	06219	15K372	
000000000	H	A	1		TIMITRA		ALEXANDER	40502	00B273	
000000000	H	B	1		GHOLAMRE		JAHANARA	06219	10X054	
000000000	Z	B	2		GHOLAMRE		JAHANARA	06219	10X054	
000000000	Z	A	1		MARIE		CAVILLE	10250	00C114	
000000000	H	B	1		REX		DANTE	06218	08X062	
000000000	Z	B	2		REX		DANTE	06218	08X062	
000000000	Z	A	1		D		CAMPAGNOLA	92005	00G839	
000000000	H	A	1		F		BILLIGMIER	4503	22K269	
000000000	H	A	1		M		BECKER	40505	00G803	
000000000	Z	A	1		J		M BONOMO	10109	14K814	
000000000	H	A	1		R		CATOGGIO	10305	633C	

SEL+ENTER: D-MST FILE DETAILS L-LV STAT UPD S-SALARY HST H-SERVICE HST  
PF3 - PREV SCR PF7 - PG BACK PF8 - PG FORWARD PF12 - MENU

If you only know the Social Security Number or Employee ID and not the annual/hourly status, press **"PF9"**. This will take you to the Browse screen. Here you browse by Social Security Number/Employee ID/Sur -Name.

Select the record you would like to retrieve by entering **"D"** next to the record and pressing **'Enter'**.

02/12/10	ADMINISTRATIVE PAYROLL SYSTEM MENU		HB1MP82
HB10C82	FUNCTION CODES		HB1MS82
01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA	- INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE	- INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER	
04 - LEAVE STAT CHANGE	- UPDATE	18 - CHECK CANCELLATION PROCESSING	
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM	
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM	
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING	
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL	
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA	
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - PERSONAL DATA HISTORY	
11 - PENDING DEDUCTION	- INQUIRY/UPD	25 - TRS ANNUITY PAYMENTS	
12 - DP2001	- ADD/UPD/DEL	26 - RETIREMENT	- INQUIRY/UPD
13 - ADDITIONAL COMP	- INQ/UPDATE		
14 - Z-BANK DAILY HIST	- INQUIRY		

DEPT CODE: F

FUNCTION CODE: 02      SSN ID: \_\_\_\_\_      EMP ID: \_\_\_\_\_

PF19 ==> REPORT SUBMISSION      PF20 ==> 9902 REPORT SUBMISSION  
 ENTER ==> ACCESS REQUESTED SCREEN      PF6 ==> "N" ERRORS CLEAR ==> END SESSION

To update the check distribution code, type in your dept code, enter function code '02', type in the employee's Social Security Number or Employee ID, and press 'Enter'. This will bring you to the Master Screen.

This screen will allow you to update the check distribution code. Enter your password, Enter "G" for the Transaction Code. Enter "Effective Date", Enter the correct Check Distribution Code, Press "F5" to update.

SSN ID	PR ID	<b>MASTER SCREEN</b>	12/17/08	HB1MS66
EMP ID 0000000	PSWD _____	9902-TRAN-CD	TRANS CD G	EFF DATE 1/6/2009
-----MASTER-----	TRANS	-----MASTER-----	TRANS CVSR ST J	_
FIN DIST 46	_____	APPT DATE... 120108	_____	OPID
BUD CD 0000	_____	YONKERS TAX.	_____	DATE
JOB ID 00000	_____	FED EXEMPT.. C01	_____	WWK 3500 SCH
LINE NO 4361	_____	STATE CITY.. C00	_____	L ST DATE PEN
ACCT LOC 46C113	_____	FICA CLS.... A	_____	000000 G
<b>CHK DIST</b> 00C113	<b>00B110</b>	TX EXCL CD.. J	_____	ORG: 4607
TITLE NO 11111	_____	ADD FED TAX.	_____	PGM: 0000
PAY CLASS A	_____	ADD ST TAX..	_____	ORG DUES AA ___
SAL-RATE 041003	_____	TIME HR-MIN. 0000/00	_____	FLAG _
PAY GRADE L2	_____	<b>REMARK CODE G03</b>	SUP:___	APPR
POS NO 039428	_____	TITLE ENTRY. 000000	_____	HTH: XF
SAL-O-MAX	_____	NAME.. JOHN_____DOE _____	_____	WAIVR
***** ADDITIONAL COMP ***** *** PAYROLL ADJUSTMENTS *** JOB SEQ 1 PMS _				
----MASTER----	----TRANS----	CODE	AMOUNT	TYP DAY HR MN SALARY DATE
CD F AMT 000300	CD _AMT _____	_____	_____	- - - - -
CD AMT 000000	CD _AMT _____	_____	_____	- - - - -
CD AMT 000000	CD _AMT _____	_____	_____	- - - - -
CD AMT 000000	CD _AMT _____	_____	_____	- - - - -
ENTER=INQ PF1=9902 PERS PF2=ADD PF3=PREV PF4=LV ST UPD <b>PF5=UPD</b> PF6=DEL				
PF9=BRW PF10=ACC INQ PF11=9902 BYPASS PF12=MENU FP13=DTE UPD PF14=APPR PF16=LOC				

## 5.5 DISTRIBUTION OF CHECKS (H AND Z BANK) – CHECK RETURN PROCEDURE

Timekeepers/Payroll Secretaries are responsible for ensuring that paychecks are only distributed to those employees who are entitled to a paycheck. You must follow the Check Return procedure if you are in possession of a paycheck for an employee who is not entitled to receive the check. There are several reasons as to why an employee may not be entitled to a paycheck or the full amount of the check:

1 – **Exhausted Time Balance** – the employee may have been absent from work and because he/she used all of his/her time, they have no accruals to cover their absences. In this case, the timekeeper/payroll secretary must inform payroll that the employee is not entitled to the check or is not to part of the check. This should be done as soon as possible to reduce the possibility or extent of an overpayment.

2 – **Inactive Leave Status** – the employee is on a leave without pay or suspended without pay and there is no transaction in the system or the transaction was entered and/or finalized after payroll closed. Payroll must be informed as soon as possible so the check can be adjusted or stopped to prevent the occurrence of an overpayment.

3 – **Cessation of Service** – occurs upon termination, resignation or death of an employee. The timekeeper/payroll secretary should inform payroll as soon as possible, even if the transaction is being processed. It is very important to avoid overpayment as much as possible.

### 5.5.1 Overpayment

If an overpayment occurs, it will be processed in one of two manners. In the case of exhausted time balances and inactive leave status, an Overpayment Notice is prepared by the payroll office assigned to your location. This Notice of Overpayment delineates the overpayment amount, reason for overpayment, percentage rate of recoupment, the recoupment installment amount and schedule. It is then forwarded to the timekeeper/payroll secretary and the employee.

In the case of cessation of service, a Bill of Collection is prepared by the payroll office assigned to the location and it denotes the overpayment details. The Bill of Collection is then forwarded to the Division of Financial Operations' Office of Receivable Accounting (ORA). ORA create an invoice which is sent to the employee for collection.

**Be advised that if the employee returns to the Department of Education, any outstanding balance to this overpayment will be automatically recouped by payroll against any retroactive payment due to the employee.**

## 5.5.2

### H & Z Bank Procedure of Check Returns

All Checks must be returned to the division of Financial Operations' Check Management Unit as soon as it has been determined that the employee is not entitled to the check or if the employee cannot be located by the Financial District/ISC.

If a payroll check cannot be distributed on the day of distribution, the "Statement of Undistributed Paycheck" form (see sample) must be prepared for each check and returned within 5 working days with an explanation for the return. These checks may be returned directly to the Check Management Unit or to the Distribute /FMC for forwarding to the Check Management Unit.

You must refer to the Department of Education's Standard Operating Procedural Manual for more details on the Security and Distribution of Payroll Checks.

Overtime is any work an employee performs over his/her scheduled hours. Overtime may only be performed upon approval by the appropriate Head of Office. Overtime is only compensated when authorized. There are two ways of compensating authorized overtime. They are as follows:

1. Monetarily
  - a. Monetary compensation for any hours worked beyond the work week.

For example: An employee is scheduled a 35-hour work week, works 38 hours in one week. That employee will receive 3 hours paid straight time.

Note: Parent Coordinators will receive 3 hours of comp time.

- b. Time and a half for any hours worked over 40 hours per week

For example: An employee is scheduled a 35-hour work week. The employee works 45 hours in one week. The employee will receive the first 5 hours in comp time or 5 hours paid straight time and the remaining 5 hours will be paid at time and a half.

The overtime is calculated as follows:

# of hours worked for week = 45 hours

Hourly Rate = \$15.00

# of hours to be paid at time and 1/2 = 5 (45-40)

Time and 1/2 Rate = Hourly Rate x 1.5

= \$15.00 x 1.5

= \$22.50

Time and 1/2 Pay = Time and 1/2 Rate x # of overtime hours over 40

= \$22.50 x 5

= \$112.50

The total overtime for that employee is five hours comp time and \$112.50.

### **5.5.3 Comp Time**

a. Straight time for any hours up to 40 hours per week.

For example: An employee is scheduled for a 35-hour work week. The employee works 38 hours in one week. The employee will receive 3 hours of comp time at straight time.

b. Time and a half for any hours over 40 hours per week

For example: An employee is scheduled for a 35-hour work week. The employee works 45 hours in one week. The employee will receive 5 hours of comp time at straight time and the remaining 5 hours of comp time at time and a half. In total this employee will receive 12.5 hours as comp time.

c. Supper Money

Supper Money is paid to any employee who works overtime for compensatory time in lieu of cash, if they work in excess of two (2) hours.

## 5.6 10 Screen – Overtime/Deduction Screen

02/12/10	ADMINISTRATIVE PAYROLL SYSTEM MENU	HB1MP82
HB10C82	FUNCTION CODES	HB1MS82
01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA - INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE - INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER
04 - LEAVE STAT CHANGE	- UPDATE	18 - CHECK CANCELLATION PROCESSING
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - PERSONAL DATA HISTORY
11 - PENDING DEDUCTION	- INQUIRY/UPD	25 - TRS ANNUITY PAYMENTS
12 - DP2001	- ADD/UPD/DEL	26 - RETIREMENT - INQUIRY/UPD
13 - ADDITIONAL COMP	- INQ/UPDATE	
14 - Z-BANK DAILY HIST	- INQUIRY	

DEPT CODE: F

FUNCTION CODE: 10      SSN ID: \_\_\_\_\_      EMP ID: \_\_\_\_\_

PF19 ==> REPORT SUBMISSION      PF20 ==> 9902 REPORT SUBMISSION  
ENTER ==> ACCESS REQUESTED SCREEN      PF6 ==> "N" ERRORS CLEAR ==> END SESSION

At the APRL Main Menu screen, Enter **'10'** as the Function Code to access the Overtime/Deduction Screen and press **Enter/Ctrl**.

## OVERTIME AND DEDUCTION MENU

06/06/05

ADMINISTRATIVE PAYROLL SYSTEM

APRLM70

### OVERTIME AND DEDUCTION MENU

FUNCTION CODE

DESCRIPTION

- 01 . . . . . ACTIVE BROWSE OVERTIME-DEDUCTION-SHIFT
- 02 . . . . . ACTIVE INQUIRE-UPDATE OVERTIME-DEDUCTION-SHIFT
- 03 . . . . . ACTIVE INQ-UPD NIGHT SHIFT OVERTIME-DEDUCTION
- 04 . . . . . HISTORY BROWSE OVERTIME-DEDUCTION-SHIFT
- 05 . . . . . HISTORY INQUIRE OVERTIME-DEDUCTION-SHIFT
- 06 . . . . . OVERTIME WAIVER ENTRY - EMPLOYEES OVER CITY SAL CAP
- 07 . . . . . OVERTIME WAIVER ENTRY - EMPLOYEES UNDER DOE % CAP
- 08 . . . . . OVERTIME WAIVER EMPLOYEE DETAIL INFORMATION

FUNCTION CODE ==> \_\_ SSN ID ==> \_\_\_\_\_ HB1 EMP ID ==> \_\_\_\_\_ HB1

PF2=BROWSE EMPL

PF3=INQUIRE EMPL

PF12-MENU CLEAR=END

From the Overtime/Deduction Menu, you can select the appropriate function by typing the function code and pressing **'Enter'** for functions 1, 2, 3, 6, 7, and 8. For functions 4 and 5, enter the employee's Social Security Number or Employee ID and press **'Enter'**.



## 5.6 .2 Overtime Waivers

By default, there is a 5% salary limit on overtime earnings per calendar year. This amount is automatically calculated by APRL. APRL will not allow approval of overtime beyond this amount for all eligible titles. However, an overtime waiver may be submitted. The waiver request is an online form. The waiver must be approved by the head of office (principal, assistant principal, director, etc.) There are two types of overtime waivers. Both can be accessed at <https://payrollinquiry.nycenet.edu/OvertimeWaiver/> .

1 – The DOE % Cap Waiver – is for use when an employee’s overtime or anticipated overtime exceeds the set limit (initially, the default is 5%, once a waiver is approved, the limit increases by that amount. Ex. – a waiver of 10% is submitted, the employee’s allowable overtime is increased from 5% to 15%.) This waiver is for use with all titles eligible for overtime.

2 – The Over City Salary Cap Waiver (\$74,079) – is for use under three conditions when an employee’s:

<sup>1</sup> base salary is over \$74,079.

<sup>2</sup> year-to-date salary equals or exceeds \$74,079, and

<sup>3</sup> anticipated overtime will cause the year-to-date salary to equal or exceed \$74,079.

<sup>Note</sup> This amount (\$74,079) is subject to change based on collective bargaining agreements.

Once a waiver is processed by Payroll, it can be viewed to keep track of the earnings. Once the goal (% or amount) is reached, an additional waiver is required for future O.T.

02/12/10  
HB10C82  
HB1MS82

ADMINISTRATIVE PAYROLL SYSTEM MENU  
FUNCTION CODES

HB1MP82

01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA	- INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE	- INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER	
04 - LEAVE STAT CHANGE	- UPDATE	18 - CHECK CANCELLATION PROCESSING	
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM	
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM	
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING	
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL	
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA	
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - PERSONAL DATA HISTORY	
11 - PENDING DEDUCTION	- INQUIRY/UPD	25 - TRS ANNUITY PAYMENTS	
12 - DP2001	- ADD/UPD/DEL	26 - RETIREMENT	- INQUIRY/UPD
13 - ADDITIONAL COMP	- INQ/UPDATE		
14 - Z-BANK DAILY HIST	- INQUIRY		

DEPT CODE: F

FUNCTION CODE: 10      SSN ID: \_\_\_\_\_      EMP ID: \_\_\_\_\_

PF19 ==> REPORT SUBMISSION      PF20 ==> 9902 REPORT SUBMISSION  
ENTER ==> ACCESS REQUESTED SCREEN      PF6 ==> "N" ERRORS CLEAR ==> END SESSION

At the APRL Main Menu screen, Enter **'10'** as the Function Code to access the Overtime/Deduction Screen and press **Enter/Ctrl**.

To view an existing over the cap waiver, choose option **'06'** on the Overtime/Deduction Menu.

HB10C74 ADMINISTRATIVE PAYROLL SYSTEM OF NYC DOE HB1MP74  
 08/21/2008 12:17 OVERTIME EXTENDED LIMITATION SUMMARY HB1MS74  
 EMPLOYEES OVER CAP  
 MODE:(C-CURRENT,H-HISTORY) C START SSN \_\_\_\_\_ EMP \_\_\_\_\_ FMC: \_\_

REC	SSN	FMC	% INC	\$ AMT	CREATE DATE	USER-ID	EFFECT. DATE
C	000000000	03		10000	2008-04-14	DOEJOHN	2008-01-01
C	000000000	40	10		2008-05-06	DOEJOHN	2008-01-01
H	000000000	40	10		2008-02-14	DOEJOHN	2008-01-01
H	000000000	40	05		2008-01-22	DOEJOHN	2008-01-01
C	000000000	49	15		2008-05-27	DOEJOHN	2008-05-01
C	000000000	67	20		2008-06-09	DOEJOHN	2008-06-09
C	000000000	10		8000	2008-04-17	DOEJOHN	2008-01-02
H	000000000	10		8000	2008-04-10	DOEJOHN	2008-01-01

ADD LINE: SSN/EMP \_\_\_\_\_ % \_\_ \$ \_\_\_\_\_ CCYY - MM - DD

PF1/PF2=FMC-BR PF5=AD PF6=DEL PF7/PF8=SSN/EMP-BR PF9=SWAP PF10=CAN S+ENTER=INFO

02/12/10 ADMINISTRATIVE PAYROLL SYSTEM MENU HB1MP82  
 HB10C82 FUNCTION CODES HB1MS82

- |                        |                 |  |               |
|------------------------|-----------------|--|---------------|
| 01 - ADM PAYROLL       | - BROWSE        | 15 - PERSONNEL DATA                    | - INQUIRY     |
| 02 - MASTER FILE       | - INQUIRY/UPD   | 16 - PROBLEM FILE                      | - INQUIRY/UPD |
| 03 - EMPLOYEE ID INQ   | - INQUIRY       | 17 - CHECK REGISTER                    |               |
| 04 - LEAVE STAT CHANGE | - UPDATE        | 18 - CHECK CANCELLATION PROCESSING     |               |
| 05 - HISTORY FILE      | - BROWSE/CHANGE | 19 - PAYROLL BENEFIT PROGRAM           |               |
| 06 - APPT AND TITL DT  | - UPDATE        | 20 - NURSES AND THERAPISTS SUBSYSTEM   |               |
| 07 - TABLE FILE        | - INQUIRY/UPD   | 21 - SALARY PROCESSING                 |               |
| 08 - 9902              | - BROWSE        | 22 - BROAD BANDING/EXPER. DIFFERENTIAL |               |
| 09 - Z BANK HOURS      | - INQUIRY/UPD   | 23 - SERVICE HISTORY DATA              |               |
| 10 - OVERTIME/DEDUCT   | - BRW/INQ/UPD   | 24 - PERSONAL DATA HISTORY             |               |
| 11 - PENDING DEDUCTION | - INQUIRY/UPD   | 25 - TRS ANNUITY PAYMENTS              |               |
| 12 - DP2001            | - ADD/UPD/DEL   | 26 - RETIREMENT                        | - INQUIRY/UPD |
| 13 - ADDITIONAL COMP   | - INQ/UPDATE    |  |               |
| 14 - Z-BANK DAILY HIST | - INQUIRY       |  |               |

DEPT CODE: F

FUNCTION CODE: 10 SSN ID: \_\_\_\_\_ EMP ID: \_\_\_\_\_

PF19 ==> REPORT SUBMISSION PF20 ==> 9902 REPORT SUBMISSION  
 ENTER ==> ACCESS REQUESTED SCREEN PF6 ==> "N" ERRORS CLEAR ==> END SESSION

At the APRL Main Menu screen, Enter '10' as the Function Code to access the Overtime/Deduction Screen and press **Enter/Ctrl**.

To view an existing 5% waiver, choose function '07'.

```

HB10C74      ADMINISTRATIVE PAYROLL SYSTEM OF NYC DOE      HB1MP74
08/29/2008 12:03 OVERTIME EXTENDED LIMITATION SUMMARY      HB1MS74
EMPLOYEES UNDER CAP
MODE:(C-CURRENT,H-HISTORY) C START SSN _____ EMP _____ FMC: __
-----
REC  SSN    FMC  % INC  $ AMT  CREATE DATE  USER-ID  EFFECT. DATE
-----
C  000000000  67  10           2008-06-10    JDOE    2008-06-01
C  000000000  58  10           2008-03-31    JDOE    2008-03-30
C  000000000  82  10           2008-05-09    JDOE    2008-04-30
H  000000000  82  10           2008-03-27    JDOE    2008-03-07
C  000000000  40  10           2008-04-09    JDOE    2008-01-01

ADD LINE: SSN/EMP _____ % __ $ _____ CCYY - MM - DD

PF1/PF2=FMC-BR PF5=AD PF6=DEL PF7/PF8=SSN/EMP-BR PF9=SWAP PF10=CAN S+ENTER=INFO
  
```

### 5.6.3 Deductions

A payroll deduction is made against an employee's earnings if the employee has exhausted all of his/her annual or sick leave and is not entitled to pay for a specific period.

### Entering Deductions in APRL

The following is the procedure for timekeepers to process overtime in APRL.

From APRL's Overtime and Deduction Menu type "02" for Function Code and press "Enter".

HB10C75	ADMINISTRATIVE PAYROLL SYSTEM		HB1MP75
08/19/08	OVERTIME AND DEDUCTION DATA ENTRY		HB1MS75
SSN: _____	HB1 EMP: _____	WEEK ENDING: __ __ __	RECORD TYPE: _
SHIFT I : _		SHIFT K : _	SHIFT S : _
PASSWORD :		DATA CODE : _____	TRANS CODE: _
WAIVER WARNING _		APPROVAL DATE: __ __ __	APPROVE CODE N
NAME: _____		TITLE : _____	

DAY	REG DATE	OVT HOURS	COMP HOURS	HOURS	TOTAL HOURS	TOTAL AMOUNTS
__	_____	__	__	__	__	__
__	_____	__	__	__	__	_____
__	_____	__	__	__	__	_____
__	_____	__	__	__	__	_____
__	_____	__	__	__	__	_____
__	_____	__	__	__	__	_____
__	_____	__	__	__	__	_____
					===	== =====

\_\_\_\_\_

**PLEASE TYPE IN SSN # OR EMP ID. ENTER TO INQUIRE.**

ENTER INQUIRY PF2 ADD PF3 BROWSE PF5 UPDATE PF6 DELETE PF7 BACKWARD PF8 FORWARD  
 PF9 APPROVE PF10 CANCEL PF11 INQ EMP PF12 MENU CLEAR END

Enter the employee's Social Security Number or Employee ID and press 'Enter'.

Type in the week ending date and enter "D" for record type and press 'PF2' to Add.

Type in hours to be deducted and press 'PF2' to add.

Type in your Password and press 'PF2'

Once the record has been added, the transaction needs to be approved. Approval of deductions must be done by timekeeping supervisors by pressing 'PF9'.

### 5.7 Administrative Check Register

The Check Register allows you to view the history of payments made to an employee. By selecting the payroll check date, you are able to view the employee's payroll details for the check date.

To access the Check Register, from the APRL Main Menu, type in your Password, Department Code and '17' for function. Press **'Enter'**.

```

02/12/10          ADMINISTRATIVE PAYROLL SYSTEM MENU          HB1MP82
HB10C82          FUNCTION CODES                               HB1MS82

01 - ADM PAYROLL   - BROWSE                15 - PERSONNEL DATA   - INQUIRY
02 - MASTER FILE   - INQUIRY/UPD            16 - PROBLEM FILE     - INQUIRY/UPD
03 - EMPLOYEE ID INQ - INQUIRY                17 - CHECK REGISTER
04 - LEAVE STAT CHANGE - UPDATE                18 - CHECK CANCELLATION PROCESSING
05 - HISTORY FILE   - BROWSE/CHANGE            19 - PAYROLL BENEFIT PROGRAM
06 - APPT AND TITL DT - UPDATE                20 - NURSES AND THERAPISTS SUBSYSTEM
07 - TABLE FILE    - INQUIRY/UPD            21 - SALARY PROCESSING
08 - 9902           - BROWSE                22 - BROAD BANDING/EXPER. DIFFERENTIAL
09 - Z BANK HOURS   - INQUIRY/UPD            23 - SERVICE HISTORY DATA
10 - OVERTIME/DEDUCT - BRW/INQ/UPD           24 - PERSONAL DATA HISTORY
11 - PENDING DEDUCTION - INQUIRY/UPD           25 - TRS ANNUITY PAYMENTS
12 - DP2001         - ADD/UPD/DEL            26 - RETIREMENT       - INQUIRY/UPD
13 - ADDITIONAL COMP - INQ/UPDATE
14 - Z-BANK DAILY HIST - INQUIRY

                                DEPT CODE: F

FUNCTION CODE: 17   SSN ID: _____   EMP ID: _____

PF19 ==> REPORT SUBMISSION   PF20 ==> 9902 REPORT SUBMISSION
ENTER ==> ACCESS REQUESTED SCREEN   PF6 ==> "N" ERRORS CLEAR ==> END SESSION

```

```

HB10C23          N. Y. C. BOARD OF EDUCATION          HB1MS23
08/20/08          NON-PEDAGOGIC CHECK REGISTER
SOC-SEC-NO 000-00-0000   JOB CD 1   EMP ID: 123456
NAME
CHK-DATE   CHK-NO   GR-PAY   DEDUC   NET   RG-SUP   CAN   R-CD   DD

FRWD/BKWD: 2008-2005=PF8/PF7,   OTHER YRS=PF3/PF4   PF9=HELP PF12=MENU   CLEAR=EXIT
SELECT "P" FOR PER/YTD DET "D" FOR DED.DET "A" FOR ADJ. DET   PRESS ENTER
*** PF8 OR PF3 TO VIEW ADDITIONAL CHECKS ***

```

Type in the employee's Social Security Number or Employee ID and press **'Enter'**.

HB10C23  
02/16/2010 11:13

ADMINISTRATIVE PAYROLL SYSTEM  
NON-PEDAGOGIC CHECK REGISTER

HB1MP23  
HB1MS23

SSN: 000000000 EMP ID: 123456 NAME: JANE DOE

CHK-DATE	CHK-NO	GROSS	DEDUCT	NET	R/S	ST	ENT-DATE	RSN	PMS	JSN
02/05/10	Z52235656	3561.71	2695.12	878.70	REG	E				1
01/22/10	Z52063945	2204.76	734.26	1470.50	REG	E				1
01/08/10	C50090678	4.66	0.36	4.30	REG	T	02/12/10		NIS	1
12/24/09	C50060978	2215.12	733.90	1481.22	REG	I				1
11/27/09	Z51404922	0.00	0.00	0.00	REG	E				1
10/30/09	C49958111	245.40	58.23	187.17	REG	I				1
10/16/09	Z50850452	18.58	1.98	16.60	REG	E				1
10/02/09	Z50679784	1508.39	432.50	1075.89	REG	E				1
09/18/09	Z50509195	2157.22	707.46	1449.76	REG	E				1
09/04/09	Z50340827	2157.23	706.74	1450.49	REG	E				1
08/21/09	Z50172174	2157.23	706.73	1450.50	REG	E				1
08/07/09	Z50003836	2157.23	706.74	1450.49	REG	E				1
07/24/09	Z49835498	1075.83	276.69	799.14	REG	E				1

SEL+ENTER: P-PER/YTD DT, D-DED DT, A-ADJ DT, L-LOAN/TDA GL  
PF1 - HELP PF7 - PG BACK PF8 - PG FORWARD PF12 - MENU CLEAR - EXIT

You are now looking at the Check Register screen for the employee you selected. The screen provides you with an entire list of checks for this employee. To view list, use **'PF7'** or **'PF8'** to scroll back or forward. Below is a list of information provided by this screen:

- o Check Date
- o Gross Pay
- o Net Pay
- o Disposition Codes (ST)
- o PMS Confirm Flag (PMS)
- o Check Number
- o Deductions
- o Entry Dates (ENT-DATE)
- o Reason Codes (RSN)
- o JSN number

By pressing '**PF1**' an explanation of the Disposition Codes and the Reason Codes will appear.

HB10C23	ADMINISTRATIVE PAYROLL SYSTEM	HB1MP2H
CHECK REGISTER HELP SCREEN		
<b>DISPOSITION CODES</b>		
=====		
<b>C</b> CANCEL REQUEST	<b>S</b> STOP PAYMENT	<b>NFC</b> EMPL NOT ENTITLED TO THE FULL CHE
<b>E</b> ISSUED BY EFT	<b>T</b> TRANSFERRED TO FISA	<b>NIS</b> EMPL DOES NOT WORK IN THE SCHOOL
<b>H</b> HELD	<b>W</b> FINAL CANCEL	<b>PMS</b> ISSUED BY PMS
<b>I</b> ISSUED BY PMS	<b>2</b> EFT STOP CONFIRMED	<b>RCA</b> RECOUPMENT OF ADVANCE
<b>P</b> PDN ISSUED	<b>5</b> ACCEPTED EFT REVERSAL	<b>RCC</b> REPLACEMENT CHECK CANCELLED
<b>R</b> RELEASED		<b>RCS</b> RECEIVED BY CHECK SECURITY
<b>REASON CODES</b>		<b>RES</b> EMPLOYEE RESIGNED
=====		<b>RET</b> EMPLOYEE IS RETIRED
<b>DEC</b> EMPLOYEE IS DECEASED		<b>RRC</b> RELEASED TO RESPONSIBLE CENTER
<b>ECR</b> EMERGENCY CHECK PAYMENT RECOUPMENT		<b>RSV</b> REASON UNKNOWN
<b>EUA</b> EXCESSIVE UNAUTHORIZED ABSENCES		<b>RTE</b> RETURNED TO EMPLOYEE
<b>IAD</b> NO ADDRESS		<b>RTF</b> RETURNED TO FINANCE
<b>ITE</b> INCORRECT TIMEKEEPING ENTRIES		<b>SNP</b> EMPLOYEE IS SUSPENDED WITHOUT PAY
<b>LBO</b> LOST BY BOE		<b>STL</b> STOLEN
<b>LEM</b> LOST BY EMPLOYEE		<b>TER</b> TERMINATED
<b>LIM</b> LOST IN MAIL		<b>TFR</b> TRANSFER
<b>LOA</b> LEAVE OF ABSENCE		<b>UHD</b> UNIT (PAYROLL) HOLD REQUEST
<b>NEN</b> NOT ENTITLED		<b>UNC</b> UNCLAIMED
<b>PRESS ANY PF KEY TO EXIT</b>		

To exit the Check Register Help Screen, press any '**PF**' key to exit.

You are now viewing the Check Register screen.

02/16/2010 11:13		NON-PEDAGOGIC CHECK REGISTER						HB1MS23		
SSN: 000000000		EMP ID: 123456		NAME: JANE DOE						
CHK-DATE	CHK-NO	GROSS	DEDUCT	NET	R/S	ST	ENT-DATE	RSN	PMS	JSN
A 02/05/10	Z52235656	3561.71	2695.12	878.70	REG	E				1
01/22/10	Z52063945	2204.76	734.26	1470.50	REG	E				1
01/08/10	C50090678	4.66	0.36	4.30	REG	T	02/12/10		NIS	1
12/24/09	C50060978	2215.12	733.90	1481.22	REG	I				1
11/27/09	Z51404922	0.00	0.00	0.00	REG	E				1
10/30/09	C49958111	245.40	58.23	187.17	REG	I				1
10/16/09	Z50850452	18.58	1.98	16.60	REG	E				1
10/02/09	Z50679784	1508.39	432.50	1075.89	REG	E				1
09/18/09	Z50509195	2157.22	707.46	1449.76	REG	E				1
09/04/09	Z50340827	2157.23	706.74	1450.49	REG	E				1
08/21/09	Z50172174	2157.23	706.73	1450.50	REG	E				1

SEL+ENTER: P-PER/YTD DT, D-DED DT, A-ADJ DT, L-LOAN/TDA GL  
 PF1 - HELP PF7 - PG BACK PF8 - PG FORWARD PF12 - MENU CLEAR - EXIT

The "A" selection shows the details of the employee's paycheck.

HB10D17		N. Y. C. BOARD OF EDUCATION				HB1MD17	
02/16/10		H-Z BANK PAYROLL REGISTER					
EMP ID 123456		CH DST CD 30Q126		NAME JANE DOE			
SSN 000-00-0000		PEN DG G		PEN TIER 004			
PEN NO 0000000		FED DEP 02		ST/CITY 00			
MAR ST A		CHK NUM Z 52235656		CK DATE 02/05/10			
AN SAL 55,519.00							
GROSS PAY = 3,561.71		TOT DED = 2,695.12		TOTAL NET = 878.70			
EV-CD	DESCRIPTION	UNIT	AMOUNT	DATE			
0100	REC REG GROSS	64:00	2,129.50	01/30/10			
0100	REC REG GROSS	00:00	138.64	12/18/09			
0100	REC REG GROSS	00:00	213.50	12/17/09			
0100	REC REG GROSS	00:00	213.50	12/16/09			
0100	REC REG GROSS	00:00	213.50	12/08/09			
0100	REC REG GROSS	00:00	213.50	12/07/09			
PF2-LOAN/TDA		PF3-REG		PF4-PER/YTD		PF5-DED	
PF6-ADJ		PF7-BKWD		PF8-FRWD			
PF12-MENU		PF13-LOC INQ		CLEAR-EXIT			

To view deduction details of the paycheck, type 'D' and press 'Enter'.

HB10C23 02/16/2010 15:47	ADMINISTRATIVE PAYROLL SYSTEM NON-PEDAGOGIC CHECK REGISTER				HB1MP23 HB1MS23
SSN: 000-00-0000	EMP ID: 123456	NAME: JANE BROWN			
-----					
CHK-DATE	CHK-NO	GROSS	DEDUCT	NET	R/S ST ENT-DATE RSN PMS JSN
-----					
D 02/19/10	Z52408481	2215.12	912.67	1309.98	REG E 1
02/05/10	Z52235656	3561.71	2695.12	878.70	REG E 1
01/22/10	Z52063945	2204.76	734.26	1470.50	REG E 1
01/08/10	C50090678	4.66	0.36	4.30	REG T 02/12/10 NIS 1
12/24/09	C50060978	2215.12	733.90	1481.22	REG I 1
11/27/09	Z51404922	0.00	0.00	0.00	REG E 1
SEL+ENTER: P-PER/YTD DT, D-DED DT, A-ADJ DT, L-LOAN/TD GL					
PF1 - HELP PF7 - PG BACK PF8 - PG FORWARD PF12 - MENU CLEAR - EXIT					

This screen shows all deductions made from the employee's checks. (Federal, State and City Withholdings, FICA, Medical, Union Dues, etc.)

HB10D17 02/16/10	N. Y. C. BOARD OF EDUCATION H-Z BANK PAYROLL REGISTER				HB1MD17
EMP ID 0427191					
SSN 101-38-0532-9	CH DST CD 30Q126	NAME M ANGLADA			
PEN NO 536598	PEN DG G	PEN TIER 004			
MAR ST A	FED DEP 02	ST/CITY 00			
AN SAL 55,519.00	CHK NUM Z 52408481	CK DATE 02/19/10			
GROSS PAY = 2,215.12		TOT DED = 912.67		TOTAL NET = 1,309.98	
EV-CD	DESCRIPTION	AMOUNT	UNIT	EV-CD	DESCRIPTION AMOUNT UNIT
6010	FICA TX EXMP	137.34		6012	MEDICARE EMPLOY 32.12
6015	FED WITHHOLDING	285.		6019 6019	7.53
6020	STATE W/HOLDING	118.09		6030	NYC WITHHOLDING 69.70
7607	BOE 414H ST	64.90		7647	BOE PEN SYS -LO 166.37
7726	LIFT-UFT	31.23			.00
0100	REC REG GROSS	2129.50	64:00	0200	REC EDC DIFFER 51.67 00:00
		.00		0220	REC LONG DIFFER 33.95 00:00
PF2-LOAN/TDA PF3-REG PF4-PER/YTD PF5-DED PF6-ADJ PF7-BKWD PF8-FRWD					
PF12-MENU PF13-LOC INQ CLEAR-EXIT					



This screen shows the per check details, like annual salary, year-to-date gross, net pay, year-to-date deductions and year-to-date taxes, etc.

HB10D17 12/29/08	N. Y. C. BOARD OF EDUCATION H-Z BANK PAYROLL REGISTER			HB1MD17
EMP ID	0000000			
SSN	000-00-0000	CH DST CD 00C113	NAME	SHAQUETA JENKINS
PEN NO	000000	PEN DG G	PEN TIER	000
MAR ST	A	FED DEP 01	ST/CITY	00
TX EX CD	J	FICA CL A	WK-UNIT	0118
BUD-CD	7301	BUD-LN 4361	JOB SEQ	1
LEAVE ST	B	PAY CL A	CHK DIGIT	5
TTL CD	71141 LEVEL 02	ASSOC FINGERPRINT TE		
AN SAL	41,003.00	CHK NUM Z 47328945	CK DATE	12/26/08
GROSS PAY =	1,584.23	TOT DED = 731.88	TOTAL NET =	852.35
YTD GROSS AMOUNT =	41,130.90	YTD DEDUCT AMOUNT =	19,164.75	
YTD NET AMOUNT =	21,966.15	YTD MED TAX AMT =	583.14	
YTD FED TAX AMT =	5,014.54	YTD STATE TAX AMT =	1,803.48	
YTD SSN TAX AMT =	2,493.42	YTD CITY TAX AMT =	1,090.82	
PF2-LOAN/TDA	PF3-REG	PF4-PER/YTD	PF5-DED	PF6-ADJ
PF7-BKWD	PF8-FRWD	F12-MENU	PF13-LOC INQ	CLEAR-EXIT

To view Loan/TDA details, type 'L' next to check date and press 'Enter'.

02/16/2010 11:13		NON-PEDAGOGIC CHECK REGISTER						HB1MS23			
SSN: 000000000		EMP ID: 123456		NAME: JANE DOE							
CHK-DATE	CHK-NO	GROSS	DEDUCT	NET	R/S	ST	ENT-DATE	RSN	PMS	JSN	
L 02/05/10	Z52235656	3561.71	2695.12	878.70	REG	E				1	
01/22/10	Z52063945	2204.76	734.26	1470.50	REG	E				1	
01/08/10	C50090678	4.66	0.36	4.30	REG	T	02/12/10		NIS	1	
12/24/09	C50060978	2215.12	733.90	1 481.22	REG	I				1	
11/27/09	Z51404922	0.00	0.00	0.00	REG	E				1	
10/30/09	C49958111	245.40	58.23	187.17	REG	I				1	
10/16/09	Z50850452	18.58	1.98	16.60	REG	E				1	
10/02/09	Z50679784	1508.39	432.50	1075.89	REG	E				1	
09/18/09	Z50509195	2157.22	707.46	1449.76	REG	E				1	
09/04/09	Z50340827	2157.23	706.74	1450.49	REG	E				1	
08/21/09	Z50172174	2157.23	706.73	1450.50	REG	E				1	

SEL+ENTER: P-PER/YTD DT, D-DED DT, A-ADJ DT, L-LOAN/TDA GL  
 PF1 - HELP PF7 - PG BACK PF8 - PG FORWARD PF12 - MENU CLEAR - EXIT

This screen allows you to view Loan/TDA details, like Total Installments, Total Installments left, TDA goal amount and TDA balance due.

HB10D17		N. Y. C. BOARD OF EDUCATION						HB1MD17	
02/17/10		H-Z BANK PAYROLL REGISTER							
EMP ID 0000000		SSN 000-00-0000-9 CH DST CD 30Q126 NAME J DOE							
PEN NO 536598		PEN DG G		PEN TIER 004					
MAR ST A		FED DEP 02		ST/CITY 00					
AN SAL 55,519.00		CHK NUM Z 52408481		CK DATE 02/19/10					
TTL CD 50910 LEVEL		STAFF NURSE		OBJ CODE 001					
DED LOAN	TOT INST	DED LOAN	TOT INST						
CODE DESCRIPTION	INST LEFT	CODE DESCRIPTION	INST LEFT						
7647 BOE PEN SYS -LO	26 25		0 0						
TDA GOAL AMT = .00		TDA BAL DUE = .00							
PF2-LOAN/TDA	PF3-REG	PF4-PER/YTD	PF5-DED	PF6-ADJ	PF7-BKWD	PF8-FRWD			
PF12-MENU	PF13-LOC INQ	CLEAR-EXIT							

02/12/10  
HB10C82

ADMINISTRATIVE PAYROLL SYSTEM MENU  
FUNCTION CODES

HB1MP82  
HB1MS82

01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA	- INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE	- INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER	
04 - LEAVE STAT CHANGE	- UPDATE	18 - CHECK CANCELLATION PROCESSING	
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM	
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM	
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING	
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER.DIFFERENTIAL	
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA	
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - PERSONAL DATA HISTORY	
11 - PENDING DEDUCTION	- INQUIRY/UPD	25 - TRS ANNUITY PAYMENTS	
12 - DP2001	- ADD/UPD/DEL	26 - RETIREMENT	- INQUIRY/UPD
13 - ADDITIONAL COMP	- INQ/UPDATE		
14 - Z-BANK DAILY HIST	- INQUIRY		

DEPT CODE: F

FUNCTION CODE: 24      SSN ID: \_\_\_\_\_      EMP ID: \_\_\_\_\_

PF19 ==> REPORT SUBMISSION      PF20 ==> 9902 REPORT SUBMISSION  
ENTER ==> ACCESS REQUESTED SCREEN      PF6 ==> "N" ERRORS CLEAR ==> END SESSION

Type in your department code, then type **'24'**, Employee Social Security Number or Employee ID and press **Enter/Ctrl**.

HB10D24 ADMINISTRATIVE PAYROLL SYSTEM HB1MP24  
02/17/2010 17:02 PERSONAL DATA HISTORY SCREEN HB1MD24

SSN: 000000000 EMP ID: 0000000  
NAME: JANE DOE  
ADDRESS: 41 WEST FABULOUS STREET 9K  
CITY: NEW YORK  
STATE: NY  
ZIP CODE: 10026  
TAX EXCL: J  
FICA CLS: A  
FED EXEMPT: C09  
STATE CITY EXEMPT: C09  
ADD FEDERAL TAX: \$100  
ADD STATE TAX: \$ 25  
YONKERS TAX:

UPDATED: 2010-02-08

\*\*\* PLEASE PRESS PF7 TO VIEW HISTORY RECORDS \*\*\*  
PF3 - PREV SCR PF7 - PREV REC PF8 - NEXT REC PF12 - APRL MENU

You are now looking at the Personal Data History Screen for the employee you selected. This screen provides you with personal data for this employee. Below is a sample of the information provided on this screen:

- |  |  |
|--|--|
| <input type="radio"/> Social Security Number               | <input type="radio"/> Employee ID                        |
| <input type="radio"/> Name                                 | <input type="radio"/> Address                            |
| <input type="radio"/> City                                 | <input type="radio"/> State                              |
| <input type="radio"/> Zip code                             | <input type="radio"/> Tax Excl Code                      |
| <input type="radio"/> FICA class                           | <input type="radio"/> Federal Exempt Code                |
| <input type="radio"/> State/City Exempt Code               | <input type="radio"/> Additional Fed Tax (if applicable) |
| <input type="radio"/> Additional State Tax (if applicable) | <input type="radio"/> Yonkers Tax (if applicable)        |

## 5.9 Hourly (Z Bank) Processing

### Data Entry of Z Banks Hours

An Hourly is on a positive payroll. This means that actual work hours must be data entered for an hourly employee to effectuate payment. To data enter Z Bank hours, go to function '09' from the APRL Main Menu.

02/12/10 HB10C82	ADMINISTRATIVE PAYROLL SYSTEM MENU FUNCTION CODES	HB1MP82 HB1MS82
01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA - INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE - INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER
04 - LEAVE STAT CHANGE	- UPDATE	18 - CHECK CANCELLATION PROCESSING
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - PERSONAL DATA HISTORY
11 - PENDING DEDUCTION	- INQUIRY/UPD	25 - TRS ANNUITY PAYMENTS
12 - DP2001	- ADD/UPD/DEL	26 - RETIREMENT - INQUIRY/UPD
13 - ADDITIONAL COMP	- INQ/UPDATE	
14 - Z-BANK DAILY HIST	- INQUIRY	

DEPT CODE: F

FUNCTION CODE: 09      SSN ID: \_\_\_\_\_      EMP ID: \_\_\_\_\_

PF19 ==> REPORT SUBMISSION      PF20 ==> 9902 REPORT SUBMISSION  
ENTER ==> ACCESS REQUESTED SCREEN      PF6 ==> "N" ERRORS CLEAR ==> END SESSION

```

HB10C86 08/25/08 N.Y.C BOARD OF EDUCATION 16:41 HB1MS86
Z-BANK PAYROLL SYSTEM
DIST-CODE 00E690 MODE (S-SSN,P-EMP) S PAY PERIOD 08 23 08
      SUN MON TUE WED THR FRI SAT WEEK BI-WK
SSN HR MN TOT TOTAL
057-38-7838 0 00 0 00 0 00 7 00 7 00 0 00 0 00 PREV
SHAYS F 0 00 0 00 0 00 7 00 7 00 0 00 0 00 PREV 00:00

060-68-2654 0 00 0 00 0 00 0 00 0 00 0 00 0 00 PREV
SHEPROW G 0 00 0 00 7 00 7 00 7 00 7 00 0 00 PREV 00:00

062-56-5504 0 00 7 00 7 00 7 00 7 00 7 00 0 00 PREV
DEAN K 0 00 7 00 7 00 7 00 7 00 7 00 0 00 PREV 00:00

062-70-8507 0 00 7 30 7 30 7 30 7 30 7 30 0 00 PREV
ARIDAS C 0 00 7 30 7 30 7 30 7 30 7 30 0 00 PREV 00:00

067-52-5204 0 00 7 00 7 00 7 00 7 00 0 00 0 00 PREV
SWAMBACK D 0 00 7 00 7 00 7 00 7 00 0 00 0 00 PREV 00:00

ENTER-INQUIRY PF2-ADD PF3-PREV SCR PF4-PREV DATES PF5-UPDATE PF6-APPROVAL
PF7-PG BACK PF8-PG FORWARD PF9-PRINT PF10-CANCEL PF12-MENU CLEAR-EXIT
*** STILL MORE RECORDS TO VIEW ***

```

Enter the distribution code for the hourly employee and press **'Enter'**.

If you have only one distribution code with hourly employees, the system will retrieve that distribution code. However, if you are in charge of several distribution codes with hourly employees, the system will retrieve the first distribution code on your security profile.

If you have multiple employees in your distribution code, place an **'S'** to the left of the SSN and press **'F4'** to enter arrears for that employee.

HB10C86 08/25/08

N.Y.C BOARD OF EDUCATION  
Z-BANK PAYROLL SYSTEM

16:41

HB1MS86

DIST-CODE 00E690 MODE (S-SSN,P-EMP) S PAY PERIOD 08 23 08

	SUN	MON	TUE	WED	THR	FRI	SAT	WEEK BI-WK
SSN	HR MN	TOT TOTAL						
123-45-6789	0 00	0 00	0 00	7 00	7 00	0 00	0 00	PREV
GLOBAL	0 00	0 00	0 00	7 00	7 00	0 00	0 00	PREV 00:00
256-78-4564	0 00	0 00	0 00	0 00	0 00	0 00	0 00	PREV
LOCAL	0 00	0 00	7 00	7 00	7 00	7 00	0 00	PREV 00:00
456-44-4568	0 00	7 00	7 00	7 00	7 00	7 00	0 00	PREV
NATIONAL	0 00	7 00	7 00	7 00	7 00	7 00	0 00	PREV 00:00
987-45-1325	0 00	7 30	7 30	7 30	7 30	7 30	0 00	PREV
STATE	0 00	7 30	7 30	7 30	7 30	7 30	0 00	PREV 00:00
456-78-1231	0 00	7 00	7 00	7 00	7 00	0 00	0 00	PREV
METRO D	0 00	7 00	7 00	7 00	7 00	0 00	0 00	PREV 00:00

ENTER-INQUIRY PF2-ADD PF3-PREV SCR PF4-PREV DATES PF5-UPDATE PF6-APPROVAL  
PF7-PG BACK PF8-PG FORWARD PF9-PRINT PF10-CANCEL PF12-MENU CLEAR-EXIT

\*\*\* STILL MORE RECORDS TO VIEW \*\*\*

To update this record, press 'PF5'.

HB10C86 08/22/08 N.Y.C BOARD OF EDUCATION 15:47 HB1MS86  
Z-BANK PAYROLL SYSTEM

DIST-CODE 00G816 MODE (S-SSN,P-EMP) S PAY PERIOD 08 23 08  
SUN MON TUE WED THR FRI SAT WEEK BI-WK  
SSN HR MN TOT TOTAL  
000-00-0000 0 00 6 00 5 00 5 00 5 00 5 00 0 00 PREV  
PERSON J 0 00 5 00 5 00 5 00 5 00 5 00 0 00 PREV 50:00

ENTER-INQUIRY PF2-ADD PF3-PREV SCR PF4-PREV DATES PF5-UPDATE PF6-APPROVAL  
PF7-PG BACK PF8-PG FORWARD PF9-PRINT PF10-CANCEL PF12-MENU CLEAR-EXIT  
\*\*\* LAST RECORD IN DISTRIBUTION CODE \*\*\*

Enter the hours, if the hours are different from what is already on the screen.

HB10C86 08/22/08 N.Y.C BOARD OF EDUCATION 15:47 HB1MS86  
Z-BANK PAYROLL SYSTEM

DIST-CODE 00G816 MODE (S-SSN,P-EMP) S PAY PERIOD 08 23 08  
SUN MON TUE WED THR FRI SAT WEEK BI-WK  
SSN HR MN TOT TOTAL  
000-00-0000 0 00 6 00 5 00 5 00 5 00 5 00 0 00 PREV  
PERSON J 0 00 5 00 5 00 5 00 5 00 5 00 0 00 PREV 00:00

ENTER-INQUIRY PF2-ADD PF3-PREV SCR PF4-PREV DATES PF5-UPDATE PF6-APPROVAL  
PF7-PG BACK PF8-PG FORWARD PF9-PRINT PF10-CANCEL PF12-MENU CLEAR-EXIT  
\*\*\* LAST RECORD IN DISTRIBUTION CODE \*\*\*

If the hours are the same, enter '**R**' on the left of the Social Security Number of the employee and press the update key '**PF5**'. The system will repeat the hours the employee was for in the previous check.

All hours must be approved by the FMC closed date. To approve, users with approver access must login to the Z bank hours screen, retrieve and approve the data waiting for approval by pressing '**PF6**'.

## 5.10 Data Entry of Arrears (Z Bank Hours)

To enter arrears hours, from the APRL main menu, type **'09'** for function for the Z Bank Hours Screen. Enter the distribution code. Again, if you only have one distribution code with hourly employees assigned to your profile, that distribution code will automatically be retrieved. However, if you have several distribution codes with hourly employees assigned to your profile, the system will retrieve the first distribution code on your profile with hourly employees assigned to it.

HB10C86	08/22/08	N.Y.C BOARD OF EDUCATION				15:47	HB1MS86		
Z-BANK PAYROLL SYSTEM									
DIST-CODE 00G816		MODE (S-SSN,P-EMP) S			PAY PERIOD 08 23 08				
	SUN	MON	TUE	WED	THR	FRI	SAT	WEEK BI-WK	
SSN	HR MN	HR MN	HR MN	HR MN	HR MN	HR MN	HR MN	TOT	TOTAL
000-00-0000	0 00	6 00	5 00	5 00	5 00	5 00	0 00	PREV	
PERSON J	0 00	5 00	5 00	5 00	5 00	5 00	0 00	PREV 00:00	
ENTER-INQUIRY PF2-ADD PF3-PREV SCR PF4-PREV DATES PF5-UPDATE PF6-APPROVAL									
PF7-PG BACK PF8-PG FORWARD PF9-PRINT PF10-CANCEL PF12-MENU CLEAR-EXIT									
*** LAST RECORD IN DISTRIBUTION CODE ***									

Press **'PF4'** to retrieve the arrears date screen so that you can enter the hours to be paid for the previous period.

HB10C87

N.Y.C BOARD OF EDUCATION  
Z-BANK PREVIOUS HOURS DATA ENTRY

HB1MS87

SOC-SEC-NO ==> 000000000 JOB CODE ==> 1  
EMP ID ==> 0000000  
EMP NAME ==> PERSON  
DIST CODE ==> 00G816 SUPP-IND \_

	DATE		TIME	
	MM DD YY		HRS FRACT	
DATE WORKED ==>	00 00 00	TIME ==>	0 00	
DATE WORKED ==>	00 00 00	TIME ==>	0 00	
DATE WORKED ==>	00 00 00	TIME ==>	0 00	
DATE WORKED ==>	00 00 00	TIME ==>	0 00	

PF2-ADD PF3-PREV SCR PF5-UPDATE PF6-DELETE PF7-PG BACK PF8-PG FORWARD  
PF10-CANCEL PF12-MENU CLEAR-EXIT  
YOU MAY ADD THIS RECORD \* ENTER DATA \* PF2 KEY

Enter the dates to be paid and the hours to be paid for the appropriate day. Press **'PF2'** to add the record.

All records must be approved by the authorized approver by the FMC Close Date.

## 5.11 CIVIL SERVICE TITLE TABLE

02/12/10 HB10C82	ADMINISTRATIVE PAYROLL SYSTEM MENU FUNCTION CODES	HB1MP82 HB1MS82
01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA - INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE - INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER
04 - LEAVE STAT CHANGE	- UPDATE	18 - CHECK CANCELLATION PROCESSING
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - PERSONAL DATA HISTORY
11 - PENDING DEDUCTION	- INQUIRY/UPD	25 - TRS ANNUITY PAYMENTS
12 - DP2001	- ADD/UPD/DEL	26 - RETIREMENT - INQUIRY/UPD
13 - ADDITIONAL COMP	- INQ/UPDATE	
14 - Z-BANK DAILY HIST	- INQUIRY	
	DEPT CODE: F	
FUNCTION CODE: 07	SSN ID: _____	EMP ID: _____
PF19 ==> REPORT SUBMISSION	PF20 ==> 9902 REPORT SUBMISSION	
ENTER ==> ACCESS REQUESTED SCREEN	PF6 ==> "N" ERRORS CLEAR	==> END SESSION

Enter **'07'** as the Function Code to access the Civil Service Title Table (CST) and press **'Enter'**.

HB10C79

N. Y. C. BOARD OF EDUCATION  
TABLE MAINTENANCE

HB1MS79

TABLE NAME	ID	TABLE NAME	ID
CIVIL SERVICE TITLES	CST	C. B. U. CODES	CBU
CALENDAR FILE	CAL	DATA CODE FILE	DCD
CHECK DSB/CODES	DIS	EXTENDED SECURITY	EXT
ORGANIZATION CODES	ORG	SECURITY FILE	SEC
PMS PAY CODES	PAY	DEDUCTION CODES	DED
PMS DISTRIB CODES	DCF	SUPER TABLE LOCATION CODE	LOC
SCHEDULED WORK WEEK	SCH		

TABLE ID ==> CST

FOR SPECIFIC CST TITLE ENTER

BANK =>            TTL NO =>            PAY CLASS =>            PAY GRADE => \_\_\_\_

ENTER TABLE ID AND PRESS ENTER FOR DETAIL OR PF4 FOR TABLE LIST

TBL ID+ENTER=INQUIRY    **TBL ID+PF4=BROWSE LIST**    PF3=PREV    PF12=MAIN MENU

CLEAR=EXIT

To access the Browse screen from the Main Menu, Enter CST and press '**PF4**'.

HB10D20

ADMINISTRATIVE PAYROLL SYSTEM  
CIVIL SERVICE TITLES

HB1MP20  
HB1MD20

START TITLE: \_\_\_\_\_ CBU: \_\_\_\_ MODE: A (A/I)

TITLE	BANK	CLS	LVL	OVT	CBU	TITLE DESCRIPTION	STAT
A0085	H	A	L1	Y	047	ATTORNEY AT LAW	A
A0085	H	A	L2	Y	047	ATTORNEY AT LAW	A
A0085	H	A	L3	Y	047	ATTORNEY AT LAW	A
A0085	H	A	L4	N	047	ATTORNEY AT LAW	A
A0086	H	A		Y	047	AGENCY ATTORNEY INTERN	A
A0087	H	A	L1	Y	047	AGENCY ATTORNEY	A
A0087	H	A	L2	Y	047	AGENCY ATTORNEY	A
A0087	H	A	L3	N	047	AGENCY ATTORNEY	A
A0087	H	A	L4	N	047	AGENCY ATTORNEY	A
B0085	H	A	L1	Y	664	ATTORNEY AT LAW OJ/MBF	A
B0085	H	A	L2	Y	664	ATTORNEY AT LAW OJ/MBF	A
B0085	H	A	L3	Y	664	ATTORNEY AT LAW OJ/MBF	A
B0085	H	A	L4	Y	664	ATTORNEY AT LAW OJ/MBF	A

S+ENTER=TITLE DETAIL PF3=PREV PF7=BKWD PF8=FRWD

PF12=MAIN MENU CLEAR=EXIT

This screen will allow you to browse by the following fields:

- Title**
- CBU**
- Mode**

HB10D20

ADMINISTRATIVE PAYROLL SYSTEM  
CIVIL SERVICE TITLES

HB1MP20  
HB1MD20

START TITLE: **56057** CBU: \_\_\_\_ MODE: A (A/I)

---

TITLE	BANK	CLS	LVL	OVT	CBU	TITLE DESCRIPTION	STAT
56057	H	A		Y	498	COMMUNITY ASSOC	A
56057	H	I		Y	498	COMMUNITY ASSOC	A
56057	Z	O		Y	498	COMMUNITY ASSOC	A
56057	Z	W		Y	498	COMMUNITY ASSOC	A
56057	Z	X		Y	498	COMMUNITY ASSOC	A
56058	H	A		Y	498	COMM COORDINATOR	A
56058	Z	O		Y	498	COMM COORDINATOR	A
56058	Z	W		Y	498	COMM COORDINATOR	A
56058	Z	X		Y	498	COMM COORDINATOR	A
56060	H	A		Y	498	JR SCH NEIGH WKR	A
56060	Z	O		Y	498	JR SCH NEIGH WKR	A
56060	Z	W		Y	498	JR SCH NEIGH WKR	A
56060	Z	X		Y	498	JR SCH NEIGH WKR	A

---

S+ENTER= TITLE DETAIL PF3=PREV PF7=BKWD PF8=FRWD PF12=MAIN MENU CLEAR=EXIT

Enter the Title Code and press **'Enter'**. All payroll banks and pay classes within that title code will appear.

HB10D20

ADMINISTRATIVE PAYROLL SYSTEM  
CIVIL SERVICE TITLES

HB1MP20  
HB1MD20

START TITLE: \_\_\_\_\_ **CBU: 498** MODE: A (A/I)

---

TITLE BANK CLS LVL

OVT	CBU	TITLE	BANK	CLS	LVL	STAT
56056	H	A	Y	<b>498</b>	<b>COMMUNITY ASSISTANT</b>	A
56056	H	I	Y	498	COMMUNITY ASSISTANT	A
56056	Z	O	Y	498	COMMUNITY ASSISTANT	A
56056	Z	W	Y	498	COMMUNITY ASSISTANT	A
56056	Z	X	Y	498	COMMUNITY ASSISTANT	A
56057	H	A	Y	<b>498</b>	<b>COMMUNITY ASSOC</b>	A
56057	H	I	Y	498	COMMUNITY ASSOC	A
56057	Z	O	Y	498	COMMUNITY ASSOC	A
56057	Z	W	Y	498	COMMUNITY ASSOC	A
56057	Z	X	Y	498	COMMUNITY ASSOC	A
56058	H	A	Y	<b>498</b>	<b>COMM COORDINATOR</b>	A
56058	Z	O	Y	498	COMM COORDINATOR	A

---

S+ENTER=TITLE DETAIL PF3=PREV PF7=BKWD PF8=FRWD PF12=MAIN MENU CLEAR=EXIT

Enter the CBU and press 'Enter'. All titles within that CBU will appear.

HB10D20

ADMINISTRATIVE PAYROLL SYSTEM  
CIVIL SERVICE TITLES

HB1MP20

HB1MD20

START TITLE: \_\_\_\_\_ CBU: \_\_\_\_ **MODE: I (A/I)**

---

TITLE	BANK	CLS	LVL	OVT	CBU	TITLE DESCRIPTION	STAT
E0594	H	A	MX	N	772	C S E CHAIRPERSON	I
E0601	H	A	MX	N	772	COMM SUPT	I
E0601	H	A	M1	N	772	COMM SUPT	I
E0601	H	A	M10	N	772	COMM SUPT	I
E0601	H	A	M11	N	772	COMM SUPT	I
E0601	H	A	M12	N	772	COMM SUPT	I
E0601	H	A	M13	N	772	COMM SUPT	I
E0601	H	A	M14	N	772	COMM SUPT	I
E0601	H	A	M15	N	772	COMM SUPT	I
E0601	H	A	M2	N	772	COMM SUPT	I
E0601	H	A	M3	N	772	COMM SUPT	I
E0601	H	A	M4	N	772	COMM SUPT	I
E0601	H	A	M5	N	772	COMM SUPT	I

---

S+ENTER=TITLE DETAIL    PF3=PREV    PF7=BKWD PF8=FRWD PF12=MAIN MENU CLEAR=EXIT

On this screen you can inquire on the Mode by typing an 'A' for Active Titles or 'I' for Inactive Titles and press 'Enter'.

HB10C79		N. Y. C. BOARD OF EDUCATION		HB1MS79	
TABLE MAINTENANCE					
TABLE NAME	ID	TABLE NAME	ID		
CIVIL SERVICE TITLES	CST	C. B. U. CODES	CBU		
CALENDAR FILE	CAL	DATA CODE FILE	DCD		
CHECK DSB/CODES	DIS	EXTENDED SECURITY	EXT		
ORGANIZATION CODES	ORG	SECURITY FILE	SEC		
PMS PAY CODES	PAY	DEDUCTION CODES	DED		
PMS DISTRIB CODES	DCF	SUPER TABLE LOCATION CODE	LOC		
SCHEDULED WORK WEEK	SCH				

TABLE ID ==>> CST

FOR SPECIFIC CST TITLE ENTER

BANK => H      TTL NO => 56057      PAY CLASS => A      PAY GRADE => \_\_\_\_

ENTER TABLE ID AND PRESS ENTER FOR DETAIL OR PF4 FOR TABLE LIST

TBL ID+ENTER=INQUIRY      TBL ID+PF4=BROWSE LIST      PF3=PREV      PF12=MAIN MENU      CLEAR=EXIT

To access a Civil Service Title Code from the Main Menu, Enter CST, Enter the Payroll Bank, the Title Code, and the Pay Grade, if applicable, and press **'Enter'**.

HB10D21

ADMINISTRATIVE PAYROLL SYSTEM  
CIVIL SERVICE TITLE CODE UPDATE

HB1MD21  
HB1MD21

BANK H TITLE CODE **56057** PAY CLASS A PAY GRADE PASSWORD  
SF 05 DESCRIPTION COMMUNITY ASSOC

ELIGIBLE FOR OVERTIME (Y/N) Y ACTUAL HOURS (Y/N) N  
ADDITIONAL RATE STARTS AT 4000 C. B. U. 498 BOE/DC37 L372/NEIGH  
DEFAULT WAIVER 05 CRT DATE 2001-09-26 UPD DATE 9999-12-31  
CUR MAX COMP 074079 2009-03-03 EXP DATE 9999-12-31  
COMMENTS: \_\_\_\_\_

SEL EFFECTIVE <----- ENTER WORK WEEK IN REAL MINUTES ----->  
DATE 1 2 3 4 5 6 7 8

<b>S</b>	<b>030309</b>	3500	___	___	___	___	___	___	___
-	<b>030308</b>	3500	___	___	___	___	___	___	___
-	<b>030208</b>	3500	___	___	___	___	___	___	___
-	<b>020107</b>	3500	___	___	___	___	___	___	___
-	<b>080106</b>	3500	___	___	___	___	___	___	___

ENTER=INQUIRY PF2=ADD TTL PF3=PREV PF4=TTL BROWSE LIST PF5=UPD PF6=DEL EFF DATE  
PF9=ADD EFF DATE PF10=CANCEL PF11=EXP UPD PF12=APRL MENU CLEAR=EXIT  
TYPE "S" NEXT TO CONTRACT EFFECTIVE DATE, PRESS PF1 TO VIEW SALARY RANGE

This screen shows all the Civil Service Title contract effective dates. Select the appropriate contract effective date by entering 'S' next to the record and press 'F1'.

HB10D22

ADMINISTRATIVE PAYROLL SYSTEM  
CIVIL SERVICE TITLE SALARY UPDATE  
**CONTRACT EFFECTIVE DATE: 030309**

HB1MD22

HB1MD22

BANK H TITLE CODE 56057 PAY CLASS A PAY GRADE PASSWORD

SF 05 DESCRIPTION **COMMUNITY ASSOC**

PERCENTAGE INCR 040000 AGAINST CONTRACT YEAR 030308 PROM GUARANTEE 001094

**OVERTIME FACTORS: WW-CO 1.0 ADD 1.5 SAT 1.5 SUN 1.5 HOL 0.5**

**COMMENTS:** \_\_\_\_\_

**WORK HIR 1 HIR 2 MIN 1 MIN 2 MAX 1 MAX 2 SAL ST SAL ST SAL ST**

WEEK	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	1ST YR	2ND YR	3RD YR	
3500	032237	N/A	037072	N/A	053649	N/A	N/A	N/A	N/A	N/A

**ENTER=INQUIRY PF3=PREV PF4=TITLES LIST PF5=UPDATE PF7=PREV CONTRACT DATE  
PF8=NEXT CONTRACT DATE PF9=N/T SALARY TBL PF12=APRL MENU CLEAR=EXIT**

The Salary Range Screen will provide you with all the details for this contract effective date. The following are some of the information available on this screen:

- o Contract Effective Date
- o Title Description
- o Suffix Code
- o Overtime Factors
- o Comments
- o Work Week Hours
- o Hiring Salary
- o Minimum Salary
- o Maximum Salary
- o Salary Steps

## **Section 6 -**

### **Payroll Benefits Programs**

#### **6.1 Electronic Funds Transfer (EFT)**

##### **6.1.1 Enrollment in the EFT Program:**

DIRECT DEPOSIT – Electronic Funds Transfer, also known as Direct Deposit, is a feature that is available to all employees except Co-op students. However, all UFT Members are required to be enrolled in the EFT program. The enrollment period is September through May; employees can enroll by accessing the application via the DOE Payroll Portal at:

<https://payrollportal.nycboe.net> (select the Employee Self Service option).

Alternatively, employees can complete the paper application and submit it to the EFT Unit. The form can be found at:

<http://schools.nyc.gov/documents/d75/related/otpt/admin/dirdepnepayf.pdf>

Please note that direct deposit of an employee's check will commence 2-3 pay periods from the date of enrollment as long as the account information provided to the DOE is correct and valid.

##### **6.1.2 Cancellation, Change, or Closing of EFT Account**

An employee may cancel his/he enrollment in the EFT program at anytime up to May 15th of any given year. Access to the application is not available between May 16th and the end of August. Once summer checks have been issued (around the end of May) the bank and/or account designation cannot be updated or changed.

If an employee changes the designated account for his/her direct deposit s/he should not close the old account. Rather the old account should be kept open until the change takes effect (and monies have been deposited into the newly designated account).

If an account is closed and the DOE attempts to deposit an employee's check to said account it will be rejected. The employee's financial institution will return the funds to the DOE; this generally takes 5-7 business days. It is important to note that emergency checks should not be issued in these instances. Also, if the employee decides to close the account to which his/her salary is being deposited, s/he should cancel his/her enrollment in the EFT program prior to the closure of the account. This will ensure that paper checks are generated for the employee instead of the direct deposit action being rejected due to the fact that the account is closed.

Payroll Secretaries must immediately cancel direct deposit for employees on leave, terminated or retired to avoid overpayments in EIS screen 9.6.5. Payroll secretaries have until 12 noon on the EFT stop payment deadline to stop employee direct deposit check in EIS screen 9.6.6.

A reversal request form must be faxed to EFT unit after stop payment deadline. A letter with employee authorization must be sent with request if after five days of check date. All paperwork submitted to EFT must be originals, no fax or photocopies. Pre-printed name must be on a voided check.

For further information contact the Payroll Benefits program at 718-935-3545.

## **6.2 Transit Benefit Program**

### **6.2.1 WAGeworks**

The Commuter Benefits Programs provides various commuter plans offering up to \$230 in pre-taxed deductions. Program is accepted at transit providers throughout the New York metropolitan area, including but not limited to, LIRR and Metro-North and New Jersey Transit. Enrollment is processed through the EIS system and take 1-2 pay periods for deductions to begin. A stored valued commuter card is mailed to the employee or employee can register, directly with Wageworks, to have monthly transportation pass mailed to the address they provided us.

It is important that employee provide a complete address, including apartment number, telephone number and a valid email address.

Employees must enroll on the DOE payroll portal – Employee Self Service (ESS) [www.payrollportal.nycboe.net](http://www.payrollportal.nycboe.net) or submit an application to NYCDOE –

Transit Benefit Programs  
65 Court Street – Room 1003  
Brooklyn, NY 11201

or faxed application to 718-935-3702.

Applications can also be walked-in Monday – Friday 2:00 - 4:30 pm. (10:00 am – 4:00 pm Midwinter, Easter and Summer breaks)

Applications are available at the walk-in desk or can be downloaded from the payroll portal or from the DOE website.

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayrollAdministration/KeyDocuments/PayrollForms.htmformforfro>

Employee must call the Wageworks office if their commuter card is not received in 2-3 weeks of enrollment, to check account balance or to report *the Wageworks* card lost or stolen. The

Wageworks number is 1-877-924-3967 – Employees will need to know their reference number, social security numbers are not provided to Wageworks. The reference number is not the EIS/File number; it is located on employee’s pay stubs or in the DOE payroll system (EIS/APRL). The last four digits of this number is the pin number, needed to activate the Wageworks commuter card.

If employee loses their transportation card *i.e. Metrocard* – They must report the card lost or stolen to the vender where the card was purchased *i.e. MTA* – When submitting claim, employee can request to have the unused funds be refunded to their Wageworks account. Employee can get detailed information about the program by logging into [www.getwageworks.com/nyc](http://www.getwageworks.com/nyc)

### **6.2.2 CANCELLATION/CHANGE OF ADDRESS**

The same enrollment form is used to change address and cancel program by checking the box for the requested action, enter Social Security number and signing application.

All Applications can be downloaded from web payroll system/payroll portal or [www.schools.nyc.gov](http://www.schools.nyc.gov)

### **6.3 529 COLLEGE SAVINGS PROGRAM**

A 529 college savings program is a tax-advantaged savings plan that enables you to invest through payroll deductions for college, free of federal and, sometimes, state income taxes.

An account must be opened with Mellon Bank.

A copy of bank statement with account number must be attached to the payroll enrollment application.

To get information and to open an account, log on to [www.nysaves.org](http://www.nysaves.org) or call 1-877-NYSAVES.

To download payroll deduction application, log on to [www.schools.nyc.gov](http://www.schools.nyc.gov)

For more information contact the Payroll Benefit’s Program 718) 934-3545

### **6.4 W-2**

W-2’s are distributed on or before January 31<sup>st</sup> of each year. W-2’s for active employees are sent to the schools for distribution. W-2’s for inactive employees are mailed to address in EIS. Employees are advised to update their address with HR connect at 718-935-4000 or on the payroll portal.

Request for duplicate copies of W-2's and corrections, can be submitted by calling HR connect or faxing request form to 718-935-3262. Forms are located on the payroll portal. Payroll secretaries are responsible for returning all W-2s sent to the incorrect school. W2's are returned to:

**W-2 Unit  
65 Court Street -Room 1401  
Brooklyn, NY 11201**

## **6.5 Workers Compensation**

(as of April 2011)

### **6.5.1 Procedures for Submitting a Claim**

#### **Introduction**

Workers' Compensation laws are enacted to protect employees against loss of earning power through injury sustained in their employment. Workers' Compensation is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job.

The NYC Dept of Education's Workers' Compensation Unit is committed to providing the dedicated service necessary to ensure that claims are submitted expeditiously and accurately.

- All non-pedagogical titles are covered by WC.

Some of the titles that are covered by WC but are not limited to are:

Paraprofessional (Subs also)  
School Aide  
Therapist & Nurses  
SAPIS  
Administrative Titles

All pedagogical titles file for LODI and are handled by HR Connect.  
When in doubt, contact the WC unit for assistance.

- All injuries/accidents must be reported to the employer and documented immediately. Many employees are reluctant to notify their employer they had an injury because the extent of their injury is minor, there was no lost time and because they do not want to be bothered with the paperwork. By Law, all work related injuries must be reported/filed within 10 days from the date of the injury however, the State WC Board will accept a claim for up to 2 years from the date of the accident.
- Employer cannot approve/disapprove a WC claim.

## **6.5.2 Important Facts about Workers' Compensation**

If the employer feels that the WC claim is fraudulent and should be contraverted, it is suggested that a letter is mailed to the insurance carrier for review explaining the reason why.

### **6.5.2.1 Responsibilities**

- C3 form

The C3 form is the "Employee's Report of Injury" form and it is the responsibility of the employee to submit and mail the C3 form to the State Workers' Compensation Board. By Law, the C3 form must be submitted to the State Workers' Compensation Board within 2 years from the date of accident.

- Insurance Carrier

The City of New York Law Department is the insurance carrier for workers' compensation recipients. The carrier case number will be mailed to the employee once they have reviewed the C2 form. All bills, authorizations, surgeries, therapies and prescriptions are to be mailed to the Law Dept for approval and payment. The employee may not use their personal insurance however, should they incur out of pocket expenses, and it should be mailed to the Law Department for reimbursement.

- Reimbursement of wages and sick time

The rate for reimbursement of wages and sick time will be determined by the State WC Board based on the degree of disability and the employee's rate of pay. All restorations are processed by the WC Unit and then notification is made to the payroll secretary via mail.

### **6.5.3 Rights & Responsibilities for the Employer**

- Notice of Compliance\*

By Law, these notices must be posted somewhere in the work place where the employee can view them, preferably by the time clock or posted in a bulletin board.

This notices advise the employee who their insurance carrier is should they have a work related injury on the job.

- Claimant Information Packet\*

The NY State WC Board has compiled a packet that consist of reading materials and forms that the employee is responsible for submitting to the WC Board. It is to be provided to the employee every time they have an accident on the job. In this packet the employee will receive the C3 form.

#### **6.5.4 Responsibility of the Employer**

- Notice of Compliance\*

By Law, these notices must be posted somewhere in the work place where the employee can view them. preferably by the time clock or posted on a bulletin board. These notices advise the employee who their insurance carrier is should they have a work related injury on the job.

- Claimant Information Packet\*

The NY State WC Board has compiled a packet that consist of reading materials and forms that the employee is responsible for submitting to the WC Board. It is to be provided to the employee every time they have an accident on the job. In this packet, the employee will receive the C3 form

- C2 form

It is the responsibility of the employer to submit the C2 form on line and is accessible only thru the Payroll Portal. If the employee submits their own C2 form, the Law Dept will reject the claim.

- Timekeeping

It is critical that all timekeeping entries relating to WC are accurate as to avoid overpayments.

\*Click here to print the Notices of Compliance, Claimant Information Packet and other forms.

## 6.5.5 Documents to Print

untitled - Paint

File Edit View Image Colors Help

File Edit GO TO Favorites Help

★ Favorites Welcome to NYCBOE Portal ... Welcome to NYCBOE Portal ... Welcome to NYCBOE Portal ... Free Hotmail Web Slice Gallery Customize Links

http://schools.nyc.gov/NR/rdonlyres/20DC4777-4599...

1 / 1 102% Find

**NYC**  
Department of  
Education  
*Cathleen P. Black, Chancellor*

**Employer**

- In accordance with the New York State Workers' Compensation Laws, print and post in the workplace:
  1. [C-105 Notice of Compliance-Workers' Compensation Law](#)
  2. [DB-120 Notice of Compliance-Disability Benefits Law](#)
- Provide injured employee the following:
  - [Claimant Information Packet \(C3 form included\)\\*](#)
  - [Comprehensive Injury Report](#) (May be substituted with OORS Report)
  - [WCD 23](#) (Employee's Notice of Injury)
  - [DP 2002](#) (Selection of Option) *Only if absence goes beyond the first five days.*
  - [Employee's FAQ](#)
  - [Workers' Compensation Contact Information](#)

\*The C3 form (Employee's Claim) must be mailed to the WCB District office within 2 years from the date of accident to: WCB District Office, PO Box 5205, Binghamton, NY 13902-5205.

- Notice of Compliance: Post in the workplace.
- Claimant Information Packet: Provide to the injured employee every time they have an accident on the job.

### **6.5.6 Timekeeping**

- **Date of the accident**  
In the event that the employee has to leave work to seek medical attention, the date of the accident is a regular paid day.
- **Non Chargeable Days**  
The employee may apply for up to the next five (5) consecutive working days as non chargeable days pending supervisory approval of the OP198/ PD 19 form. Anything beyond 5 days non-chargeable constitutes an overpayment. For all absences beyond the five days, the employee has as option on how they want their absences coded.
- **Option 1**  
Employee notifies payroll secretary that they are opting to use their accruals for the duration of their absences relating to WC. The employee has to contact their examiner at the Law Department to initiate the process of restoring their time. An employee can also go on Option 2 when they have exhausted their accruals.
- **Option 2**  
The employee opts not to use their accruals, or may not have any time therefore they will be payroll deducted. Depending on the length of the absence, the employee may have to apply for a leave of absence without pay. The leave of absence application must be accompanied with a copy of the C2 form and submitted to HR Connect for processing. The maximum time allowed for a leave of absence is one year. If the employee opts to go without pay, make certain their direct deposits is stopped. No one should be receiving a pay check if they are not using their time. For that reason, be cautious of those employees that are on “positive pay”.

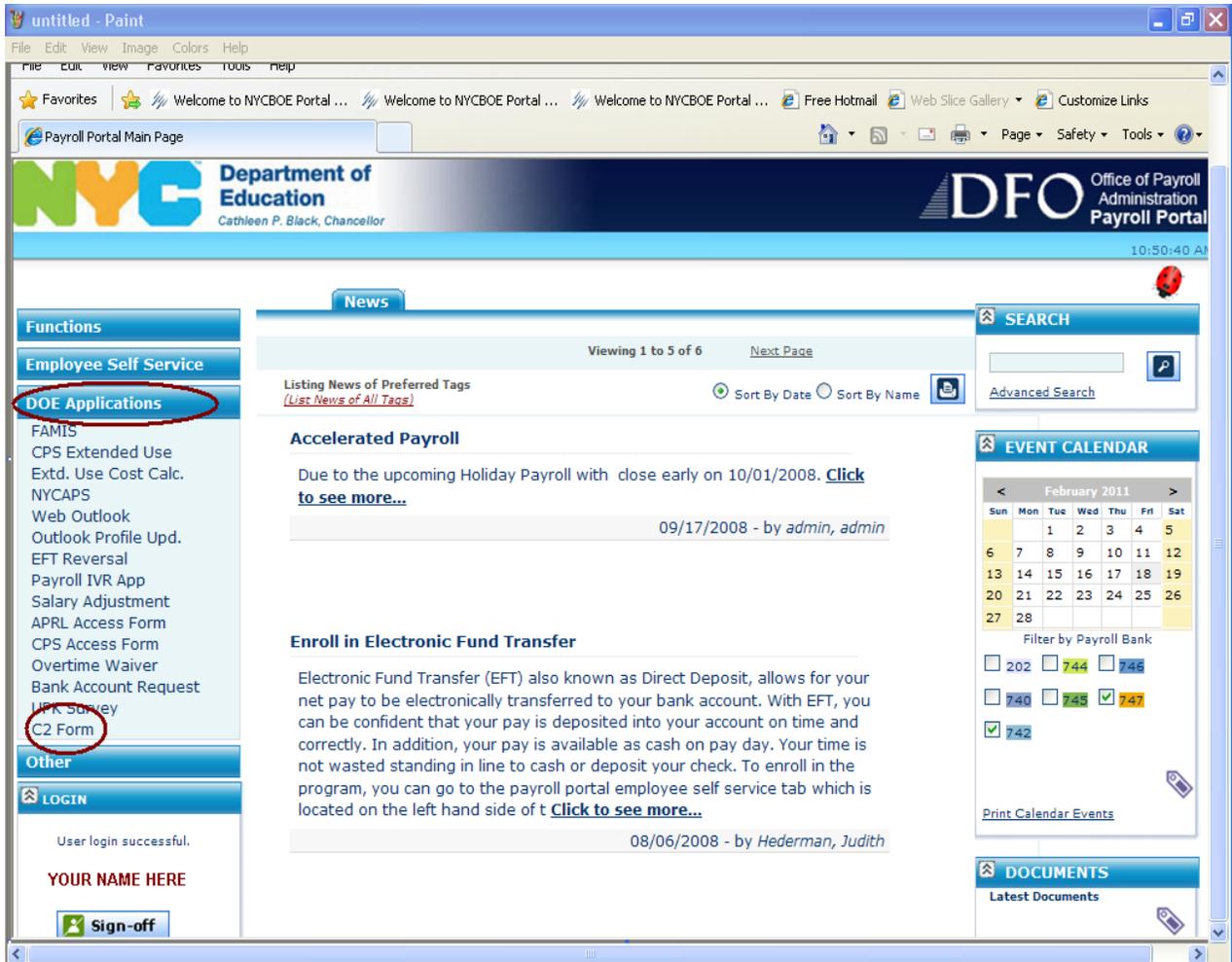
### **6.5.7 Submitting the C2 Form**

- Proceed to the Payroll Portal
- Enter your Outlook/Network ID and password and Sign-in

The screenshot shows the NYC Department of Education Payroll Portal. The browser window title is 'untitled - Paint'. The page header includes the NYC Department of Education logo and the DFO Office of Payroll Administration logo. The main navigation menu on the left includes 'Functions', 'Employee Self Service', 'DOE Applications', and 'C2 Form'. The 'C2 Form' section has a 'LOGIN' button circled in red. The 'News' section displays a list of news items, including 'test 202', 'TESTING', and 'Accelerated Payroll'. The 'EVENT CALENDAR' section shows a calendar for February 2011 with a filter for Payroll Bank. The 'DOCUMENTS' section lists 'Waiver test' and 'W2 Correction Form2'.

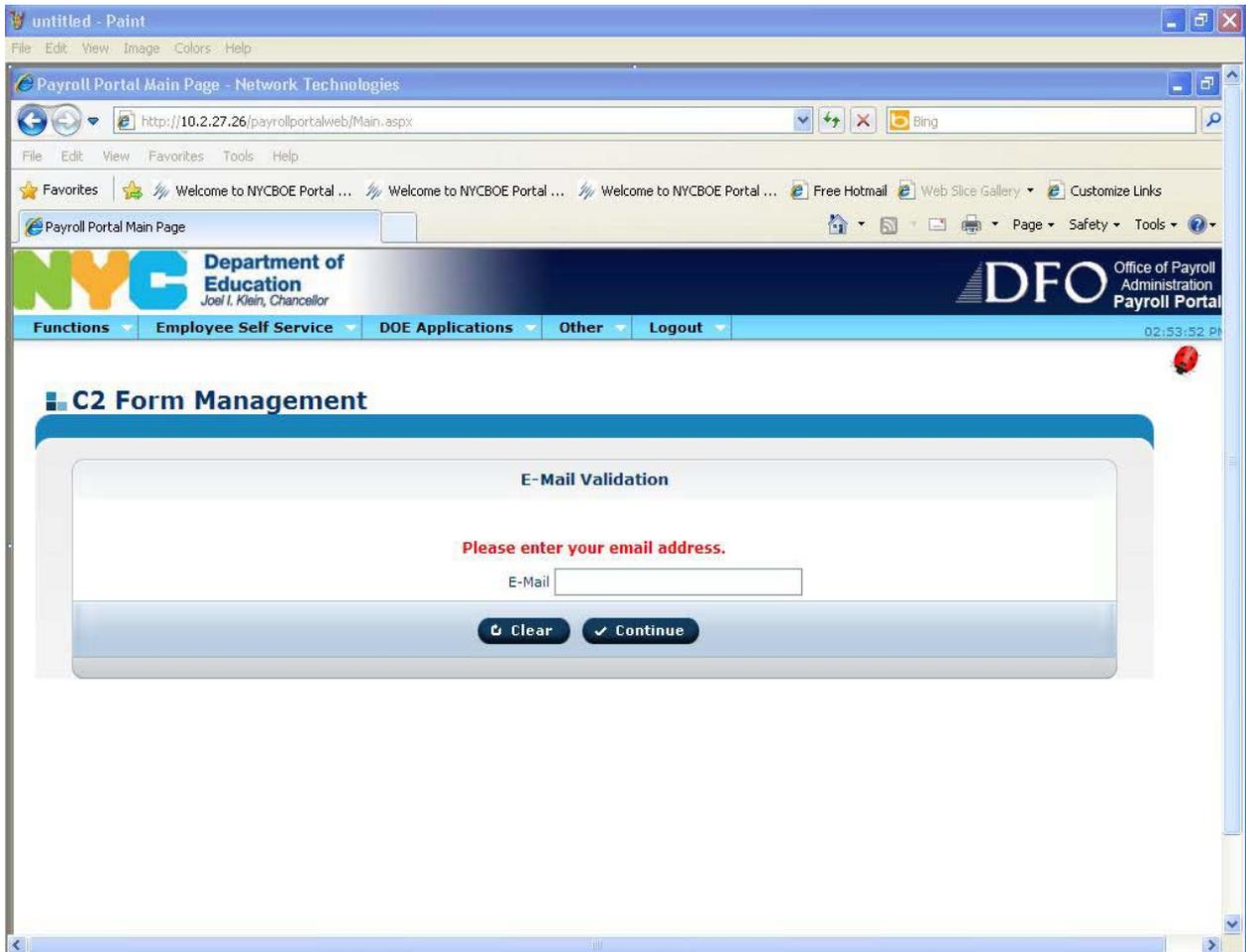
Click and proceed to:

- DOE Applications
- C2 Form

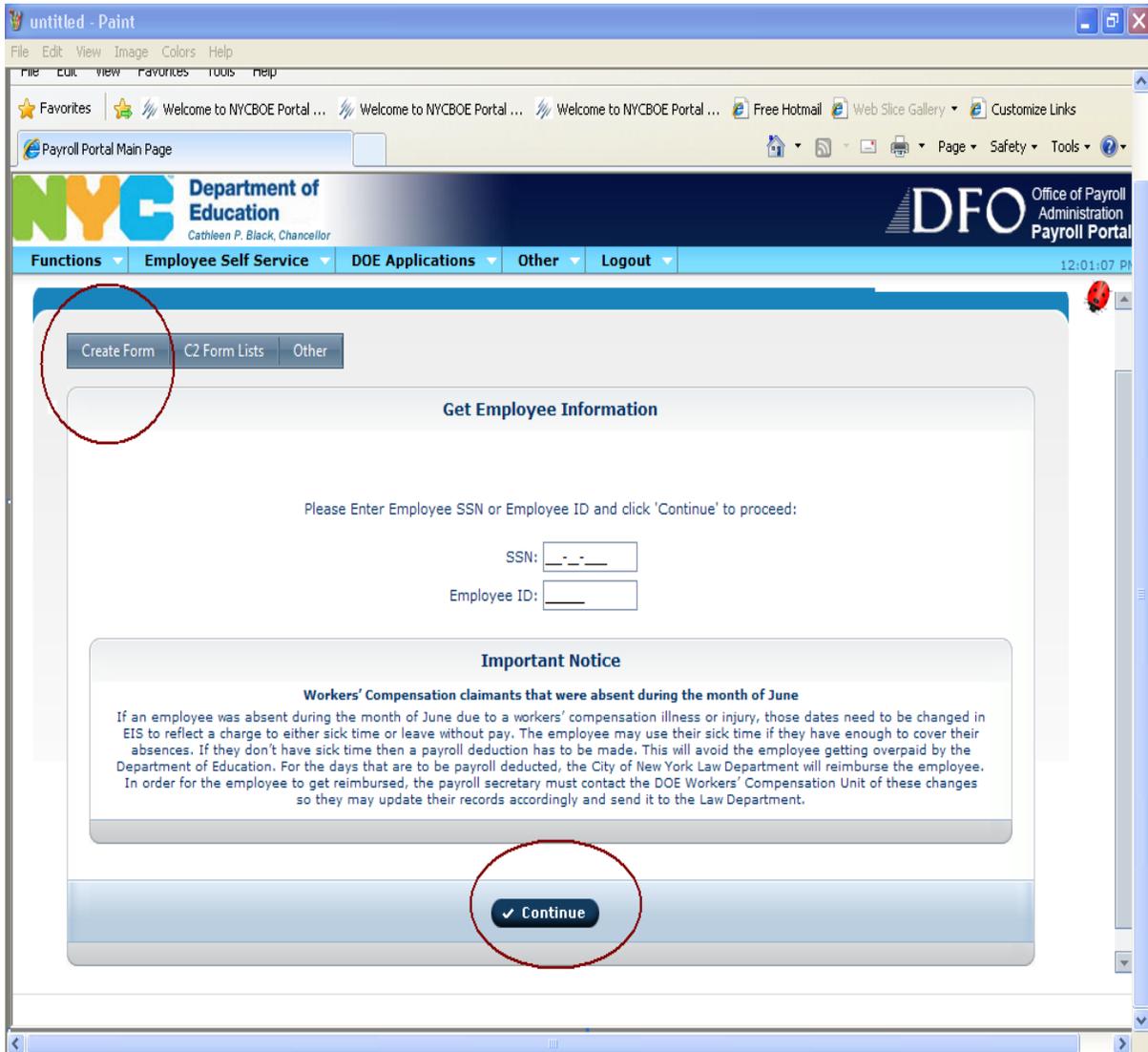


### 6.5.8 E-Mail Validation & Retrieving Data

- Enter your DOE E-Mail address in full. (JDOE@SCHOOLS.NYC.GOV)
- Continue

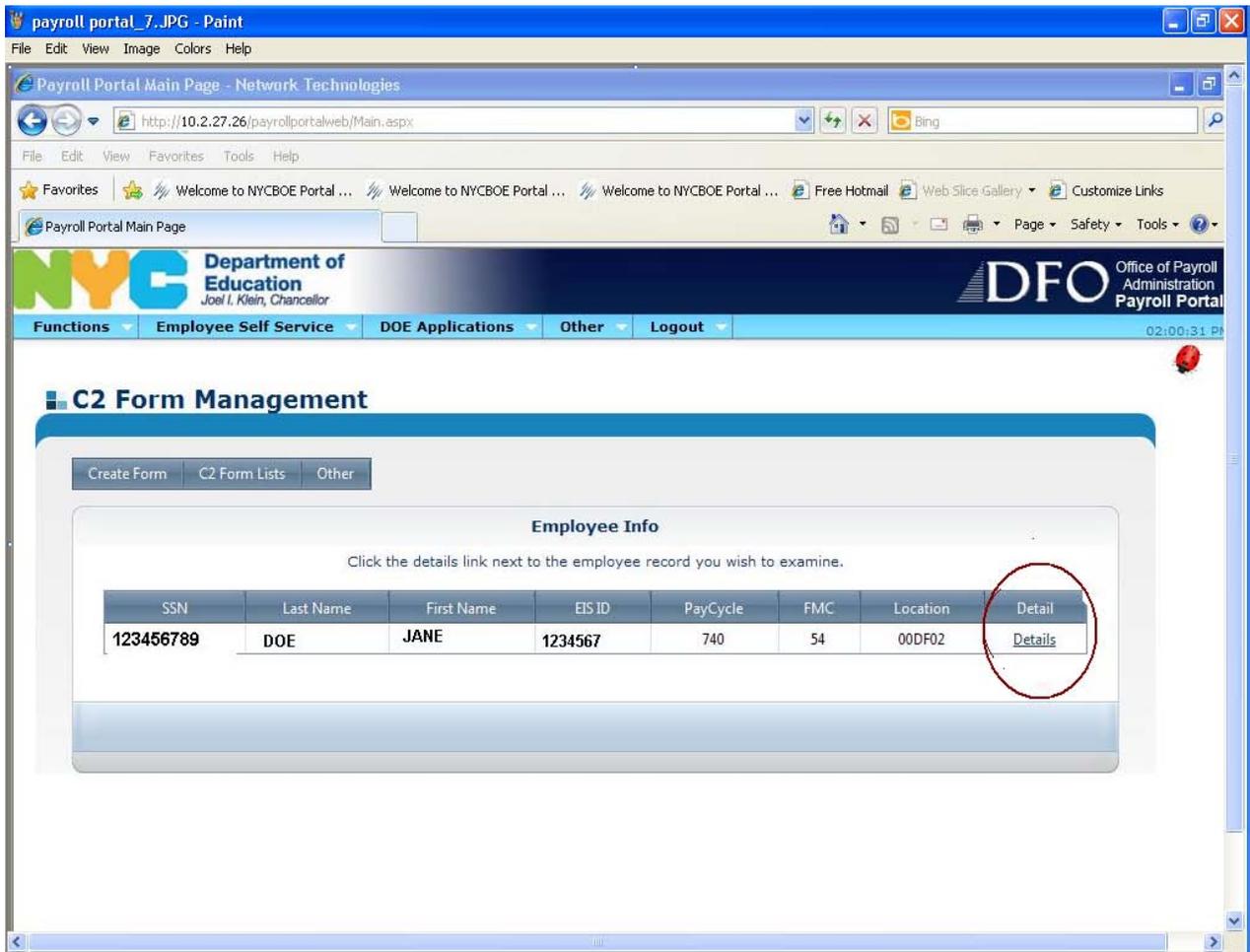


- Create Form: You may create a new C2 form by entering the employee's ID or social security number. The system will retrieve the employee's personal information and self populate the data onto the C2 form.
- Continue: To proceed.

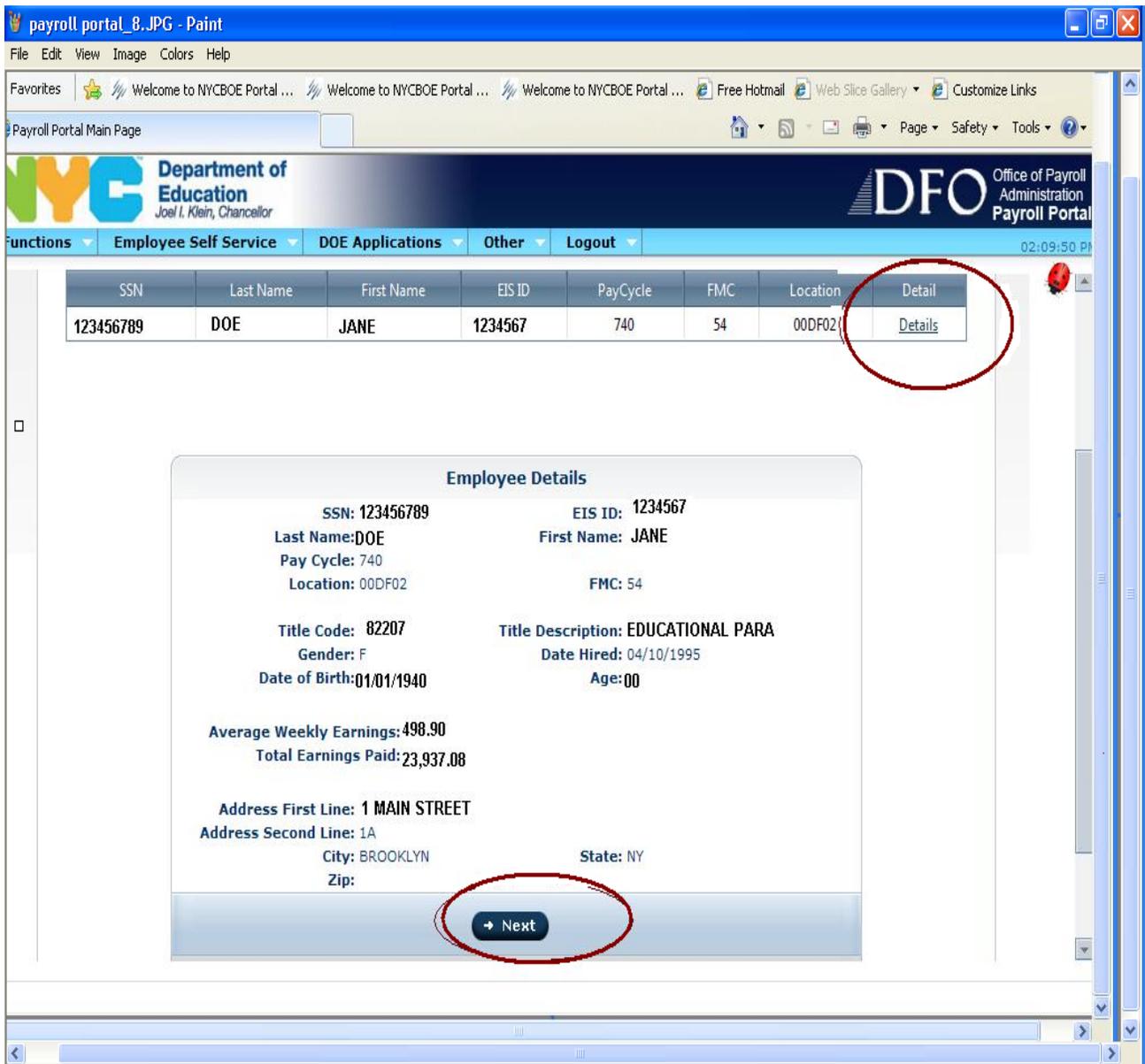


## Retrieving Employee Data (continued)

Make sure the employee's name is correct then click on Details.



Additional data is provided. If accurate, click on Next.



### 6.5.9 Entering Data

- Date of accident:
  - You may use the Pop-Up calendar or enter the date manually.
- Employer:
  - Enter the name of the school /site/office and not "Dept of Ed".
- Nature of Business:
  - Enter "Education".
- Section B:
  - Fields are already completed with the insurance information

6.JPG - Paint

Payroll Portal Main Page - Network Technologies

http://10.2.27.26/payrollportalweb/Main.aspx

File Edit View Favorites Tools Help

Payroll Portal Main Page

NYC Department of Education  
Catheleen P. Black, Chancellor

DFO Office of Payroll Administration Payroll Portal

Functions Employee Self Service DOE Applications Other Logout

Create Form C2 Form Lists Other

C2 Form - Step 1

Date of Injury/Illness 2/1/2011 CAN USE POP-UP CALENDAR

**A. EMPLOYER INFORMATION**

Employer NAME OF SCHOOL \* Employer FEIN 13-6400434 \*

Mailing Address 1 MAIN STREET \*

City BROOKLYN \* State NY \* Zip 11111 \*

Location Address (if different)

City State Zip

Phone Number 777-777-7777 \* Nature of Business or Industry Code EDUCATION \*

**B. INSURANCE CARRIER / SELF - INSURED EMPLOYER**

Carrier/Group Name CITY OF NEW YORK LAW DEPT Board W Number W 824009

Phone Number 718-222-5100

**C. EMPLOYEE'S PERSONAL INFORMATION**

## Entering Data (continued)

- Section C:
  - Self populated with the employee's personal information.
- Save & Continue:
  - Allows you to save the data and proceed to the next section. Because the C2 form consists of three pages, the form has been divided into five sections.

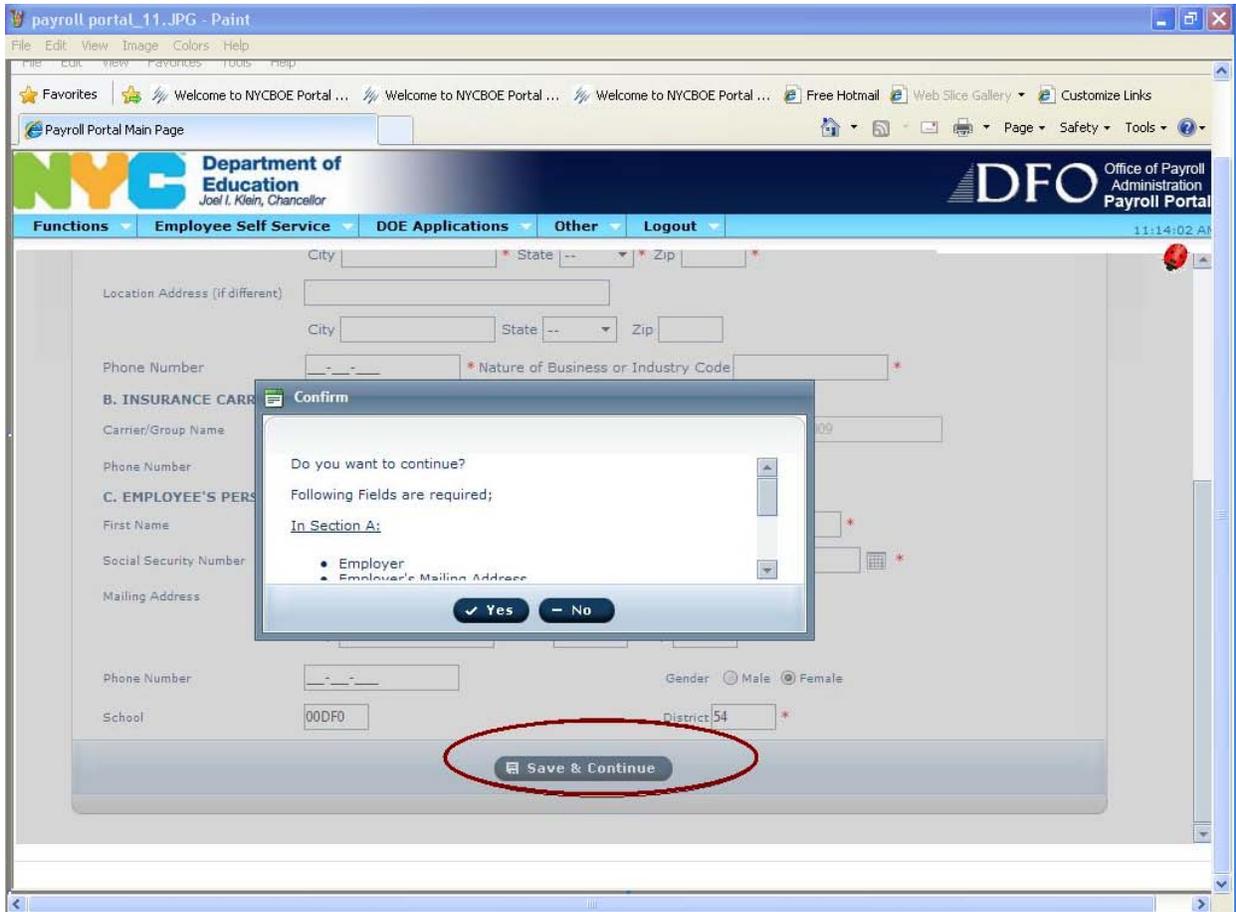
The screenshot shows a web browser window displaying a payroll portal form. The browser's address bar shows the URL: `http://10.2.27.26/payrollportalweb/Main.aspx`. The page header includes the NYC Department of Education logo and the Office of Payroll Administration Payroll Portal. The form is divided into several sections:

- Location Address (if different):** City: BRUNX, State: NE, Zip: 11111.
- Phone Number:** 111-111-1111.
- Nature of Business or Industry Code:** EDUCATION.
- B. INSURANCE CARRIER / SELF - INSURED EMPLOYER:** Carrier/Group Name: CITY OF NEW YORK LAW DEPT, Board W Number W: 824009, Phone Number: 718-222-5100.
- C. EMPLOYEE'S PERSONAL INFORMATION:** First Name: JANE, Last Name: DOE, Social Security Number: 123456789, Date of Birth: 01/01/0000, Mailing Address: 1 MAIN STREET, City: BROOKLYN, State: NY, Zip: [blank], Phone Number: 718-777-7777, Gender: Female, School: K001, District: 13.

A red circle highlights the section title "C. EMPLOYEE'S PERSONAL INFORMATION". Another red circle highlights the "Save & Continue" button at the bottom of the form.

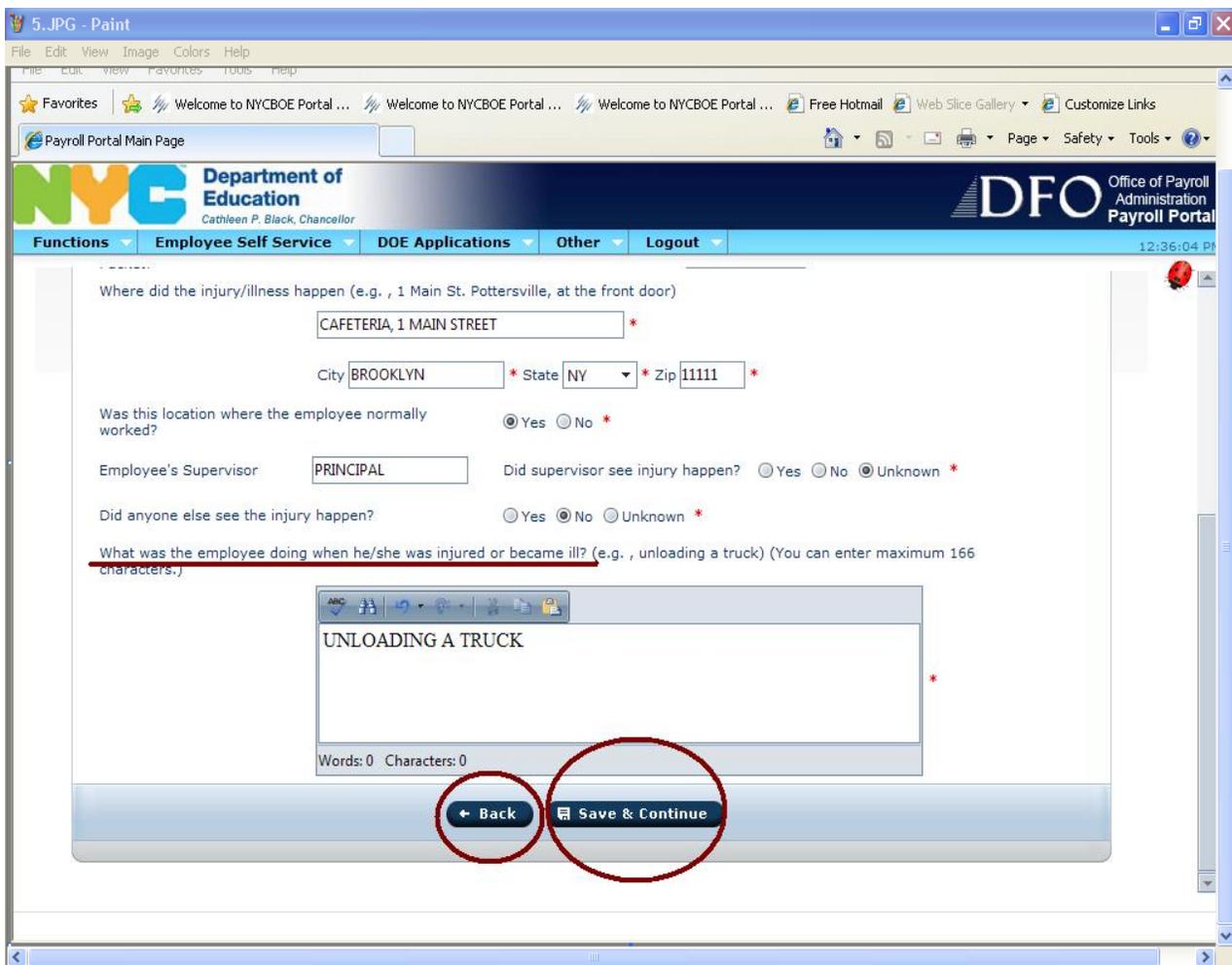
**Asterisks:**

- Mandatory fields must be completed. If left blank you will get a message warning you that these fields are missing data. You may continue to the next section however, you will not be able to submit the C2 form unless these fields are completed.



### 6.5.9.1 Section 2

- **Field D:** There are certain fields that require a description and each field will have displayed the maximum of characters allowed. You will receive an alert if you have exceeded the maximum allowed.
- **Back:** Allows you to go back to previous section.



### 6.5.9.2 Time Field

- There are only two (2) fields that require time data. You may not enter the time manually. You must use the drop down menu and select the desired time. The time is provided in increments of five (5) minutes, therefore if you do not see the exact time desired, and round off the time to the nearest one provided.

payroll\_portal\_13.JPG - Paint

Payroll Portal Main Page - Network Technologies

http://10.2.27.26/payrollportalweb/Main.aspx

NYC Department of Education  
Joel I. Klein, Chancellor

DFO Office of Payroll Administration Payroll Portal

03:00:43 PM

### C2 Form Management

Create Form C2 Form Lists Other

#### C2 Form - Step 2

**D. EMPLOYEE'S INJURY OR ILLNESS**

Time of day employee began work? 7:40 AM

Time of injury? 7:00 AM

Has the employee given you notice?  No \*

Notice was given to Principal

Date notice provided 1/27/2011 \*

Have you given the employee Packet?  No Give date 1/26/2011 \*

Where did the injury/illness happen? at the front door

State NY \* Zip 11201 \*

Was this location where the employee worked?  No \*

Time Picker		
5:00 AM	5:05 AM	5:10 AM
5:15 AM	5:20 AM	5:25 AM
5:30 AM	5:35 AM	5:40 AM
5:45 AM	5:50 AM	5:55 AM
6:00 AM	6:05 AM	6:10 AM
6:15 AM	6:20 AM	6:25 AM
6:30 AM	6:35 AM	6:40 AM
6:45 AM	6:50 AM	6:55 AM
7:00 AM	7:05 AM	7:10 AM

### 6.5.9.3 Claimant Information Packet

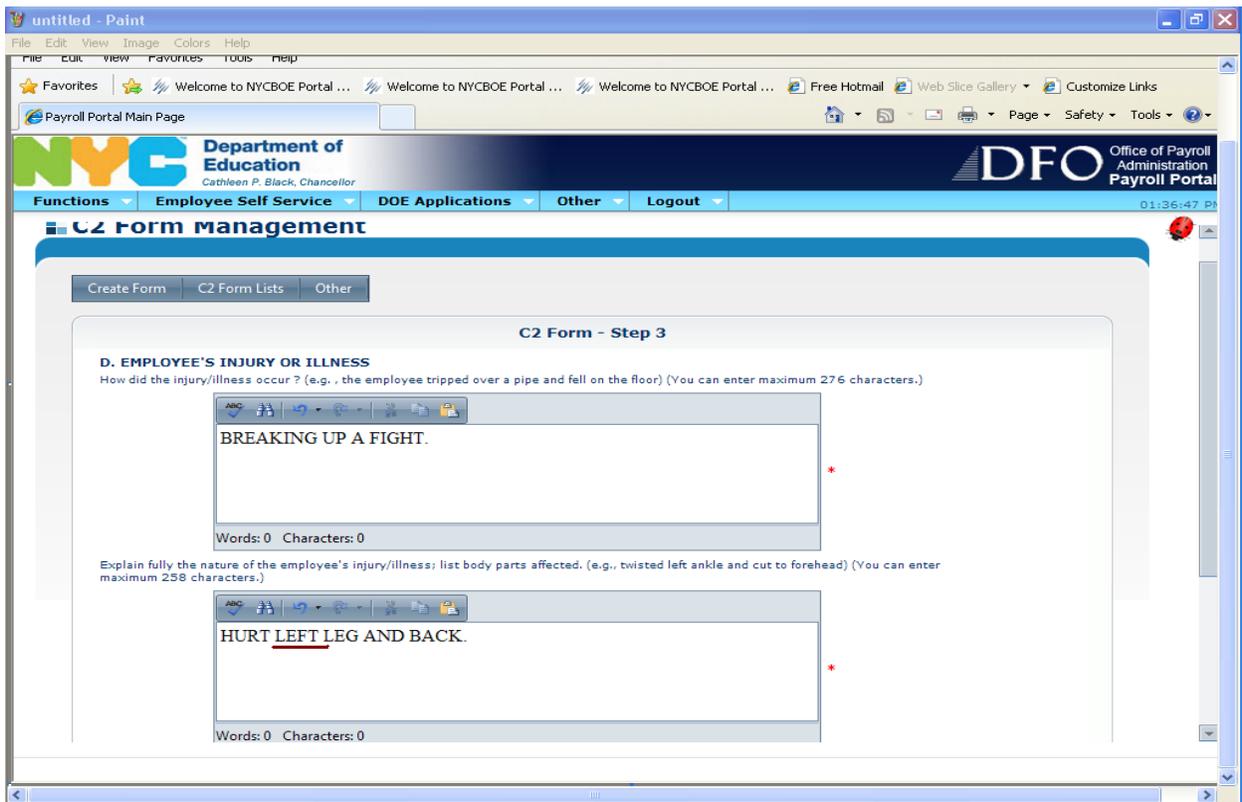
- There is a field on the C2 form that refers to the Claimant Information Packet. This packet can be found on the DOE WC website and is to be provided to the employee every time they have an accident on the job. In this field you must indicate if and when the Claimant Information Packet was given to the employee.

The screenshot shows a web browser window displaying the NYC Department of Education's C2 Form Management interface. The page is titled "C2 Form - Step 2" and is part of the "D. EMPLOYEE'S INJURY OR ILLNESS" section. The form contains the following fields and options:

- Time of day employee began work?**: 7:40 AM
- Time of injury**: 11:20 AM
- Has the employee given you notice of injury/illness?**:  Yes  No \*
- Notice was given to**: PRINCIPAL  orally  in writing **Date notice provided**: 2/2/2011 \*
- Have you given the employee a Claimant Information Packet?**:  Yes  No **Give date**: 2/15/2011 \*
- Where did the injury/illness happen (e.g. , 1 Main St. Pottersville, at the front door)**: CAFETERIA, 1 MAIN STREET \*
- City**: BRONX \* **State**: AL \* **Zip**: 11111 \*
- Was this location where the employee normally worked?**:  Yes  No \*
- Employee's Supervisor**: PRINCIPAL **Did supervisor see injury happen?**:  Yes  No  Unknown \*

### Entering Data (continued)

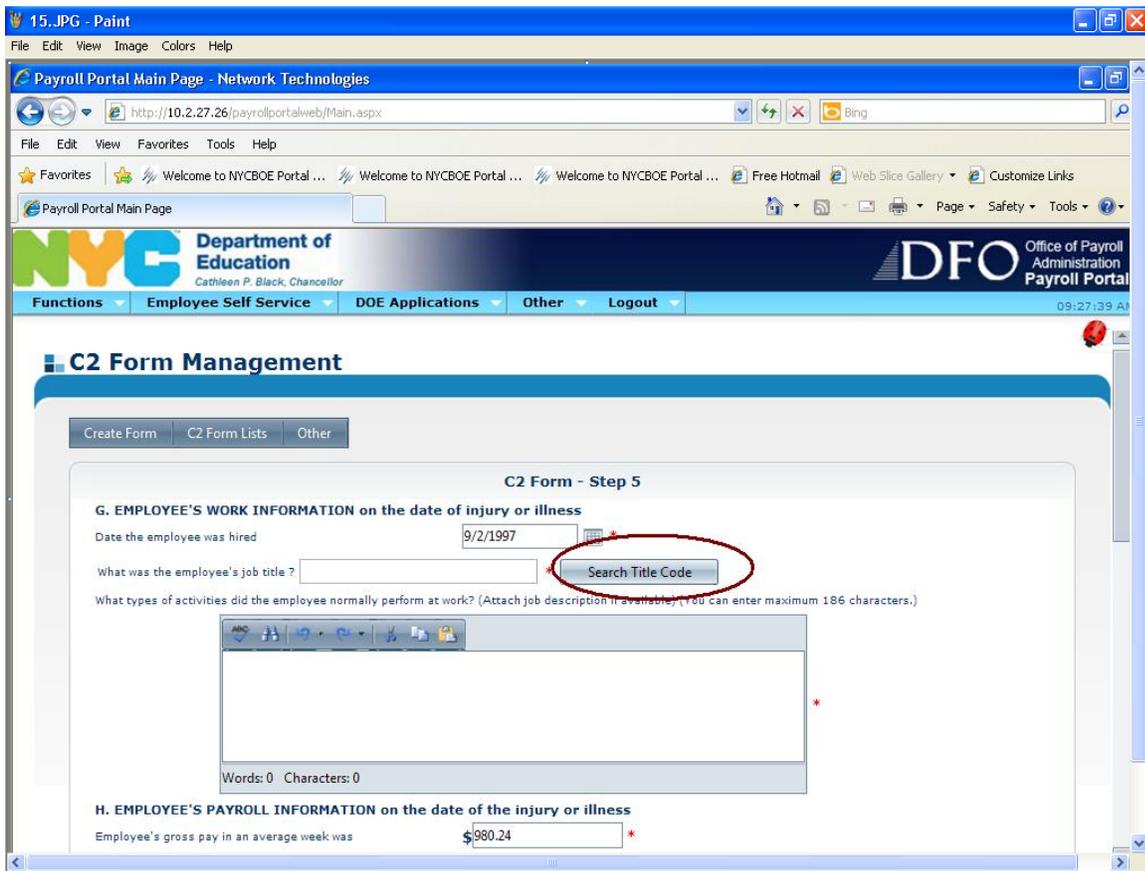
- **Section D:** The following field inquires as to the body parts that were injured only. When a limb has been injured, you must indicate whether it is the “left” or “right”.



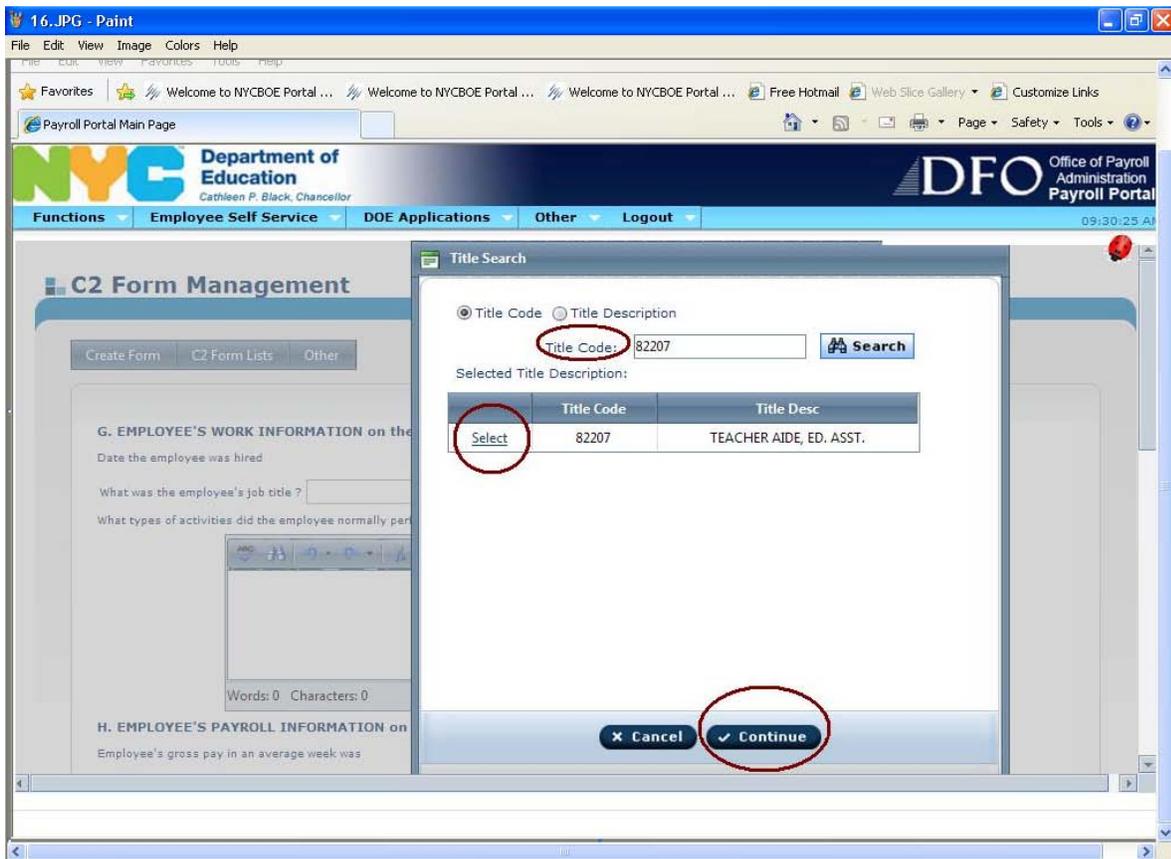
## 6.6 Employee's Title

(Only if Title Field did not self-populate)

In this field you may not type in the employee's title manually. You must use the **Search Title Code** box and refer to the [Title Code List](#) as a reference.



- **Title Code:**
  - Enter employee's title code using the "Title Code List" as a reference.
- **Search:**
  - Search after title code is entered.
- **Select:**
  - Select correct title.
- **Continue:**
  - Allows the title to populate onto C2 form.



### Entering Data (continued)

- **Field H:** You must indicate if the employee is a full time employee or other.
- **Additional Information:** Here you have the opportunity to include any other information that is relevant to the claim.

untitled - Paint

Payroll Portal Main Page - Network Technologies

http://10.2.27.26/payrollportalweb/Main.aspx

File Edit View Favorites Tools Help

NYC Department of Education  
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DFO Office of Payroll Administration Payroll Portal

Functions Employee Self Service DOE Applications Other Logout

Words: 3 Characters: 16

**H. EMPLOYEE'S PAYROLL INFORMATION on the date of the injury or illness**

Employee's gross pay in an average week was \$555.55 \*

Did the employee receive lodging or tips in addition to pay?  Yes  No \*

Employee's job was (Select one)   
 Please Select... \*  
 Please Select...  
 Full Time  
 Part Time  
 Seasonal  
 Volunteer  
 Other

Which days of the week did the employee usually work  
 Wed.  Thu.  Fri.  Sat.  Sun. \*

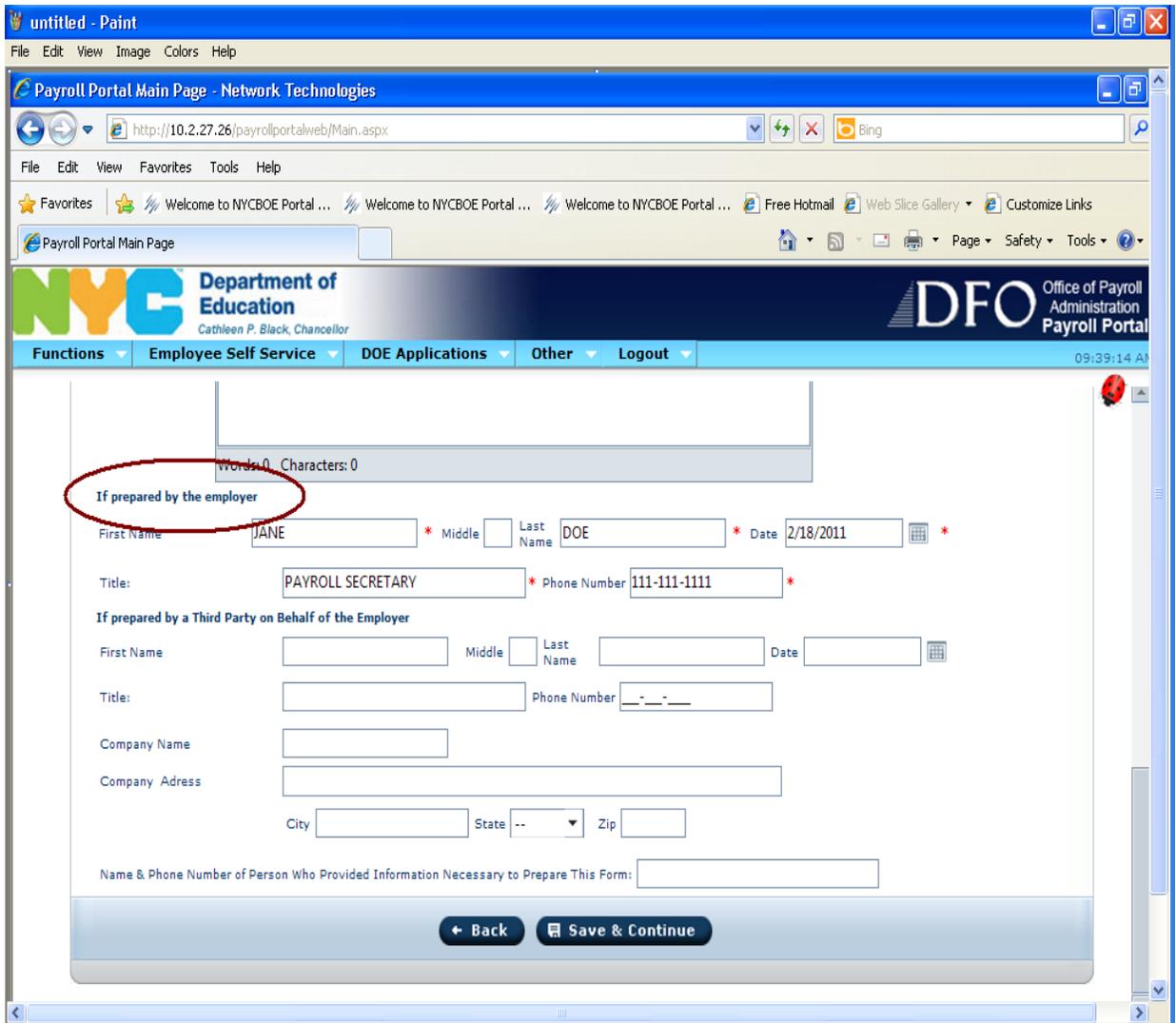
Was the employee paid for a full day on the day of the injury/illness?

Did the employee continue to be paid after the injury/illness?

**I. ADDITIONAL INFORMATION** (You can enter maximum 255 characters)

EMPLOYEE IS A SUBSTITUTE PARA; WAS NOT SCHEDULED TO WORK THE SUMMER

- **Signature:** The employee can not submit and sign the C2 form. It must be submitted by someone of a supervisory capacity and by doing so it does not imply that the employer agrees or witnessed the accident. Remember to sign your printed copy.



Once completed and you are ready to submit the C2 form, click on Save & Continue. If there are any mandatory fields that are incomplete, the program will alert you as to which fields they are and you will have to decide whether to finish the C2 or have it placed on the Draft List for a later time.

payroll\_portal\_18.JPG - Paint

File Edit View Image Colors Help

File Edit View Favorites Tools Help

★ Favorites Welcome to NYCBOE Portal ... Welcome to NYCBOE Portal ... Welcome to NYCBOE Portal ... Free Hotmail Web Slice Gallery Customize Links

Login Payroll Portal Main Page Payroll Portal Main Page

**NYC** Department of Education  
Joel I. Klein, Chancellor

**DFO** Office of Payroll Administration  
Payroll Portal

Functions Employee Self Service DOE Applications Other Logout 10:10:11 AM

EMPLOYEE IS A SUB AND ONLY WORKS WHEN CALLED.  
SCHEDULED TO WORK THE SUMMER.

Words: 9 Characters: 44

**If prepared by the employer**

First Name  \* Middle  Last Name  \* Date  \*

Title:  \* Phone Number  \*

**If prepared by a Third Party on Behalf of the Employer**

First Name  Middle  Last Name  Date

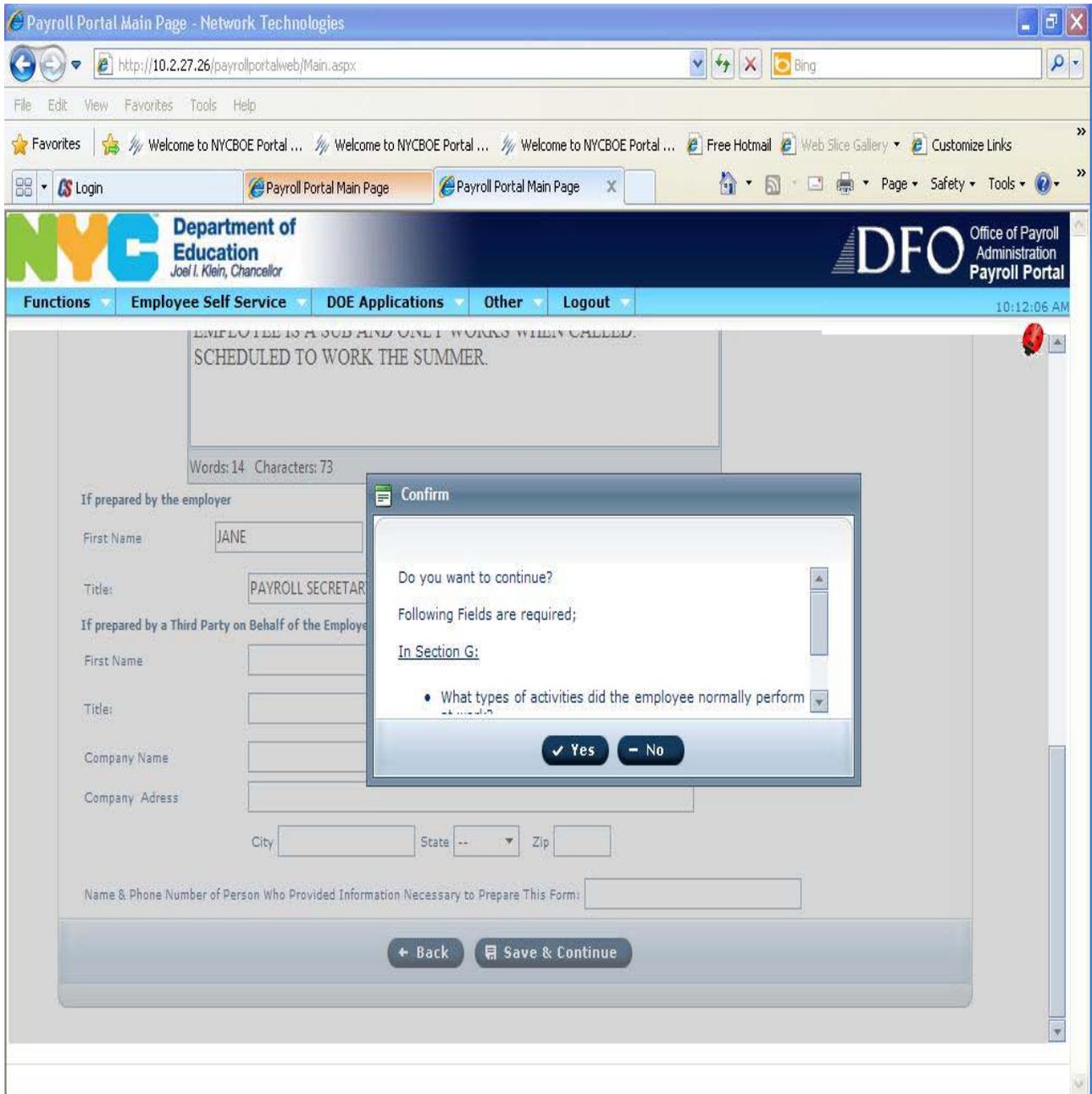
Title:  Phone Number

Company Name

Company Address

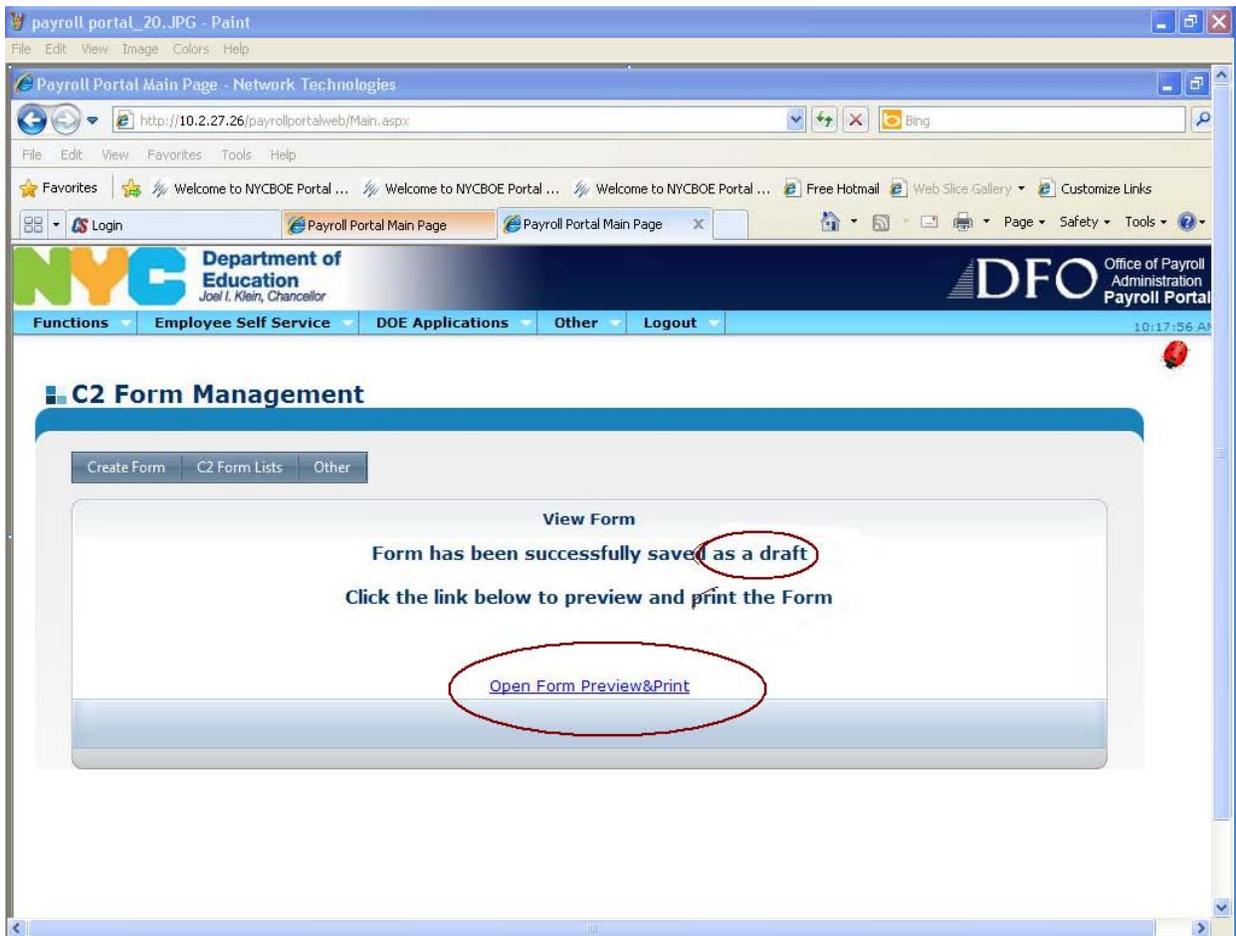
City  State  Zip

Name & Phone Number of Person Who Provided Information Necessary to Prepare This Form:



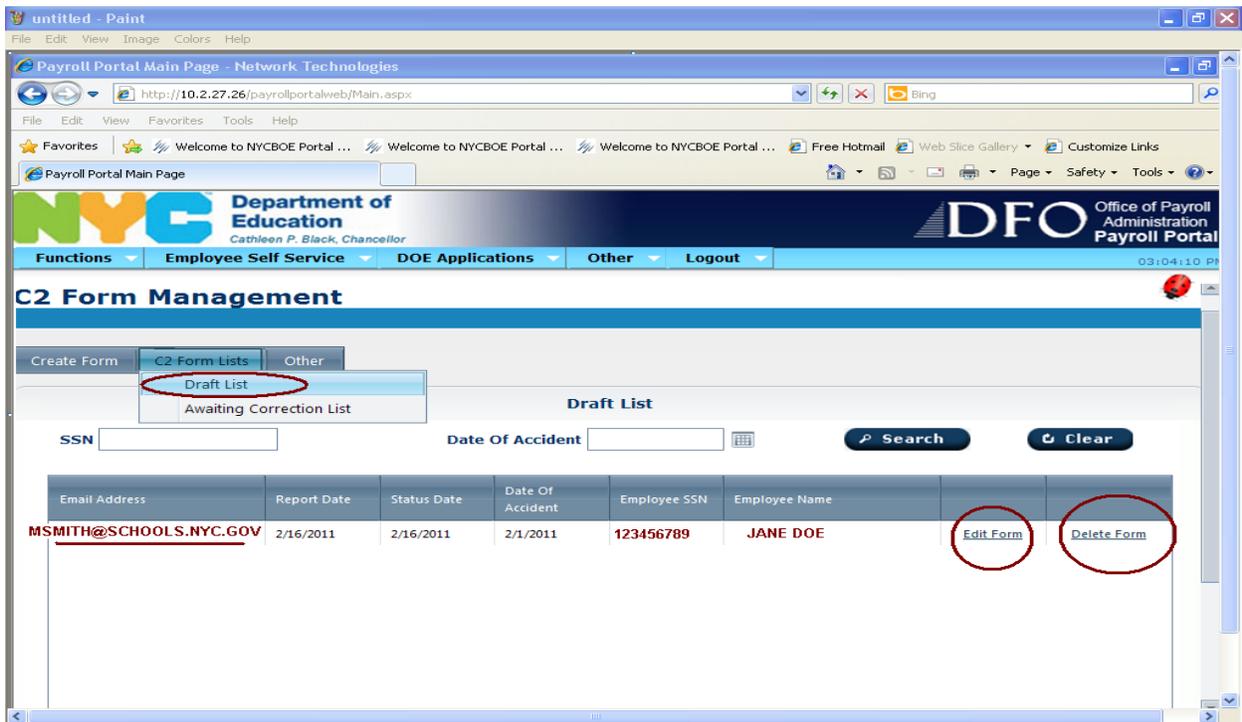
## 6.7 Draft List

- If there are mandatory fields missing data, the C2 form will be placed on the Draft List until the data is complete. You will get a message that the C2 form has been successfully placed on the Draft List until you are able to complete all fields.
- Open Form Preview & Print: Allows you to print & print preview the incomplete C2 form.



### Draft List (cont'd)

- **Draft List:**  
Can be found under C2 Form Lists. C2 forms that have missing data will be kept here until completed.
- **SSN:**  
You can search your list by employee's social security number or Date of Accident.
- **Email Address:**  
Displays the email address of the person who entered the C2 form and only that person can access the C2 form to complete or delete it.
- **Edit Form:**  
You will be able to view the C2 form from the first page and continue to add information.
- **Delete Form:**  
You can delete a C2 form on your waiting list.



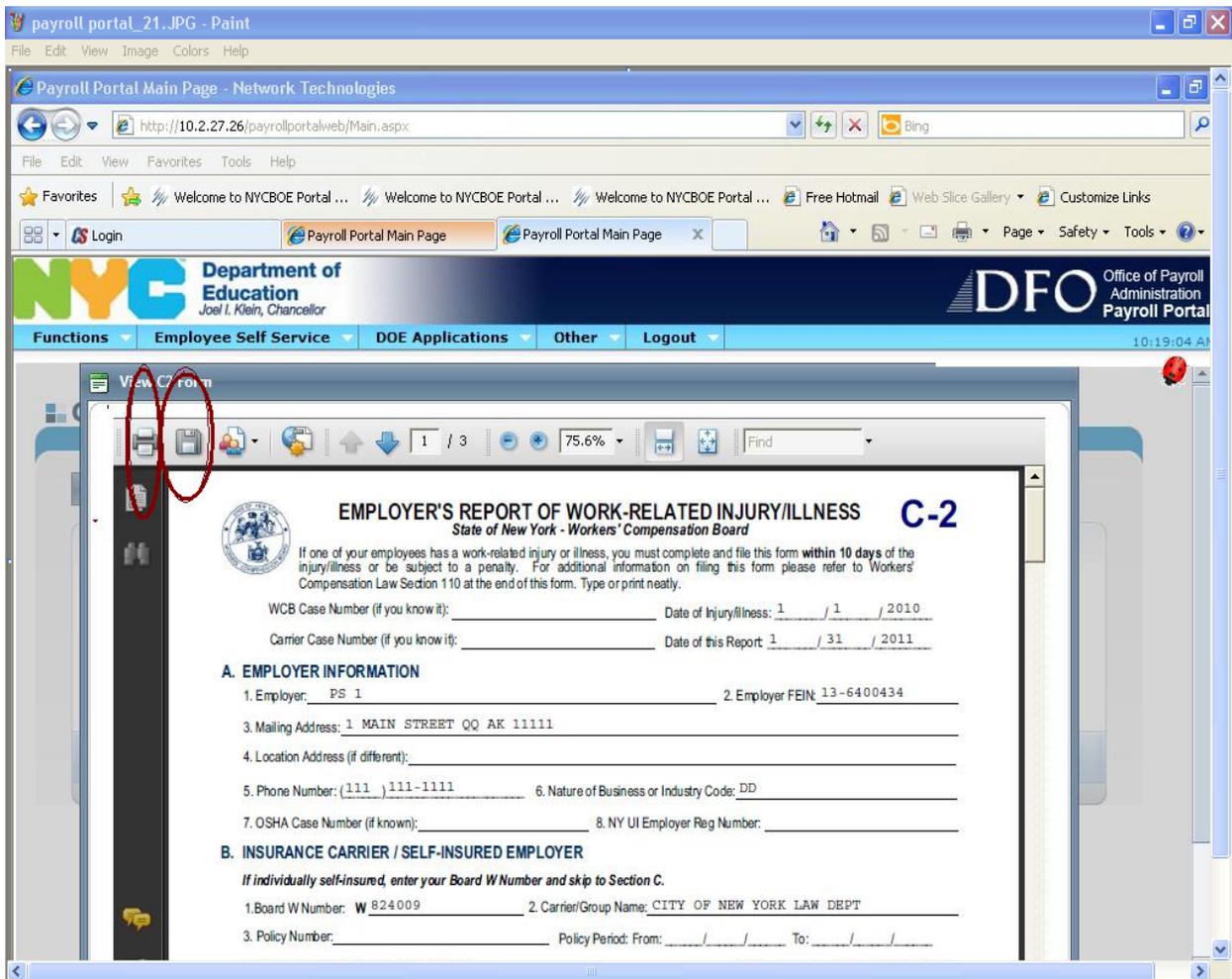
## 6.8 Completing and Printing the C2 Form

The DOE WC Unit will receive the C2 form only when you have displayed the message below: "Form has been successfully submitted". To print C2 form, click on **Open Form Preview & Print**.



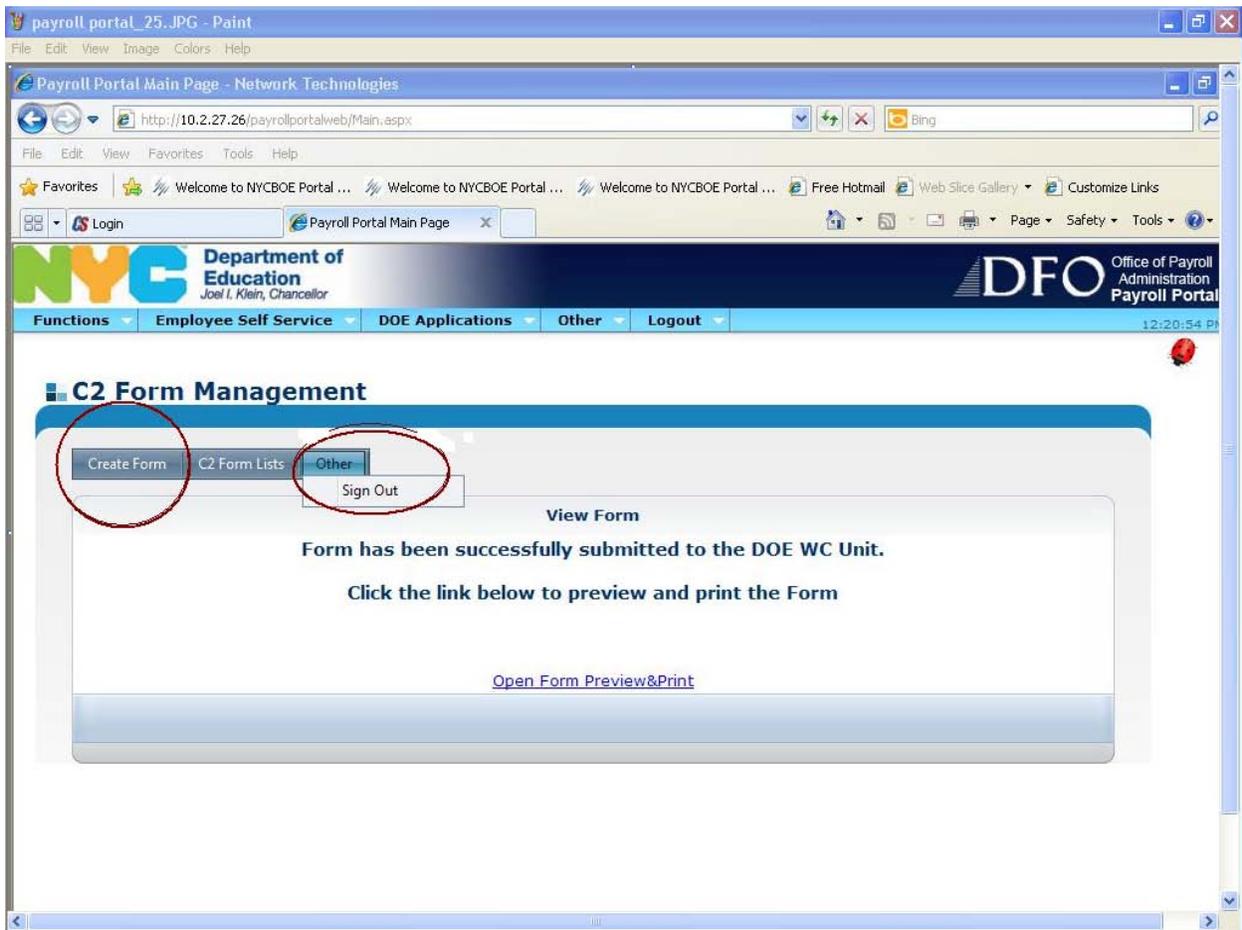
Click on the “*print*” icon on the upper left corner to initiate printing. You also have the option to save the C2 form onto your hard drive by using the “*disk*” icon.

Remember to sign and mail a copy of the C2 form to the Law Department.



## 6.9 End of Application

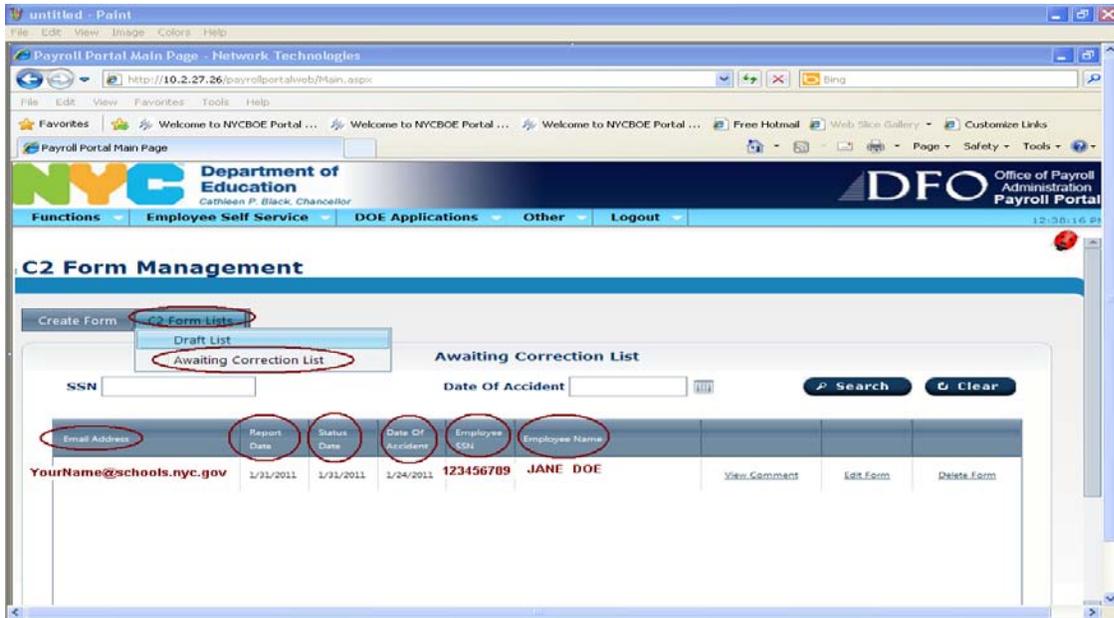
Once you have completed and submitted the C2 form you have the option to either create another C2 form or Sign Out. The sign out tab is under **other**.



## 6.10 Awaiting Correction List

The Awaiting Correction List is a new enhancement to the WC Program and can be found under C2 Form List. If there is any data missing or incorrect on the C2 form, the DOE WC unit will return the C2 form to you for your appropriate action.

- **SSN:** May search by employee's social security number.
- **Email Address:** The person who submitted C2 form.
- **Report Date:** Date C2 form was first created.
- **Status Date:** Reflects date action was taken.
- **Date of Accident:** Date of injury.
- **Employee's SS#**
- **Employee's Name**



#### Awaiting Correction List (continued)

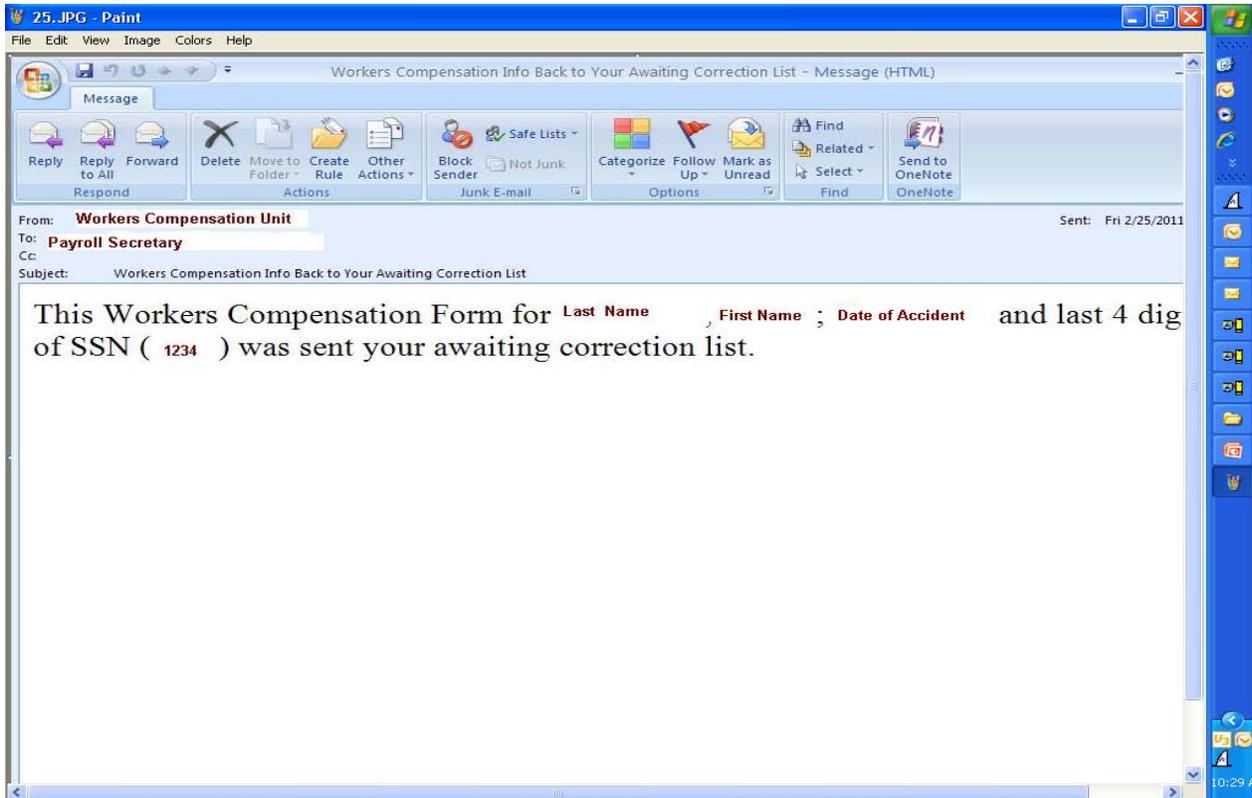
- **View Comment:**
  - Provides the reason why the C2 form was returned.
- **Edit Form:**
  - Allows you to open C2 form to correct/add missing data.
- **Delete Form:**
  - Allows you to delete C2 form.

The screenshot shows a web browser window with the URL `http://10.2.27.26/payrollportalweb/Main.aspx`. The page title is "Payroll Portal Main Page - Network Technologies". The browser's address bar shows the URL. The page header includes the NYC Department of Education logo and the DFO Office of Payroll Administration Payroll Portal. The main content area is titled "C2 Form Management" and contains a section for "Awaiting Correction List". This section has search filters for "SSN" and "Date Of Accident", a "Search" button, and a "Clear" button. Below the filters is a table with the following data:

Email Address	Report Date	Status Date	Date Of Accident	Employee SSN	Employee Name			
cgalarza@schools.nyc.gov	2/2/2011	2/2/2011	1/31/2011	123-45-6789	ww ww	<a href="#">View Comment</a>	<a href="#">Edit Form</a>	<a href="#">Delete Form</a>

### Awaiting Correction (continued)

You will receive an e-mail alerting you that you have a C2 Form on your Awaiting Correction List. It is advisable that you check this list frequently to check to see if any C2 forms need to be corrected or are missing information.



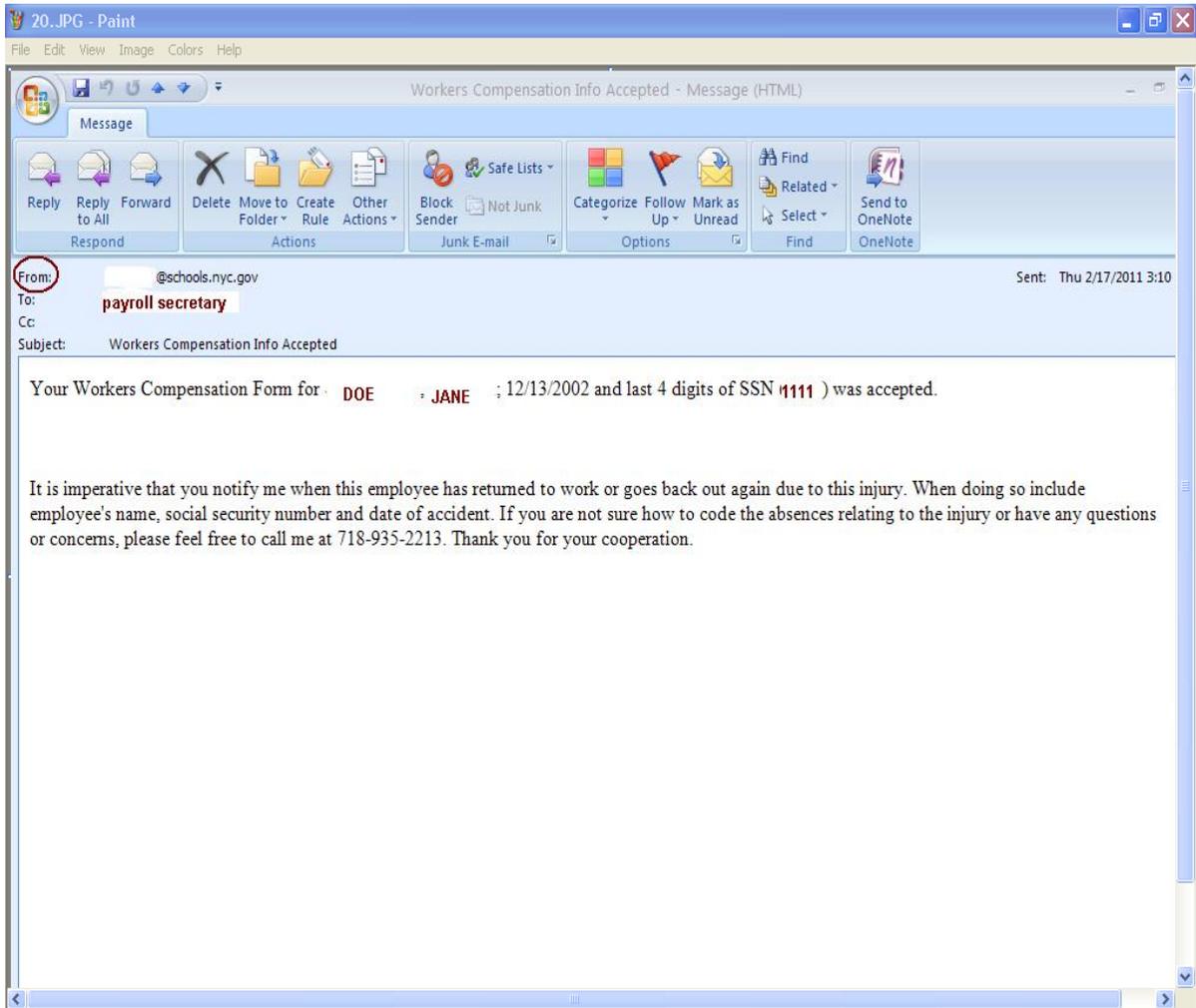
## 6. 11 Confirmation

- Once the C2 form has been successfully submitted and reviewed by the DOE WC Unit, you will get an email message confirming receipt.
- From: Employee at the WC Unit assigned to the C2 form.
- To: Employer that submitted C2 form.

The message will confirm receipt of C2 form displaying the following information:

- **Employee's name**
- **Date of Accident**
- **Social Security number (last 4 digits only)**

Message below instructs that you must call the DOE WC Unit to notify them when this employee returns to work or goes out again due to this injury. It is the person who sent you this email who you must notify about this claim.



## Appendix

### Tax Codes

City, State and Federal taxes are determined by the number of exemptions entered on an employee's W-4 Form or OP85. The number of exemptions is preceded by one of the following marital codes. For example, a married female with two (2) exemptions would be coded as A02.

<u>FIELD</u>	<u>EXPLANATION</u>								
* Fed Exempt	Federal Exemptions								
<u>-Marital Status Code</u>	<u>Explanation</u>								
A	Married Female								
B	Married Male								
C	Single Female								
D	Single Male								
U	Undetermined								
* State City	State and City Exemptions								
	The codes and explanations are the same as Federal								
* Tax Exclusion Code	Tax Exclusion Code – this code determines an employee's tax deduction								
	<table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Explanation</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>City Resident</td> </tr> <tr> <td>B</td> <td>Out of City Resident</td> </tr> <tr> <td>R</td> <td>Yonkers Tax</td> </tr> </tbody> </table>	<u>Code</u>	<u>Explanation</u>	A	City Resident	B	Out of City Resident	R	Yonkers Tax
<u>Code</u>	<u>Explanation</u>								
A	City Resident								
B	Out of City Resident								
R	Yonkers Tax								

Tax exclusion codes cannot be changed by Timekeepers through APRL. Address changes must be performed through the Human Resources System (HRS). Automatic changes to the APRL Tax exclusion field will occur once the HRS files update the City's Payroll Management System (PMS).

* Add Federal Tax	Add Federal tax deductions														
	<table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>\$ 5.00</td> </tr> <tr> <td>B</td> <td>\$ 10.00</td> </tr> <tr> <td>C</td> <td>\$ 20.00</td> </tr> <tr> <td>D</td> <td>\$ 35.00</td> </tr> <tr> <td>E</td> <td>\$ 50.00</td> </tr> <tr> <td>F</td> <td>\$ 75.00</td> </tr> </tbody> </table>	<u>Code</u>	<u>Amount</u>	A	\$ 5.00	B	\$ 10.00	C	\$ 20.00	D	\$ 35.00	E	\$ 50.00	F	\$ 75.00
<u>Code</u>	<u>Amount</u>														
A	\$ 5.00														
B	\$ 10.00														
C	\$ 20.00														
D	\$ 35.00														
E	\$ 50.00														
F	\$ 75.00														

G	\$ 100.00
H	\$ 150.00

\* Add Federal Tax

Additional State tax deductions

<u>Code</u>	<u>Amount</u>
A	\$ 1.00
B	\$ 2.00
C	\$ 4.00
D	\$ 7.00
E	\$ 10.00
F	\$ 15.00
G	\$ 20.00
H	\$ 30.00

Additional tax deductions in the amounts indicated will result when any of these codes are entered to an employee's Master File Record.

## Leave Status Codes (APRL)

The following are various explanations for codes used in APRL. These fields cannot be changed by Timekeepers.

1) The **LEAVE STATUS** Code (at the end of employee ID extension – i.e., 123456789HB1 from 02 Function) is used to identify an employee's work status. The correct leave status code must be entered if the employee is not active (B) when accessing a record. There are nine codes. The areas are as follows:

<u>APRL Leave Status Code</u>	<u>Explanation</u>
A	Inactive
B	Active
C	Workmen's Compensation
L	Leave of absence from permanent title to accept provisional and/or non-competitive assignment or a leave of absence without pay for personal reasons
M	Military Leave
Q	Maternity Leave or Maternity Leave Combined with Child Care Leave
R	Suspension Without Pay
S	Leave of Absence Without Pay for Personal illness

2) **PAY CLASS** Codes identify types of employee categories as follows:

<u>Pay Code</u>	<u>Explanation</u>
A	Annual Administrative Employee
G	Annual Employee, less than or equal to 35 hours
I	Annual Employee, less than 35 hours per week
K	Labor Law 220 Employee
X	Hourly Administrative Employee, less than 35 Hours
O	Full-time Hourly Administrative Employee, less than 18 months
W	Full-time Hourly Administrative Employee

## HOURLY SUPPORT TITLES

### E745 Payroll

Code	Titles	Pay Cycle
RAIDN	F/T School Aide	E
RFIAN	F/T Film Inspection Assistant	E
RFWKN	F/T Family Paraprofessional	E
RGRLN	F/T Group Leader	E
RHSAN	F/T Health Service Aide	E
RMTFN	F/T Mobile Task Force	E
RSGDN	F/T School Guard	E
RSLHN	F/T School Lunch Helper	E
RSRAN	F/T Recreational Assistant	E
RSSLN	F/T Senior School Lunch Helper	E
RSSON	F/T School Safety Officer	E
RSUDN	F/T Supervisor School Lunch Aide	E
SAIDN	Occasional School Aide	E
SCCAN	Occasional Community Attendant	E
SFIAN	Occasional Film Inspector Assistant	E
SHSAN	Occasional Health Service Aide	E
SSGDN	Occasional School Guard	E
SSLHN	Occasional School Lunch Helper	E
SSRAN	Occasional Recreational Assistant	E
SSSLN	Occasional Senior School Lunch Helper	E
SSUDN	Occasional Supervisor School Aide	E
HAIDN	P/T School Aide	E
HCCAN	P/T Community Attendant	E
HFIAN	P/T Film Inspection Assistant	E
HFWKN	P/T Family Paraprofessional	E
PSOFP	Per Session Family Paraprofessional	E
HHSAN	P/T Health Service Aide	E
HSGDN	P/T School Guard	E
HSLHN	P/T School Lunch Helper	E
HSRAN	P/T Recreational Assistant	E
HSSLN	P/T Senior School Lunch Helper	E
HSUDN	P/T Supervisor School Aide	E
COOPN	Student Aide	E
CVOCN	Student Aide Vocational	E
CTRNCN	Coop Trainee Clerical	E
CTRNTN	Coop Trainee Typist	E
CTRSTN	Coop Trainee Typist Senior	E
CTTAN	Coop Ed Trainee - Junior	E
CTTSN	Coop Ed Trainee - Senior	E

### Q744 Payroll

Code	Titles	Pay Cycle
AEPFP	Adult Education Field Based Paraprofessional	Q
AEPOP	Adult Education Office Based Paraprofessional	Q
AREPP	Annual Education Paraprofessional	Q
SREPP	Occasional Education Paraprofessional	Q
PSBLK	Per Session Education Paraprofessional	Q
PSOEP	Per Session Only Education Paraprofessional	Q

**2015-2016 Payroll Schedule  
Q-BANK 742 & 744 Payrolls  
(Includes Sub Paras and PSOEP)**

Month		Staffing Close Date	Timekeeping Close Date	Payroll Close Date	EFT Stop Payment Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	09/01/15	09/02/15	09/03/15	09/10/15	09/04/15	09/15/15	09/16/15
	2nd Half	09/15/15	09/16/15	09/17/15	09/25/15	09/18/15	09/30/15	09/30/15
Oct	1st Half	10/01/15	10/02/15	10/05/15	10/09/15	10/06/15	10/15/15	10/15/15
	2nd Half	10/15/15	10/16/15	10/19/15	10/27/15	10/20/15	10/30/15	10/30/15
Nov	1st Half	11/03/15	11/04/15	11/05/15	11/10/15	11/06/15	11/16/15	11/16/15
	2nd Half	11/13/15	11/16/15	11/17/15	11/25/15	11/18/15	11/30/15	11/30/15
Dec	1st Half	12/01/15	12/02/15	12/03/15	12/10/15	12/04/15	12/15/15	12/15/15
	2nd Half	12/14/15	12/15/15	12/16/15	12/28/15	12/17/15	12/31/15	12/23/15
Jan	1st Half	01/04/16	01/05/16	01/06/16	01/12/16	01/07/16	01/15/16	01/15/16
	2nd Half	01/15/16	01/19/16	01/20/16	01/26/16	01/21/16	01/29/16	01/29/16
Feb	1st Half	02/01/16	02/02/16	02/03/16	02/10/16	02/04/16	02/16/16	02/12/16
	2nd Half	02/11/16	02/12/16	02/16/16	02/24/16	02/17/16	02/29/16	02/29/16
Mar	1st Half	03/01/16	03/02/16	03/03/16	03/10/16	03/04/16	03/15/16	03/15/16
	2nd Half	03/15/16	03/16/16	03/17/16	03/28/16	03/18/16	03/31/16	03/31/16
Apr	1st Half	04/01/16	04/04/16	04/05/16	04/12/16	04/06/16	04/15/16	04/15/16
	2nd Half	04/11/16	04/12/16	04/13/16	04/26/16	04/14/16	04/29/16	04/22/16
May	1st Half	05/02/16	05/03/16	05/04/16	05/11/16	05/05/16	05/16/16	05/16/16
	2nd Half	05/09/16	05/10/16	05/11/16	05/25/16	05/12/16	05/31/16	05/31/16
June	1st Half	05/16/16	05/17/16	05/18/16	06/10/16	05/19/16	06/15/16	06/15/16
	2nd Half	05/23/16	05/24/16	05/25/16	06/27/16	05/26/16	06/30/16	06/28/16
July	1st Half				07/12/16		07/15/16	06/28/16
	2nd Half				07/26/16		07/29/16	06/28/16
Aug	1st Half				08/10/16		08/15/16	06/28/16
	2nd Half				08/26/16		08/31/16	06/28/16

**Please Note:**

The EIS Bulletin Board is a source for information regarding the Payroll/Timekeeping close dates and any changes made to them.

All SREPP and PSOEP are paid on a positive basis for each day/hour worked. As a result, there is one payroll period lag for timekeeping entries.

\* Follow the EIS Bulletin Board for Closing Date Changes

\*\*Follow the PAYROLL ADMINISTRATION MEMORANDUM "End of Year Information and Procedures for E745, Q742 and Q744"

**Dates are subject to change**

## 2015 - 2016 Payroll Schedule

### B Pay-Cycle (E745)

Pay Period Earned Dates	Payroll Period Timekeeping Entry & Approval Dates	Timekeeping Close Date	EFT Stop Payment Deadline	Check Date	Check Delivery Date
06/17/15 - 06/30/15	06/24/15 - 07/07/15	07/07/15	07/10/15	07/15/15	07/16/15
07/01/15 - 07/14/15	07/08/15 - 07/21/15	07/21/15	07/24/15	07/29/15	07/30/15
07/15/15 - 07/28/15	07/22/15 - 08/04/15	08/04/15	08/07/15	08/12/15	08/13/15
07/29/15 - 08/11/15	08/05/15 - 08/18/15	08/18/15	08/21/15	08/26/15	08/27/15
08/12/15 - 08/25/15	08/19/15 - 09/01/15	09/01/15	09/04/15	09/09/15	09/10/15
08/26/15 - 09/08/15	09/02/15 - 09/14/15	09/15/15	09/21/15	09/24/15	09/25/15
09/09/15 - 09/22/15	09/16/15 - 09/29/15	09/29/15	10/05/15	10/08/15	10/08/15
09/23/15 - 10/06/15	09/30/15 - 10/13/15	10/13/15	10/19/15	10/22/15	10/22/15
10/07/15 - 10/20/15	10/14/15 - 10/27/15	10/27/15	11/02/15	11/05/15	11/05/15
10/21/15 - 11/03/15	10/28/15 - 11/10/15	11/10/15	11/16/15	11/19/15	11/19/15
11/04/15 - 11/17/15	11/11/15 - 11/24/15	11/24/15	11/30/15	12/03/15	12/03/15
11/18/15 - 12/01/15	11/25/15 - 12/08/15	12/08/15	12/14/15	12/17/15	12/17/15
12/02/15 - 12/15/15	12/09/15 - 12/22/15	12/22/15	12/28/15	12/31/15	01/04/16
12/16/15 - 12/29/15	12/23/15 - 01/05/16	01/05/16	01/11/16	01/14/16	01/14/16
12/30/15 - 01/12/16	01/06/16 - 01/19/16	01/19/16	01/25/16	01/28/16	01/28/16
01/13/16 - 01/26/16	01/20/16 - 02/02/16	02/02/16	02/08/16	02/11/16	02/11/16
01/27/16 - 02/09/16	02/03/16 - 02/16/16	*02/16/16	02/22/16	02/25/16	02/25/16
02/10/16 - 02/23/16	02/17/16 - 03/01/16	03/01/16	03/07/16	03/10/16	03/10/16
02/24/16 - 03/08/16	03/02/16 - 03/15/16	03/15/16	03/21/16	03/24/16	03/24/16
03/09/16 - 03/22/16	03/16/16 - 03/29/16	03/29/16	04/04/16	04/07/16	04/07/16
03/23/16 - 04/05/16	03/30/16 - 04/12/16	04/12/16	04/18/16	04/21/16	04/21/16
04/06/16 - 04/19/16	04/13/16 - 04/26/16	*04/26/16	05/02/16	5/5/2016	05/05/16
04/20/16 - 05/03/16	04/27/16 - 05/10/16	05/10/16	05/16/16	05/19/16	05/19/16
05/04/16 - 05/17/16	05/11/16 - 05/24/16	05/24/16	05/27/16	06/02/16	06/02/16
05/18/16 - 05/31/16	05/25/16 - 06/07/16	*06/03/16	06/13/16	06/16/16	06/16/16
06/01/16 - 06/14/16	06/08/16 - 06/21/16	*06/20/16	06/27/16	06/30/16	06/28/16
06/15/16 - 06/28/16	06/22/16 - 07/05/16	**07/05/16	07/11/16	07/14/16	**07/14/16

\* Timekeeping closes earlier than usual

\*\* 6/15/16 - 6/28/16 will be 10 anticipated days for school based full time employees

\*\*Regular service will be anticipated; service for occasional employees must be keyed in.

If there is a schedule change due to an anticipated payroll, notification will be via memo to the field.

The EIS bulletin board is a source for information regarding the payroll/timekeeping close dates and any change made to them.

\*\*\*Thanksgiving 11/26/15 & 11/27/15

\*\*\*Mid-Winter Recess: 02/15/2016 - 02/19/2016

\*\*\*Christmas Recess: 12/24/15 - 01/01/16

\*\*\*Spring Recess: 04/25/2016 - 04/29/2016

**H and Z Bank  
2015 - 2016 Payroll Calendar**

H-Bank Pay Period	Z-Bank Pay Period	* APRL 9902 Close date	FMC Timekeeping Close	Payroll Close	Check Date
8/9/2015 - 8/22/2015	8/2/2015 - 8/15/2015	8/17/2015	8/17/2015	8/18/2015	8/28/2015
8/23/2015 - 9/5/2015	8/16/2015 - 8/29/2015	8/31/2015	8/31/2015	9/1/2015	9/11/2015
9/6/2015 - 9/19/2015	8/30/2015 - 9/12/2015	9/11/2015 <sup>2</sup>	9/11/2015 <sup>2</sup>	9/11/2015 <sup>2</sup>	9/25/2015
9/20/2015 - 10/3/2015	9/13/2015 - 9/26/2015	9/28/2015	9/28/2015	9/29/2015	10/9/2015
10/4/2015 - 10/17/2015	9/27/2015 - 10/10/2015	10/9/2015 <sup>3</sup>	10/9/2015 <sup>3</sup>	10/13/2015	10/23/2015
10/18/2015 - 10/31/2015	10/11/2015 - 10/24/2015	10/26/2015	10/26/2015	10/27/2015	11/6/2015
11/1/2015 - 11/14/2015	10/25/2015 - 11/7/2015	11/6/15 <sup>4</sup>	11/6/15 <sup>4</sup>	11/9/15 <sup>4</sup>	11/20/2015
11/15/2015 - 11/28/2015	11/8/2015 - 11/21/2015	11/20/2015 <sup>5</sup>	11/20/2015 <sup>5</sup>	11/23/2015 <sup>5</sup>	12/4/2015
11/29/2015 - 12/12/2015	11/22/2015 - 12/5/2015	12/7/2015	12/7/2015	12/8/2015	12/18/2015
12/13/2015 - 12/26/2015	12/6/2015 - 12/19/2015	12/18/2015 <sup>6</sup>	12/18/2015 <sup>6</sup>	12/21/2015 <sup>6</sup>	12/31/2015
12/27/2015 - 1/9/2016	12/20/2015 - 1/2/2016	1/4/2016	1/4/2016	1/5/2016	1/15/2016
1/10/2016 - 1/23/2016	1/3/2016 - 1/16/2016	1/15/2016 <sup>7</sup>	1/15/2016 <sup>7</sup>	1/19/2016	1/29/2016
1/24/2016 - 2/6/2016	1/17/2016 - 1/30/2016	2/1/2016	2/1/2016	2/2/2016	2/12/2016
2/7/2016 - 2/20/2016	1/31/2016 - 2/13/2016	2/12/2016 <sup>8</sup>	2/12/2016 <sup>8</sup>	2/16/2016	2/26/2016
2/21/2016 - 3/5/2016	2/14/2016 - 2/27/2016	2/29/2016	2/29/2016	3/1/2016	3/11/2016
3/6/2016 - 3/19/2016	2/28/2016 - 3/12/2016	3/14/2016	3/14/2016	3/15/2016	3/25/2016
3/20/2016 - 4/2/2016	3/13/2016 - 3/26/2016	3/28/2016	3/28/2016	3/29/2016	4/8/2016
4/3/2016 - 4/16/2016	3/27/2016 - 4/9/2016	4/11/2016	4/11/2016	4/12/2016	4/22/2016
4/17/2016 - 4/30/2016	4/10/2016 - 4/23/2016	4/25/2016	4/25/2016	4/26/2016	5/6/2016
5/1/2016 - 5/14/2016	4/24/2016 - 5/7/2016	5/9/2016	5/9/2016	5/10/2016	5/20/2016
5/15/2016 - 5/28/2016	5/8/2016 - 5/21/2016	5/23/2016	5/23/2016	5/24/2016	6/3/2016
5/29/2016 - 6/11/2016	5/22/2016 - 6/4/2016	6/6/2016	6/6/2016	6/7/2016	6/17/2016
6/12/2016 - 6/25/2016	6/5/2016 - 6/18/2016	6/20/2016	6/20/2016	6/21/2016	7/1/2016
6/26/2016 - 7/9/2016	6/19/2016 - 7/2/2016	7/1/2016 <sup>10</sup>	7/1/2016 <sup>10</sup>	7/5/2016	7/15/2016
7/10/2016 - 7/23/2016	7/3/2016 - 7/16/2016	7/18/2016	7/18/2016	7/19/2016	7/29/2016
7/24/2016 - 8/6/2016	7/17/2016 - 7/30/2016	8/1/2016	8/1/2016	8/2/2016	8/12/2016

**\* All staffing actions processed in NYCAPS must be in the APRL 9902 screen by this date for payroll to review. All accurate NYCAPS transactions in APRL by this date will be finalized by payroll for the appropriate check date. All staffing actions that are initiated through APRL (i.e. experience, education, assignment differentials, etc.) must be entered in APRL by this date.**

**Dates are subject to change**

**FOOTNOTES - Payroll Close/Supplementary Payroll Close/Check Dates amended due to Holidays**

- |                                      |  |
|--------------------------------------|--|
| 1 - Labor Day 9/7/15                 | 6 - Christmas Day 12/25/15                 |
| 2 - Rosh Hashana 9/14/15 & 9/15/15   | 7 - Dr. Martin Luther King jr. Day 1/18/16 |
| 3 - Columbus Day 10/12/15            | 8 - Presidents' Day 2/15/16                |
| 4 - Veteran's Day 11/11/15           | 9 - Memorial Day 5/30/16                   |
| 5 - Thanksgiving 11/26/15 & 11/27/15 | 10 - July 4th 7/4/16                       |

**2015 - 2016 PAYROLL SCHEDULE**

**746 (PER DIEM) / 747 (PER SESSION) PAYROLLS**

PAY PERIOD EARNED DATES	TIMEKEEPING/ APPROVALS CLOSE DATE	APPOINTMENTS SENT	FISA CALC	EFT STOP PAYMENT DEADLINE	MAILING/ CHECK DATE
7/01/15 – 7/15/15	7/21/15	7/22/15	7/27/15	7/28/15	7/31/15
7/16/15 – 7/31/15	8/06/15	8/07/15	8/12/15	8/13/15	8/18/15
8/01/15 – 8/15/15	8/20/15	8/21/15	8/26/15	8/27/15	9/01/15
8/16/15 – 8/31/15	9/04/15	9/08/15	9/11/15	9/16/15	9/21/15
9/01/15 – 9/15/15	9/21/15	9/22/15	9/29/15	9/30/15	10/05/15
9/16/15 – 9/30/15	10/06/15	10/07/15	10/13/15	10/14/15	10/19/15
10/01/15 – 10/15/15	10/21/15	10/22/15	10/27/15	10/28/15	11/02/15
10/16/15 – 10/31/15	11/06/15	11/09/15	11/13/15	11/16/15	11/19/15
11/01/15 – 11/15/15	11/19/15	11/20/15	11/25/15	11/30/15	12/03/15
11/16/15 – 11/30/15	12/04/15	12/07/15	12/10/15	12/11/15	12/16/15
12/01/15 – 12/15/15	12/21/15	12/22/15	12/29/15	12/30/15	1/06/16
12/16/15 – 12/31/15	1/07/16	1/08/16	1/13/16	1/14/16	1/20/16
1/01/16 – 1/15/16	1/22/16	1/25/16	1/28/16	1/29/16	2/03/16
1/16/16 – 1/31/16	2/04/16	2/05/16	2/10/16	2/11/16	2/17/16
2/01/16 – 2/15/16	2/25/16 *	2/26/16	3/02/16	3/03/16	3/08/16
2/16/16 – 2/29/16	3/04/16	3/07/16	3/10/16	3/11/16	3/16/16
3/01/16 – 3/15/16	3/21/16	3/22/16	3/28/16	3/29/16	3/01/16
3/16/16 – 3/31/16	4/06/16	4/07/16	4/12/16	4/13/16	4/18/16
4/01/16 – 4/15/16	4/21/16	4/22/16	4/27/16	4/28/16	5/03/16
4/16/16 – 4/30/16	5/05/16	5/06/16	5/11/16	5/12/16	5/17/16
5/01/16 – 5/15/16	5/19/16	5/20/16	5/25/16	5/26/16	6/01/16
5/16/16 – 5/31/16	6/06/16	6/07/16	6/10/16	6/13/16	6/16/16
6/01/16 – 6/15/16	6/21/16	6/22/16**	6/27/16	6/28/16	7/01/16
6/16/16 – 6/30/16	6/30/16		7/07/16	7/08/16	7/13/16

\* TIMEKEEPING DELAYED TO ACCOMMODATE MID-WINTER RECESS

\*\*CUT-OFF DATE FOR NEW APPOINTMENTS

WINTER RECESS: 12/24/15 – 01/01/16      MID-WINTER RECESS: 2/15/16 – 2/19/16

SPRING RECESS: 4/25/16 – 4/29/16      FY ROLLOVER (TENTATIVE): 6/25/16

DATES ARE SUBJECT TO CHANGE. UP-TO-DATE PAYROLL INFORMATION CAN BE OBTAINED FROM THE PDPS PER DIEM/PER SESSION PAYROLL BULLETIN BOARDS, THE TBNK PER SESSION PAYROLL BULLETIN BOARD, THE DIVISION OF FINANCIAL OPERATIONS (DFO) WEBSITE: <http://SCHOOLS.NYC.GOV/OFFICES/DFO> AND THE DFO PAYROLL PORTAL: <https://PAYROLLPORTAL.NYCBOE.NET>



THE NEW YORK CITY DEPARTMENT OF EDUCATION  
 DIVISION OF FINANCIAL OPERATIONS  
 ADMINISTRATIVE/SUPPORT PAYROLLS  
 65 Court Street - Room 1003  
 Brooklyn, New York 11201

**REQUEST FOR INFORMATION**  
**PAYMENT TO PARAPROFESSIONAL PERSONNEL**  
**FINAL ENTITLEMENT**

**INSTRUCTIONS:** This form is to be completed upon cessation of service by Paraprofessional employees who resign, retire, terminal leave or are terminated, and are members of TRS. Upon completion the payroll secretary will forward this form to the District Office for termination pay.

EMPLOYEE'S NAME (as it appears on the payroll)											
TITLE LINE NUMBER			SOCIAL SECURITY NUMBER				DISTRICT		BOROUGH	SCHOOL NUMBER	
[ ][ ][ ][ ][ ]			[ ][ ][ ] - [ ][ ][ ] - [ ][ ][ ][ ][ ]				[ ][ ][ ]   [ ][ ][ ]		[ ][ ][ ][ ][ ]		
HOME ADDRESS (Number and Street, Apartment No.)											
City			State			Zip Code		HOME TELEPHONE NUMBER			
[ ][ ][ ][ ][ ]			[ ][ ][ ][ ]			[ ][ ][ ][ ][ ]		AREA CODE - [ ][ ][ ] - [ ][ ][ ][ ][ ]			
TYPE OF ACTION								TRS PENSION			
A) RETIRED <input type="checkbox"/>			C) TERMINATED <input type="checkbox"/>				T [ ][ ][ ][ ][ ]		[ ][ ][ ][ ][ ]	[ ][ ][ ][ ][ ]	
B) RESIGNED <input type="checkbox"/>			D) OTHER <input type="checkbox"/> _____								
LAST DAY OF ACTUAL SERVICE					EFFECTIVE DATE OF RETIREMENT/RESIGNATION/TERMINATION						
MONTH		DAY		YEAR		MONTH		DAY		YEAR	
[ ][ ]		[ ][ ]		[ ][ ]		[ ][ ]		[ ][ ]		[ ][ ]	

This information is required to process payments in an expeditious manner. The payment, when processed, will be distributed to the school of last record. Please direct all questions through the school payroll secretary.

Signature of Employee: \_\_\_\_\_

I have reviewed the above information and have determined that the information is correct or I have correctly adjusted it.

**PRINT OR TYPE**  
 NAME OF PAYROLL SECRETARY: \_\_\_\_\_ SCHOOL PHONE: ( ) \_\_\_\_\_

SIGNATURE OF PAYROLL SECRETARY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVAL SIGNATURE OF SCHOOL PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVAL SIGNATURE OF DISTRICT OFFICE: \_\_\_\_\_ DATE: \_\_\_\_\_

# ***DIFFERENTIALS***

MA-C1 - Base (No Differential)

PA-C2 - First Differential (BA + 30 Credits)

QA-C2+1D - First Differential Intermediate (BA + 60)

RA-C2+ PD - First Differential + Promotional

(MA or BA + 30 Credits Approved MA or 36 Credits  
in the Area of Specialization)

SA - C2+ID=PD-First Intermediate and Promotional

(BA+ 60 Credits Approved MA or 36 Credits  
in the Area of Specialization)

TA-First & Second Differential

C6+C2 (Work Experience for Trade License or BA+60 Credits  
for other Stipulated Licenses)

UA – C6 INCL. C2 + Promotional – (BA + MA + 30 Credits)

## **LONGEVITY**

V+W	-	5 YEARS LONGEVITY
C+D	-	10 YEARS LONGEVITY
G+H	-	13 YEARS LONGEVITY
E+F	-	15 YEARS LONGEVITY
I+J	-	18 YEARS LONGEVITY
K+L	-	20 YEARS LONGEVITY
M+N	-	22 YEARS LONGEVITY

# Quick EIS Reference Guide

<u>What are you looking for?</u>		<u>Pay Cycles*</u>	<u>Screens</u>
1.	Check Register	B,P,S	13.3
2.	Check Detail Prompt	B,P,S	10.2.1
3.	Complete Longevity Salary Screen	B,P	7.4.12
4.	Correcting CAR	B,P,S	9.3.1
5.	Correcting Prior Timekeeping Events	B,P,S	9.2.1
6.	Current Staffing Information	B,P,S	2.6
7.	Direct Deposit/EFT	B,P,S	9.6
8.	Employee CAR Balance	B,P,S	9.3.3
9.	Employee Leave Balance Inquiry	B,P,S	9.3.2
10.	Display Final Entitlement	P,S	11.2.4
11.	Line of Duty Status	S	9.3.5
12.	Longevity Inquiry Screen	B,P,S	7.4.1
13.	Name Look Up	B,H,P,S	14.1
14.	Pay Detail History	B,P,S	11.1.6
15.	Prior year Staffing Information	B,P,S	2.11
16.	Salary Table	B,P,S	7.4.2
17.	Salary Adjustment Notice	P,S	7.4.9
18.	Salary History Screen	B,P,S	7.4.10
19.	Schedule of Audited Changes	B,P,S	9.1.6
20.	Select Group of Employees for Time Input	B,P,S	9.1.1
21.	Service History (F9)	B,P,S	9.2.1
22.	Time and Attendance Inquiry	B,P,S	9.2.2
23.	Timekeeping Summary Inquiry	B,P,S	9.4.1
24.	Bulk Job Inquiry	B,P,S	12.4
25.	Inquiry of Charges Posted to FAMIS System	P,S	12.2

\*B – DC37 Titles      P – Paraprofessionals      S – Pedagogues      H – Administrative Employees



**FOR LOCAL 372, DISTRICT COUNCIL 37 HOURLY NON-COMPETITIVE EMPLOYEES:** Film  
 Inspection Assistant, School Aide, School Lunch Helper, Health Service Aide.

1. TO BE COMPLETED BY EMPLOYEE OF BENEFICIARY		
PRINT EMPLOYEE'S NAME		EMPLOYEE'S SOCIAL SECURITY NUMBER 
MAILING ADDRESS (Number and Street)		Apartment Number
CITY	STATE	ZIP CODE
TELEPHONE NUMBER	EMPLOYEE'S DATE OF BIRTH	DATE OF RETIREMENT, RESIGNATION, TERMINATION OR DEATH
<b>NOTE: Do not send this application for processing until your last day of service.</b>		
I hereby apply for Termination Pay /Service Compensation Allowance payment in accordance with my years of service in the covered title(s) as provided by a collective bargaining agreement and as verified by the District Office and Administrative/Support Payrolls Compensation.		
Employee's Signature: _____		Date: _____
Beneficiary Signature: _____ <small>(Only if Employee is deceased)</small>		Date: _____

2. TO BE COMPLETED BY DISTRICT OFFICE (Please type or print in ink)		
<p><b>2.1 NOTE:</b> For Local 372 DC37 employees who work in high schools or special education programs, with the <u>exception of school lunch</u> employees, the "District Office" is the High School Superintendent/Responsible District that the employee works in. For <u>School Lunch employees</u> only, the "District Office" is the <i>Office of School Food and Nutrition Services, 44-36 Vernon Blvd., Long Island City, N.Y. 11101</i>. For all DC37, Local 372 employees (School Aides, etc.) who work in Elementary or Junior High (Intermediate) schools, the "District Office" is the responsible district that the employee works in.</p> <p><b>2.2 NOTE:</b> If the above employee is deceased, <u>please contact the employee's union</u>, or pension system for the beneficiary on file before completing this form.</p>		
SCHOOL & DISTRICT OR PROGRAM		
TITLE LINE NUMBER	TITLE DESCRIPTION	BUDGET CODE / QUICK CODE /
BOARD OF EDUCATION ENTRY DATE	TITLE ENTRY DATE	TERMINATION DATE / LAYOFF DATE (where applicable) /
I hereby certify that the above named employee has resigned or been terminated (not for cause).		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (reason): _____		
Signature: _____ <small>(Head of School or Program)</small>		Date: _____

**E745 HOURLY PAYROLL  
SALARY SCHEDULE  
EFFECTIVE 03/03/2008**

GROUP TITLES ELIGIBLE	TITLE CODE	DATE HIRED	SALARY CODE	SALARY STEP	3/2/08			3/3/08			3/3/09		
					HOURLY RATE	HOURLY RATE	HOURLY RATE	SRVC. INCR.	SUMMER HRLY RATE	SUMMER HRLY RATE	SUMMER HRLY RATE		
School Aide	RAIDN	6/30/84 <	S1	1A	0.0032	0.04	0.04	\$800	0	0	0	0	
	HAI DN	7/1/84	S1	1B	\$13.31	\$13.84	\$14.39		\$14.79	\$15.38	\$16.00		
	SAIDN	7/1/85	S1	1C	\$13.27	\$13.80	\$14.35		\$14.75	\$15.34	\$15.95		
School Lunch Helper Substitute School Lunch Helper	RSLHN	7/1/86	S1	1D	\$13.18	\$13.71	\$14.26		\$14.64	\$15.23	\$15.84		
	RSSLN	6/30/02	S1	1E	\$13.08	\$13.60	\$14.14		\$14.47	\$15.05	\$15.65		
	SSLHN	≥ 7/1/04	S1	1F	\$12.20	\$12.69	\$13.20		\$13.53	\$14.07	\$14.63		
Health Service Aide	RHSAN	≥ 7/1/04	S1	1F	\$11.37	\$11.83	\$12.30		\$12.58	\$13.09	\$13.61		
	HHSAN												
	SHSAN												
Sr. School Lunch Helper	RSSLN	6/30/84 <	S2	1A	\$13.65	\$14.20	\$14.77		\$15.14	\$15.75	\$16.38		
		7/1/84	S2	1B	\$13.61	\$14.15	\$14.72		\$15.11	\$15.71	\$16.34		
		7/1/85	S2	1C	\$13.54	\$14.08	\$14.64		\$15.04	\$15.64	\$16.27		
Substitute Sr. School Lunch Helper	SSSLN	7/1/86	S2	1D	\$13.46	\$14.00	\$14.56		\$14.92	\$15.52	\$16.14		
		6/30/02	S2	1E	\$12.54	\$13.04	\$13.56		\$13.93	\$14.49	\$15.07		
		≥ 7/1/04	S2	1F	\$11.70	\$12.17	\$12.66		\$12.97	\$13.50	\$14.03		
Film Inspection Asst.	RFIAN	6/30/84 <	S3	1A	\$13.50	\$14.04	\$14.60		\$14.98	\$15.58	\$16.20		
	HFIAN	7/1/84	S3	1B	\$13.46	\$14.00	\$14.56		\$14.92	\$15.52	\$16.14		
	SFIAN	7/1/85	S3	1C	\$13.39	\$13.93	\$14.49		\$14.86	\$15.45	\$16.07		
		7/1/86	S3	1D	\$13.30	\$13.83	\$14.38		\$14.77	\$15.36	\$15.97		
		6/30/02	S3	1E	\$12.43	\$12.93	\$13.45		\$13.78	\$14.33	\$14.90		
		≥ 7/1/04	S3	1F	\$11.57	\$12.03	\$12.50		\$12.84	\$13.36	\$13.89		
Supervising School Aide	RSUDN	4/1/97	S9	1A	\$16.69	\$17.36	\$18.05		\$18.53	\$19.27	\$20.04		

8/18/09  
10:29 AM

**FAMILY PARAPROFESSIONALS  
SALARY SCHEDULE  
EFFECTIVE 5/1/2008**

TITLE	TITLE CODE	DATE HIRED	OLD EBANK LINE #	SALARY CODE	SALARY STEP	REG. HRS/ PER SESS HOURS**	5/10/08 HOURLY RATE	5/1/10/08 HOURLY RATE	5/1/10/09 HOURLY RATE	ANN/HR LONGVT. RATE/ INCREMENT	5/10/08 PER SESS. RATE	5/1/10/08 PER SESS. RATE	5/1/10/09 PER SESS. RATE
Family Worker	RFWKN	9/9/84 <	0011	F1	1A	1435.50	\$13.47	\$14.00	\$14.56	\$0.43	\$14.06	\$14.62	\$15.21
					1B	1375.00	\$13.38	\$13.91	\$14.47	\$629	\$13.96	\$14.52	\$15.10
					1C		\$13.27	\$13.80	\$14.35		\$13.85	\$14.41	\$14.98
					1D		\$13.11	\$13.63	\$14.18		\$13.69	\$14.23	\$14.80
					1E		\$12.23	\$12.72	\$13.23		\$12.77	\$13.28	\$13.82
		≥ 9/9/04	7011	F1	1F		\$11.40	\$11.86	\$12.33		\$11.90	\$12.38	\$12.87
Family Worker A	RFWKN	9/9/84 <	0012	F2	1A	1435.50	\$14.34	\$14.91	\$15.51	\$0.43	\$14.97	\$15.57	\$16.19
					1B	1375.00	\$14.28	\$14.85	\$15.45	\$629	\$14.91	\$15.51	\$16.13
					1C		\$14.21	\$14.78	\$15.37		\$14.84	\$15.43	\$16.05
					1D		\$14.11	\$14.67	\$15.26		\$14.73	\$15.32	\$15.93
					1E		\$13.16	\$13.69	\$14.24		\$13.74	\$14.29	\$14.86
		≥ 9/9/04	7012	F2	1F		\$12.27	\$12.76	\$13.27		\$12.81	\$13.32	\$13.85
Family Assistant	RFWKN	9/9/84 <	0013	F3	1A	1435.50	\$14.62	\$15.21	\$15.82	\$0.43	\$15.27	\$15.88	\$16.51
					1B	1375.00	\$14.59	\$15.17	\$15.78	\$629	\$15.23	\$15.84	\$16.47
					1C		\$14.53	\$15.12	\$15.72		\$15.17	\$15.78	\$16.41
					1D		\$14.44	\$15.02	\$15.62		\$15.08	\$15.68	\$16.31
					1E		\$13.48	\$14.02	\$14.58		\$14.07	\$14.63	\$15.22
		≥ 9/9/04	7013	F3	1F		\$12.56	\$13.06	\$13.58		\$13.11	\$13.64	\$14.18
Family Asst. AI	RFWKN	9/9/84 <	0017	F4	1A	1435.50	\$14.82	\$15.41	\$16.03	\$0.43	\$15.47	\$16.09	\$16.73
					1B	1375.00	\$14.80	\$15.39	\$16.01	\$629	\$15.45	\$16.07	\$16.71
					1C		\$14.76	\$15.36	\$15.97		\$15.41	\$16.03	\$16.67
					1D		\$14.68	\$15.26	\$15.87		\$15.32	\$15.94	\$16.57
					1E		\$13.70	\$14.24	\$14.81		\$14.30	\$14.87	\$15.46
		≥ 9/9/04	7017	F4	1F		\$12.76	\$13.27	\$13.80		\$13.32	\$13.86	\$14.41
Family Asst. A II	RFWKN	9/9/84 <	0014	F5	1A	1435.50	\$14.98	\$15.58	\$16.20	\$0.43	\$15.64	\$16.26	\$16.91
					1B	1375.00	\$14.96	\$15.56	\$16.18	\$629	\$15.62	\$16.24	\$16.89
					1C		\$14.92	\$15.52	\$16.14		\$15.58	\$16.20	\$16.85
					1D		\$14.85	\$15.45	\$16.07		\$15.51	\$16.13	\$16.77
					1E		\$13.86	\$14.42	\$14.99		\$14.47	\$15.05	\$15.65
		≥ 9/9/04	7014	F5	1F		\$12.92	\$13.43	\$13.97		\$13.49	\$14.02	\$14.59

**FAMILY PARAPROFESSIONALS  
SALARY SCHEDULE  
EFFECTIVE 5/11/2008**

TITLE	TITLE CODE	DATE HIRED	OLD EBANK LINE #	SALARY CODE	SALARY STEP	REG. HRS/ PER SESS HOURS**	5/10/08 HOURLY RATE	5/11/08 HOURLY RATE	5/11/09 HOURLY RATE	ANN/HR LONGVT. RATE/ INCREMENT	5/10/08 PER SES. RATE	5/11/08 PER SES. RATE	5/11/09 PER SES. RATE
Family Asst. B	RFWKN	9/9/84 <	0015	F6	1A	1435.50	\$15.47	\$16.09	\$16.74	\$629	\$16.16	\$16.80	\$17.47
					1C	1375.00	\$15.46	\$16.08	\$16.72	\$0.43	\$16.14	\$16.78	\$17.46
					1D		\$15.44	\$16.06	\$16.70		\$16.12	\$16.77	\$17.44
					1E		\$14.41	\$14.99	\$15.59		\$15.04	\$15.65	\$16.27
		≥ 9/9/04		F6	1F		\$13.43	\$13.96	\$14.52		\$14.02	\$14.58	\$15.16
Family Assoc.	RFWKN	9/9/84 <	0016	F7	1A	1435.50	\$17.70	\$18.40	\$19.14	\$629	\$18.48	\$19.21	\$19.98
					1E	1375.00	\$16.52	\$17.18	\$17.86	\$0.43	\$17.24	\$17.93	\$18.65
					1F		\$15.39	\$16.00	\$16.64		\$16.07	\$16.71	\$17.38
Parent Prog. Asst.	RFWKN	9/9/84 <	0010	F8	1A	1435.50	\$18.70	\$19.44	\$20.22	\$629	\$19.52	\$20.30	\$21.11
					1E	1375.00	\$17.45	\$18.15	\$18.87	\$0.43	\$18.22	\$18.94	\$19.70
					1F		\$16.26	\$16.91	\$17.58		\$16.97	\$17.65	\$18.36

Longevity Rules:

Explanation for \$629 Longevity Amount:

27.5 HOURS/35 HOURS x \$800 = \$629

Annual Longevity Hours = 1827 However hourly salary rate is derived from 1435.5 hours

The Minimum Rate for Longevity Salary will always be revised upon a contractual implementation to reflect BASIC SALARY + LONGEVITY RATE (\$629 OR .43) X CONTRACTUAL INCREASE.

Therefore, the MINIMUM LONGEVITY SALARY TABLE should always reflect BASIC SALARY + LONGEVITY AMOUNT X CONTRACTUAL INCREASE. This salary cannot be derived using any other method. Otherwise, the penny increment due to longevity pensionability would be calculated incorrectly when contracts are implemented.

Employees receiving a salary rate other than minimum should always have their longevity salary multiplied by the contract increase.

IBT 237 SCHOOL SAFETY OFFICERS  
SALARY SCHEDULE  
Oct. 10, 2009

TITLE	TITLE CODE	DATE HIRED	SALARY CODE	10/10/2008	10/10/2009	4/1/2010
				0.04	0.04	0
			2088	0	0	0.0025
<b>School Guard</b>	RSGDN	< 03/31/02	G11A	\$16.52	\$17.18	\$17.18
	HSGDN	4/1/02 > & < 03/31/05	G11B	\$15.41	\$16.03	\$16.03
	SSGDN	1 YEAR ANNIVERSARY	G11C	\$15.02	\$15.62	\$15.62
		> 4/1/05	G11D	\$14.62	\$15.20	\$15.20
<b>School Safety Officer</b>	RSSON	< 03/31/02	G21A	\$16.27	\$16.92	\$16.92
		4/1/02 > & < 03/31/05	G21B	\$15.18	\$15.79	\$15.79
		1 YEAR ANNIVERSARY	G21C	\$14.79	\$15.38	\$15.38
		> 4/1/05	G21D	\$14.40	\$14.97	\$14.97
				\$1,432	\$1,432	\$1,436
		DIFFERENTIAL		\$0.69	\$0.69	\$0.69
<b>Mobile Task</b>	RMTFN	< 03/31/02	G31A	\$16.96	\$17.61	\$17.61
<b>Force Officer</b>		4/1/02 > & < 03/31/05	G31B	\$15.87	\$16.48	\$16.48
(\$1,000 Diff.)		1 YEAR ANNIVERSARY	G31C	\$15.48	\$16.07	\$16.07
		> 4/1/05	G31D	\$15.09	\$15.66	\$15.66
				\$2,864	\$2,864	\$4,714
<b>Group Leader</b>	RGRLN	DIFFERENTIAL		\$1.37	\$1.37	\$2.26
(\$2,000 DIFF)		< 03/31/02	G41A	\$17.64	\$18.29	\$19.18
		4/1/02 > & < 03/31/05	G41B	\$16.55	\$17.16	\$18.05
		1 YEAR ANNIVERSARY	G41C	\$16.16	\$16.75	\$17.64
		> 4/1/05	G41D	\$15.77	\$16.34	\$17.23
<b>Scanner Differ</b>				\$421	\$421	\$422
				\$0.20	\$0.20	\$0.20

# Stop Payment Notice

**EMPLOYEE IDENTIFICATION**  
(PLEASE PRINT)

PAYEE NAME	FIRST <input type="text"/>	M.I. <input type="text"/>	LAST <input type="text"/>
PAYROLL #	<input type="text"/>	EMPLOYEE REFERENCE NUMBER	<input type="text"/>
	CD <input type="text"/>	JSN	<input type="text"/>
CHECK ID	LTR <input type="text"/>	CHECK NUMBER <input type="text"/>	NET PAY <input type="text"/> . <input type="text"/>
			CHECK DATE <input type="text"/>

ANSWER ALL QUESTIONS

1) DID PAYEE RECEIVE THE CHECK?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	3) IS PAYEE ENTITLED TO A REPLACEMENT CHECK?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
1a) IF YES, WAS THE CHECK ENDORSED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	3a) IF YES, CHOOSE ONE	<input type="checkbox"/> RETURN TO PAYEE (Complete Section 3)	<input type="checkbox"/> RETURN TO AGENCY (Complete Section 2)
2) WAS CHECK LOST WITHIN THE AGENCY?	<input type="checkbox"/> YES (See Section 1)	<input type="checkbox"/> NO	3b) IF NO, CHOOSE ONE	<input type="checkbox"/> RETURN TO AGENCY (Complete Section 2)	<input type="checkbox"/> CANCEL Manual Refund Attached*

\* The replacement check and the attached Refund of Overpayment Manual Refund Form will be forwarded to OPA's Payroll Refund and Adjustment Unit.

**SECTION 1:  
CHECK LOST WITHIN AGENCY**

You must notify the Inspector General's Office in writing to explain the circumstances surrounding the loss of said check by emphasizing on the fact that the check was lost within the agency. Send a copy of the letter to OPA with the Stop Payment Notice.

**SECTION 2:  
REPLACEMENT CHECK RETURNED TO AGENCY**

Provide the reason for returning the replacement check to the agency.

REASON:

**SECTION 3:  
CLAIM OF LOST CHECK**

*I have not sold, assigned or transferred said check, or amount due thereon, to any person or party whatsoever. I have not received cash or other consideration for said check and am still the sole owner of and entitled to receive the full amount thereof.*

NOTARIZATION REQUIRED.  
ORIGINAL MUST BE SUBMITTED TO OPA

*I make this affidavit to induce the issuance to me of a duplicate check to take the place of, and in the same amount as, the missing one; should said missing check, at any time, come into my hands, I will not attempt to cash or deposit said check and will immediately deliver it to the Director, Payroll Customer Service Division, Office of Payroll Administration.*



NOTARY STAMP

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_

NOTARY SIGNATURE

EMPLOYEE SIGNATURE

**AGENCY SECTION**

AGENCY NAME	<input type="text"/>	AGENCY SPECIFIC #	<input type="text"/>
REPORTED BY (PRINT)	<input type="text"/>	AGENCY E-MAIL	<input type="text"/>
AUTHORIZED AGENCY PERSONNEL SIGNATURE	<input type="text"/>	PHONE#	<input type="text"/>
		DATE	<input type="text"/>

**ADDRESS TO SEND REPLACEMENT CHECK**

STREET ADDRESS	<input type="text"/>		
STREET ADDRESS CONTINUATION	<input type="text"/>		
CITY	<input type="text"/>	STATE	<input type="text"/>
		ZIP CODE +4	<input type="text"/>

**FOR OPA USE ONLY**

DATE STOP PROCESSED	MONTH <input type="text"/> DAY <input type="text"/> YEAR <input type="text"/>	DATE PMS CHECK DISP UPDATED	MONTH <input type="text"/> DAY <input type="text"/> YEAR <input type="text"/>	STOP #	<input type="text"/>	STOP PROCESSED BY	<input type="text"/>
DATE CLAIM SENT	MONTH <input type="text"/> DAY <input type="text"/> YEAR <input type="text"/>	DATE REPLACEMENT ISSUED	MONTH <input type="text"/> DAY <input type="text"/> YEAR <input type="text"/>	<input type="checkbox"/>	REPLACEMENT CHECK # _____	<input type="checkbox"/>	DEDUCTION CHECK # _____
DATE FORM RECEIVED	<input type="text"/>			REPLACEMENT APPROVED BY	<input type="text"/>		
SUPERVISOR CHECK REPLACEMENT UNIT, SIGNATURE							

# SCHOOL BASED EMPLOYEES

Please use the telephone numbers below when contacting the various Offices within Payroll Administration:

Certificates and Longevity	718) 935-3545
Check Cancellation	718) 935-2217
CSA	718) 935-4363
Check Security	718) 935-2219
Managerial Lump Sum	718) 935-3547
Direct Deposit/EFT	718) 935-3545
Wageworks	718) 935-3545
529 College Plan	718) 935-3545
Leave w/o Pay and/or Return from Leave	718) 935-2220
Per Diem	718) 935-2236
	718) 935-4550
Per Session	718) 935-2229
Sabbaticals	718) 935-2220
Staffing Status and Grievance	718) 935-4873
Terminations (CAR)	718) 935-2221
E Bank Payroll (UFT Para and DC37 Titles)	718) 935-3030

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