



Dennis M. Walcott, Chancellor


Francine Perkins-Colón
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PAYROLL ADMINISTRATION MEMORANDUM NO. 14, 2010-2011

DATE: April 28, 2011

TO: Principals (Via Principal's Weekly)
Cluster Representatives (Via Email)
Payroll Secretaries (Via Email)

FROM: *Francine Perkins-Colón* 

SUBJECT: End of the Year Information and Procedures for E745

Please review the following information and procedures which will guide you through the end of year service processing for E745 employees in the Employee Information System (EIS).

To ensure that checks are generated for distribution on the last day of school, **EIS** will automatically process two anticipated payrolls for the following payroll service periods. These periods will **not** require approval by timekeepers or school secretaries:

<u>Service Period</u>	<u>Check Dates</u>
o May 25, 2011 – June 07, 2011 (10 days)	June 23, 2011
o June 08, 2011 – June 28, 2011 (15 days)	July 05, 2011

The paper checks and stubs will be distributed on June 23, 2011 for the June 23, 2011 payroll and June 28, 2011 for the July 5, 2011 payroll.

Payments generated for employees who are not entitled to a payroll check must be cancelled. Paper checks must be returned to the Division of Financial Systems and Business Operations' Check Management Unit at 65 Court Street, Room 1800A, Brooklyn, N.Y. 11201. An Electronic Fund Transfer (EFT) stop payment must be processed for employees who receive pay through an EFT.

Any absences for the period of May 25, 2011 through June 28, 2011 **must** be recorded and promptly adjusted by September 2011 using the prior period timekeeping procedure. This is necessary and must be completed as the last 2 payrolls are completely anticipated for a twenty-five day period.

All positive events entered for the anticipated payroll period June 15, 2011 through June 28, 2011 will be combined with the 6th summer vacation check, which will be dated and distributed on September 01, 2011.

The anticipated payroll procedures also apply to school safety officers for the period May 25, 2011 through June 07, 2011, but exclude co-op students, per session and occasional employees.

The anticipated payroll for June 08, 2011 to June 28, 2011 does not include school safety officers, occasional employees, per session or co-op students.

Service for school safety officers must be entered between June 15, 2011 and close of business June 28, 2011 for the period of June 08, 2011 to June 21, 2011.

Following the procedures for current period processing, the service for the school occasional groups must be entered between June 1, 2011 and close of business June 14, 2011 for the period of May 25, 2011 to June 7, 2011 and June 08, 2011 to June 21, 2011 for the check dated June 24, 2011. Please enter June 21, 2011 as the payroll period end date in the EIS screen 9.1.1. The June 24, 2011 check will be distributed to the work site on June 23, 2011.

Please note that co-op students, per session, and occasional employees will be paid on September 01, 2011 for the service period of June 15, 2011 through June 28, 2011.

Summer and Vacation Entitlements

- DC37 employees and hourly school guards' eligibility criteria for vacation/summer payments are described in **Attachment A**.
- For DC37 Family Paraprofessionals, summer/vacation pay is based on regular service during the school year. Per session service is not included in summer pay entitlements.
- Vacation checks are post dated and **must not** be cashed or deposited prior to the date printed on the check. Employees will be subject to an early encashment penalty of \$ 55 per check as well as any penalty imposed by the employee's bank. **The early encashment penalty fee will be deducted from the employee's check in the fall of 2011** by the NYC Office of Payroll Administration (OPA).
- Employees enrolled in the EFT program will have their summer checks posted to their bank accounts on each paycheck date.
- Employees participating in the EFT or Direct Deposit Program **must not** close the checking or savings accounts scheduled to receive the Direct Deposit payments during July and August 2011. The EFT payment generated in June for July and August **cannot be re-routed** to a new account. Emergency checks will not be issued in these instances. The employee will receive replacement checks after the deposits have been returned from the original bank of deposit.
- Check replacements for all EFT transactions that are returned due to closed accounts or incorrect account numbers will no longer be automatically issued. Please contact the Payroll Benefits Unit at (718) 935-3545, if a check is returned due to an EFT closed account or incorrect account number.
- On June 28, 2011 eligible employees will receive five (5) summer vacation checks plus one (1) service check as follows:

Pay Type	Check Date	Distribution Date
1 st DC37 Vacation payment	June 22, 2011	June 28, 2011
2 nd DC37 Vacation payment	July 06, 2011	June 28, 2011
3 rd DC37 Vacation payment	July 20, 2011	June 28, 2011
4 th DC37 Vacation payment	August 3, 2011	June 28, 2011
5 th DC37 Vacation payment	August 17, 2011	June 28, 2011
Service for 6/08/11 – 6/28/11	July 05, 2011	June 28, 2011

Employees will receive the 6th summer/vacation check when they return in September. This check is dated September 1, 2011. This will include all absences and all other events processed for the May 25, 2011 through June 28, 2011 period.

Attachment B is a calendar of events for end of the year processing for all E745 employees.

If you have any questions please call Ting Tai L.Siu, Director of Hourly Support Payrolls at (718) 935-3030. This memorandum will be available on the DFO website and the Payroll Portal at <https://payrollportal.nycboe.net>.

JH

c. Judith Hederman
 Francine Perkins-Colón
 Kevin Monroe
 Ting Tai L.Siu
 Fred Chiodini
 Richard Hendershot–Teamsters
 Veronica Montgomery-Costa–DC37

ATTACHMENT A

ELIGIBILITY CRITERIA FOR 2011 SUMMER/VACATION PAY

TITLE	PRO-RATED VACATION ENTITLEMENT	PAYMENT FORMULA	CRITERIA USED FOR CREATING PAYMENT	COMMENTS																																																		
<u>DC37/Local 372</u> Family Paraprofessional	Vacation days 2011 = 46 vac. Days = 10 sessions. 261 Annual Work Days - 215 School Days 46 Vacation days	All service paid from 9/1/10 – 6/28/11 multiplied by a monthly factor of 46 days X employee's pay rate (including longevity and service increment) Service paid does not include per session payments.	Service from 9/1/10 – 5/10/11 is multiplied by vacation factor and employee's pay rate and divided into 5 summer checks for July and August. Service from 5/11/11 – 6/28/11 is multiplied by the vacation factor and employee's pay rate and paid on the 6 th summer check dated 9/01/11	Employees need to be in full pay status for 15 calendar days in order to be entitled to vacation pay for each month. Family Paraprofessional Hired on or after July 1, 2004 <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Years of Service</th> <th style="text-align: center;">Vacation Sessions</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: center;">36.8</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">36.8</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">41.4</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">41.4</td></tr> <tr><td style="text-align: center;">5+</td><td style="text-align: center;">46</td></tr> </tbody> </table>	Years of Service	Vacation Sessions	1	36.8	2	36.8	3	41.4	4	41.4	5+	46																																						
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<u>Hourly School Lunch</u> Employees, School Aides, School Health Service Aides, Film Inspection Asst.	Employees hired <u>before</u> June 30, 1987 receive: 1 session of vacation for each month of service or a portion thereof of service during the school year.	All service paid from 9/8/10 – 6/28/11 at the employee's pay rate (including longevity and service increments) is multiplied by 25.481%. This is the summer pay entitlement. Service paid does not include overtime payments.	Service from 9/8/10 – 5/10/11 is multiplied by 25.481% and divided into five summer checks for July and August. Service from 5/11/11 – 6/28/11 is multiplied by 25.481% and paid on the last summer check: 9/01/11 All hourly employees hired <u>after June 30, 1987</u> , receive the following vacation pay sessions: DC37 School Lunch, School Aides, Health Aides, Film Inspection Asst. Hired before June 30, 2004	Service is a combination of any of these titles represents continuous service for vacation pay entitlements. A vacation session is equal to a day. A day is equal to the number of hours an employee is scheduled to work. Vacation session entitlements are also multiplied by 25.481%.																																																		
<u>Hourly Guards</u>	Employees hired <u>before</u> June 30, 1987 receive: 1 session of vacation pay for each month of service School Guards who work during July and August receive additional vacation pay in October.	School Guards hired <u>after</u> June 30, 1987 receive: <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Years of Service</th> <th style="text-align: center;">Vacation Sessions</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">4</td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">10</td><td style="text-align: center;">10</td></tr> </tbody> </table>	Years of Service	Vacation Sessions	4	3	5	3	6	8	7	8	8	9	9	9	10	10	<table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Years of Service</th> <th style="text-align: center;">Vacation Sessions</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">4</td><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">7</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">10</td><td style="text-align: center;">10</td></tr> </tbody> </table>	Years of Service	Vacation Sessions	4	4	5	4	6	7	7	8	8	8	9	9	10	10	DC37 School Lunch, School Aides, Health Aides, Film Inspection Asst. Hired on or after July 1, 2004 <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Years of Service</th> <th style="text-align: center;">Vacation Sessions</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">4</td><td style="text-align: center;">0</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">5</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">6</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">10</td><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">11</td><td style="text-align: center;">10</td></tr> </tbody> </table>	Years of Service	Vacation Sessions	4	0	5	1	6	4	7	5	8	6	9	8	10	9	11	10
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Jury Duty checks may be kept if employees are not working during the summer.

ATTACHMENT B

**CALENDAR OF EVENTS
END OF YEAR 2011
E-BANK PROCESSING**

PAY PERIOD EARNED DATES	TIMEKEEPING ENTRY DATES	TIMEKEEPING CLOSE	PAY CYCLE	PAYROLL BANK TITLES	EFT STOP DATE	CHECK DATE	DISTRIBUTION DATE
05/25/11 – 06/07/11 (10 DAYS)	ANTICIPATED PAYROLL	N/A	B	ALL E745 TITLES EXCEPT OCCASIONALS	06/20/11	06/23/11	06/23/11
06/08/11 – 06/28/11 (15 DAYS)	ANTICIPATED PAYROLL	N/A	B	ALL E745 EXCEPT SSOs and OCCASIONALS	06/29/11	07/05/11	06/28/11
06/08/11 – 06/21/11	06/15/11 – 06/28/11	06/28/11	B	E745 SSOs ONLY	07/01/11	07/07/11	07/07/11
05/25/11 – 06/21/11	06/01/11 – 06/14/11	06/14/11	B	E745 OCCASIONALS ONLY	06/21/11	06/24/11	06/23/11