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**Payroll Administration Memorandum No. 4, 2011-2012**

**DATE:** September 9, 2011

**TO:** CFN Executive Directors (Via Email)  
Principals (Via Principal Weekly)  
Payroll Secretaries (Via Email)

**FROM:** Francine Perkins-Colón 

**RE:** **Q742, Q744, and E745 Payroll Processing Information for September**

Please make the following information available to all timekeeping personnel:

**New Employee Nominations for Q742 and Q744 Employees**

Employees had to be finalized by 8/30/11 in order to receive payroll checks on the 9/15/11. To determine if an employee was staffed in time for the 9/15/11 pay date, please review and verify that the transaction date and the job were assigned and finalized by 8/30/11 with a PTF status of "C 7 C". This information is available on the EIS (2.6) Person Inquiry by PTF screen.

USER: FPERKIN N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM E11MRO1  
09/08 16:17 PERSON INQUIRY BY PTF PAGE 1

EIS ID:                      EMPL ID:                      SSN:                      SEN/REG: 24/

PROBLEM CODE:                      CERTIFIED: YES

TRAN DATE	PAY	--STATUS--	ORG	LST	STF	STF	STF	
-----	---	REC PTF FIN	UNIT	CDE	RSN	DATE	STAT	
08 29 2011	S	C 7 C	24Q153	GI2GX	900BQ	900B	1RK 09 06 2011	REG
08 29 2011	S H 7		24Q153	GI2GX	900BQ	900B	1RK 09 06 2011	REG

G1SPNC2

In the example above, the employee was staffed and finalized in a job with an effective date of 9/6/11 and is scheduled to receive a paycheck on 9/15/11. This condition is indicated by the C 7 C in the "STATUS" column and the 8/29/11 in the TRAN DATE column. **Any status code other than "C 7 C" indicates an un-finalized condition.** Please contact your local Human Resource Partner to inform him/her of all employees who are in an un-finalized status.

### **Electronic Fund Transfer (EFT)**

Electronic Fund Transfer (EFT) pay stubs should be carefully monitored. Timekeepers must make certain that the employee has reported for work since the inception of the school year. If an employee has been terminated, retired or began a leave of absence without pay, the employee's EFT should be cancelled by using EIS function 9.6.5. To prevent or minimize overpayment on the 9/15/11 payroll either a stop payment or a reversal should be entered. A stop payment may be entered by noon on 9/12/11 using EIS function 9.6.6. **After 9/12/11, a request for reversal must be faxed to the Payroll Benefits Unit (718) 935-3702 within five days of the pay date. EFT should not be cancelled for employees that have transferred to another location.** You may verify an employee's status by looking at the Person Inquiry by PFT screen in EIS (2.6).

### **Checks for Terminated Employees**

Regular paychecks issued for employees who retired or were terminated at the beginning of the school year must be returned to Payroll Check Management Unit for cancellation immediately. Human Resource Partners must also be advised to initiate the appropriate action to remove these employees from payroll.

### **2011 Fall Sabbaticals**

Employees who were approved for sabbatical effective 8/1/11 were overpaid for the month of August. They were paid at full salary instead of the reduced sabbatical rates. In order to not adversely impact their payroll condition, this overpayment will be recouped in 4 installments beginning 9/15/11 and ending 10/31/11.

### **Timekeeping Deductions for 745 Employees**

Timekeeping deductions for earn dates 5/25/11 through 9/13/11 must be entered by 9/20/11 in EIS to be reflected on the 9/29/11 paycheck. Partial deductions (maximum 80%) may be taken if the employee's paycheck is unable to sustain the entire deduction. The balance will be deducted on subsequent checks.

### **Online Employee Information**

If you would like to view detailed employee data, you may access the following EIS screens:

7.4.10	Salary History Screen
9.2.2	Time and Attendance Inquiry
9.3.2	CAR Balance
11.1.6	Pay Detail History Screen
13.3	Check Register

### **CSA Principal School Size Differential**

The second installment of the FY 2010 school size differential covering the period 3/1/11 through 8/31/11 will be paid on 9/15/11.

FPC/mw

C: Michael Tragale  
Lawrence Becker  
Kevin Monroe  
Laura Tamburo, UFT

Ernest Logan, CSA  
Santos Crespo