




Judith Hederman
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PAYROLL ADMINISTRATION MEMORANDUM – NO. 9, 2009 - 2010

DATE: November 6, 2009
TO: ISC Executive Directors (via e-mail)
Principals (via "Principal's Weekly Newsletter")
FROM: Judith Hederman 

SUBJECT: Implementation of the H1N1 Vaccination Program Payroll Processing for Custodians

As you are aware, the Health Department will offer the H1N1 influenza vaccine to New York City children through a series of weekend vaccination clinics, also known as Points of Dispensing (PODs). These PODs will be located in select NYC Department of Education buildings on the following weekends.

- November 7 -8, 2009
- November 14-15, 2009
- November 21-22, 2009
- December 5-6, 2009
- December 12-13, 2009

Custodian Engineers must complete a space sheet for the rooms used and services provided for this activity. On the space sheet, custodians will be asked to indicate "H1N1 Vaccination Program" to denote the use of the building for the H1N1 Vaccination Program. The space sheets must be presented to the DOHMH representative for signature. The space sheets for the H1N1 Vaccination Program must be submitted to the Custodial Payroll for processing.

The Division of School Facilities will be providing the custodians with the instructions for the completion and submission of space sheets related the H1N1 program.

If you have any questions, please call Angel Lopez at (718) 935-3029.

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