



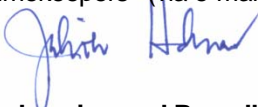
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PAYROLL ADMINISTRATION MEMORANDUM NO.10, 2009- 2010

DATE: November 6, 2009

TO: ISC Executive Directors (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries/Timekeepers (via e-mail)

FROM: Judith Hederman 

SUBJECT: **H1N1 Volunteer Timekeeping and Payroll Process**

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

Employees who registered to work during these weekend vaccination clinics will be compensated in accordance with the contract terms and conditions for their individual titles.

All Pedagogic employees from the QBANK (Q742) and Per Diem (T746) payrolls will be paid for all time served on the TBANK Per Session (T747) payroll. Education Paraprofessional titles (Q744) and Hourly School Based titles on the EBANK payroll (E745) will be paid in EIS. Administrative payroll employees (H740) will be paid through the APRL. Schools will not be responsible for covering the costs of this service. A bulk job has been created to be charged for these payroll costs.

Payroll Timekeeping and Payment Process

All city employee volunteers will be given a receipt of time served by the Department of Health and Mental Hygiene (DOHMH). A copy of the intended receipt has been attached for your information. Timekeepers should use the receipt as proof of time served and should key in accordingly. The scheduled hours of operation will be 8 am to 8 pm on Saturdays and 8 am to 7 pm on Sundays. Since training will take place on site, the hours could exceed those previously indicated. Please note that in the event of early dismissal, employees must be keyed in for a minimum of 4 hours per day.

With the exception of the Administrative Payroll, universal bulk jobs have been created for timekeeping and payment processing. The bulk job to be used for Pedagogical titles to be processed in T Bank and the UFT Education Para titles to be processed in EIS is GDS7H. For all of the Hourly School Based titles, except for Family Paras, the bulk job is GDS7W. For Family Paraprofessionals, please use GDS7Q for your timekeeping entries. You can begin entering employee time for the appropriate service period as indicated on the individual payroll schedules.

Q742 and T746

To make the entries in TBNK you will need to access the Service Data Entry Screen (01) and enter the following:

- Position symbol;
- Bulk job GDS7H; and
- Number of hours worked on the Saturdays and/or Sundays.

The employees will be paid based on the number of hours entered. The rate will be derived based on the position symbol used when the timekeeping entries are made. All appropriate Per Session waivers will need to be in place, if applicable.

Q744

To make the entries in EIS for the UFT Paraprofessionals, you will need to enter the timekeeping information in 9.1.1 Maintain Current Time and Attendance, entering 'P3' for per session for UFT paraprofessionals. Please enter the following information:

- Bulk job number GDS7H; and
- Number of hours served for the week ending for the H1N1 program.

E745

To make the entries in EIS for the Hourly School Based titles, you will need to enter the timekeeping information in 9.1.1 Maintain Current Time and Attendance, entering 'B' for Pay cycle and '2' for selection type. Please enter the following information:

- Bulk job GDS7W or GDS7Q; and
- Enter the hours worked.

H740

For employees, whose time is not tracked in Cybershift, the overtime hours must be entered through the Overtime Deduction Screen, option 10 from the APRL main menu. To make these entries timekeepers will need to:

- Select function code '02';
- Retrieving employee information and the appropriate week ending date;
- Enter record type 'H'; and
- Enter the hours worked.

Records must be added and approved in accordance with current overtime processing procedures.

For employees whose time is tracked in Cybershift, the overtime hours must be entered in Cybershift. This can be done via the dial up system, the web clock, or by payroll secretaries. In the Reason Field on the bubble sheet, enter the code H1N1. Cybershift has been programmed to accept only the H1N1 code on the weekends for the duration of the program. The attendance receipt must be submitted to the supervisor. Approval should only be made upon receipt and review of the attendance receipt signed by a DOHMH representative.

If you have any questions regarding this memorandum, please call:

Office of Pedagogic School Based Payrolls (742, 746)
Office of Administrative/Support Payrolls (740, 744 745)

Francine Perkins-Colón
Angel Lopez

(718) 935-3434
(718) 935-3029

Employees with any questions regarding the H1N1 Vaccination program may email H1N1Questions@schools.nyc.gov.

Attachment

c. V. Giordano, L. Becker, S. Keating, B. Knipling, F. Perkins Colón, A. Lopez, J. Blundo



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Thomas Farley, M.D., M.P.H.
Commissioner

Andrew S. Rein
Chief Operating Officer/
Executive Deputy Commissioner

Dan Lehman
Deputy Commissioner
Division of Finance and Planning

MEMORANDUM

To: To whom it may concern
From: DOHMH
CC: Info
Date: November , 2009
Re: Saturday/Sunday hours worked

_____ with Employee ID _____

worked at the _____ DOHMH POD on
_____ from _____ to _____

And on
_____ from _____ to _____

Signed: _____
DOHMH Personnel Coordinator