



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

Vincent A. Giordano, *Executive Director*
Division of Financial Operations

PAYROLL ADMINISTRATION MEMORANDUM NO. 1, 2007-2008

DATE: August 23, 2007

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

FROM: Vincent A. Giordano, Executive Director

SUBJECT: Q742, Q744 and E745 Payroll Issues for September

Please make the following information available to all timekeeping personnel:

- **New Employee Nominations**

Employees need to be finalized by 8/30/07 in order to receive payroll checks on 9/14/07. In order to ascertain if an employee has been staffed in time for the 9/14/07 pay date, please review and verify that the transaction date and job have been assigned and finalized by 8/30/07 with a PTF status of "C 7 C". This information is available on the EIS (2.6) Person Inquiry by PTF on-line screen.

EIS ID:	N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM							E11MRO:			
TRAN DATE	PERSON INQUIRY BY PTF							PAGE:			
---	--STATUS--			ORG	JOB	POS	LIC	LIST	STF	STF	STF
---	REC	PTF	FIN	UNIT	---	---	---	CODE	RSN	DATE	STAT
08 09 2007	C	7	C	72X405	DJCOS	526BQ	526B	TT	1RK	08 29 2007	REG

In the example noted above, the employee was staffed and finalized in a job with an effective date of 8/29/07 and is scheduled to receive a paycheck on 9/14/07. This condition is indicated by the C 7 C in the "Status" column and a date of 8/9/07 in the "Tran Date" column. **Any status code other than "C 7 C" indicates an un-finalized condition.** Please contact your local personnel official to inform him or her of all employees who are in an un-finalized status.

- **Direct Deposit**

Direct Deposit 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 direct deposit should be cancelled by 9/4/07 using EIS function 9.6.5. A stop payment may also be entered using EIS function 9.6.6 if entered by **noon** on 9/11/07. **After 9/11/07, a request for reversal must be faxed to the Payroll Benefits Program (718) 935-3702 within five days of the pay date. Direct Deposit for employees that have transferred to another location should not be cancelled.** You may verify an employee's status by looking at the Person Inquiry by PTF screen in EIS (2.6)

- **Checks for Terminated Employees**

Paychecks issued for employees who retired or were terminated at the beginning of the school year must be returned to the Office of Check Management for cancellation immediately. Personnel liaisons must also be advised to initiate the appropriate action to remove employees from payroll.

- **2007 Fall Sabbaticals**

Employees who were approved for sabbatical effective 8/1/07 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 9/14/07 and ending 10/31/07.

- **Timekeeping Deductions**

Timekeeping deductions entered between 5/29/07 and 8/31/07 in EIS will be reflected on the 9/14/07 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
11.1.6	Pay Detail History Screen
13.3	Check Register
9.2.2	Time and Attendance Inquiry

- **CSA Principal School Size Differential**

The second installment of the FY 2007 school size differential covering the period 3/1/07 through 8/31/07 will be paid on 9/14/07.

VAG/co

C: S. Mehta
L. Becker
J. Hederman
Y. Kong
F. Perkins-Colon
M. Mendel, UFT
L. Tamburo, UFT
E. Logan, CSA