




Vincent A. Giordano  
Executive Director  
Division of Financial Operations

vagiord@schools.nyc.gov

**PAYROLL ADMINISTRATION MEMORANDUM NO. 14, 2007-2008**

**DATE:** May 19, 2008

**TO:** ISC Executive Directors and Deputy Executive Directors (Business) (via email)  
Principals (via "Principal's Weekly Newsletter")  
Payroll Secretaries (via Email)

**FROM:** Vincent A. Giordano, Executive Director 

**SUBJECT:** End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payrolls

---

Please review the following procedures which will guide you through the end of year service processing for E745 & Q744 employees in the Employee Information System (EIS) and the 2008 Summer/Vacation pay schedules.

**E745 B Pay Cycle Payroll**

- The following two payroll service periods will **NOT** require updating and approval by timekeepers or school secretaries:
  - May 28, 2008 – June 10, 2008 (10 days), and
  - June 11, 2008 – June 26, 2008 (12 days).
- To ensure that checks are generated for distribution on the last day of school, **EIS** will automatically process two anticipated payrolls. They will be dated:
  - June 26, 2008; and
  - July 03, 2008.

Both will be distributed on June 26, 2008.

- Any absences for the period of May 28, 2008 through June 26, 2008 **must** be recorded and promptly adjusted in September 2008 using prior period timekeeping procedures. This is mandatory since the last 2 payrolls will be completely anticipated for a twenty-one day period. Additionally, checks that are generated for employees who are not entitled to a payroll check should be returned to the Bureau of Check Management.

**Note:** All occasional, per session and co-op student service entries can be processed between June 6, 2008 and June 17, 2008 using current period procedures. Please enter June 26, 2008 as the payroll period end date in 9.1.1. These checks will be distributed to ISC locations on June 27, 2008. However, all other positive events entered for the anticipated payroll period May 28, 2008 through June 26, 2008 will be combined with the 6<sup>th</sup> summer/vacation check, which will be dated and distributed on September 4, 2008.

The anticipated payroll procedures also apply to school safety officers for the period May 28, 2008 through June 10, 2008, but exclude co-op students, per session and occasional employees. The June 11, 2008 to June 26, 2008 anticipated payroll does not include school safety officers, occasional employees, per session or co-op students. The service reports can be processed for school occasional groups of employees between June 6, 2008 and close of business June 17, 2008. Service for school safety officers should be entered between June 18, 2008 and July 1, 2008 for the period from June 11, 2008 to June 24, 2008.

### Summer and Vacation Entitlements for E745 Employees

- 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 cannot be cashed or deposited prior to the date printed on the check. A penalty will be imposed for all check transactions occurring prior to the check date.
- Employees enrolled in the Direct Deposit program will have their summer checks posted to their bank accounts on each check due date.
- Employees participating in the Direct Deposit program who close or change bank accounts during the summer, can expect to receive a paper replacement check when the DOE receives the credit from the receiving bank. This usually takes three (3) days. Employees can contact the Payroll Benefits Program at (718) 935-3545 to verify the issuance of paper replacement checks.

On June 26, 2008 eligible employees will receive five (5) summer vacation checks plus two (2) service checks as follows:

<b>Pay Type</b>	<b>Check Date</b>	<b>Distribution Date</b>
1 <sup>st</sup> DC37 Vacation payment	June 25, 2008	June 26, 2008
2 <sup>nd</sup> DC37 Vacation payment	July 9, 2008	June 26, 2008
3 <sup>rd</sup> DC37 Vacation payment	July 23, 2008	June 26, 2008
4 <sup>th</sup> DC37 Vacation payment	August 6, 2008	June 26, 2008
5 <sup>th</sup> DC37 Vacation payment	August 20, 2008	June 26, 2008
Service for 5/30/08 – 6/10/08	June 26, 2008	June 26, 2008
Service for 6/11/08 – 6/26/08	July 3, 2008	June 26, 2008

Employees will receive the 6<sup>th</sup> summer/vacation check when they return in September dated: September 4, 2008. This check will include all absences and all other events processed for the May 28, 2008 through June 26, 2008 period.

### Q744 Pay Cycle Employees

Due to summer pay processing, the June payrolls for P pay cycle employees will be affected by early timekeeping closings. Please note the following.

- Service adjustments for annual educational paraprofessionals for the payroll period May 16, 2008 through May 31, 2008 can be entered from May 12, 2008 through May 14, 2008. The check date is June 15, 2008.
- Service adjustments for annual educational paraprofessionals for the payroll period June 1, 2008 through June 15, 2008 can be entered from May 16, 2008 through May 21, 2008. The check date is June 30, 2008.
- Substitute educational paraprofessional service and PSOEP service for the payroll period June 1, 2008 through June 15, 2008 can be processed between June 3, 2008 and June 12, 2008. This service will be paid on a supplementary check dated and distributed on June 26, 2008.
- Substitute educational paraprofessional service, per session and PSOEP service for the payroll period June 16, 2008 through June 30, 2008 can be processed between June 13, 2008 and June 24, 2008. A supplementary check dated June 27, 2008 and distributed on June 30, 2008 will be issued for this payroll period. This check will be distributed to the Regional Processing Center.

**Attachment B** is a calendar of events for end of the year processing for all E-Bank employees.

Please distribute this memorandum to appropriate staff and post it for accessibility. **If you have any questions please call (718) 935-3030.** This memorandum will also be available on our website.

Thank you for your attention and cooperation.

VAG/ms

Attachments

c: Judith Hederman, Angel Lopez, Deborah Anthony

Laura Tamburo-UFT, Hendershot-Teamsters, V. Montgomery-Costa-DC37

## ATTACHMENT A

### ELIGIBILITY CRITERIA FOR 2008 SUMMER/VACATION PAY

TITLE	PRO-RATED VACATION ENTITLEMENT	PAYMENT FORMULA	CRITERIA USED FOR CREATING PAYMENT	COMMENTS																																																		
DC37/Local 372 Family Paraprofessional	Vacation days 2008 = 45 vac. Days = 10 sessions.  262 Annual Work Days - 217 School Days 45 Vacation days	All service paid from 8/29/07 – 6/26/08 multiplied by a monthly factor of 45 days X employee's pay rate (including longevity and service increment)  Service paid does not include per session payments.	Service from 8/29/07 – 5/13/08 is multiplied by vacation factor and employee's pay rate and divided into 5 summer checks for July and August.  Service from 5/14/08 – 6/26/08 is multiplied by the vacation factor and employee's pay rate and paid on the 6 <sup>th</sup> summer check dated 9/04/08	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: left;">Years of Service</th> <th style="text-align: left;">Vacation Sessions</th> </tr> </thead> <tbody> <tr><td>1</td><td>36</td></tr> <tr><td>2</td><td>36</td></tr> <tr><td>3</td><td>40.5</td></tr> <tr><td>4</td><td>40.5</td></tr> <tr><td>5+</td><td>45</td></tr> </tbody> </table>	Years of Service	Vacation Sessions	1	36	2	36	3	40.5	4	40.5	5+	45																																						
Years of Service	Vacation Sessions																																																					
1	36																																																					
2	36																																																					
3	40.5																																																					
4	40.5																																																					
5+	45																																																					
Hourly School Lunch 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 9/4/07 – 6/26/08 at the employee's payrate (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 9/4/07 – 5/13/08 is multiplied by 25.481% and divided into five summer checks for July and August.  Service from 5/14/08 – 6/26/08 is multiplied by 25.481% and paid on the last summer check: 9/04/08  All hourly employees hired <u>after June 30, 1987</u> , receive the following vacation pay sessions:	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%.																																																		
Hourly Guards	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: left;">Years of Service</th> <th style="text-align: left;">Vacation Sessions</th> </tr> </thead> <tbody> <tr><td>4</td><td>3</td></tr> <tr><td>5</td><td>3</td></tr> <tr><td>6</td><td>8</td></tr> <tr><td>7</td><td>8</td></tr> <tr><td>8</td><td>9</td></tr> <tr><td>9</td><td>9</td></tr> <tr><td>10</td><td>10</td></tr> </tbody> </table>	Years of Service	Vacation Sessions	4	3	5	3	6	8	7	8	8	9	9	9	10	10	DC37 School Lunch, School Aides, Health Aides, Film Inspection Asst. Hired before June 30, 2004  <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Years of Service</th> <th style="text-align: left;">Vacation Sessions</th> </tr> </thead> <tbody> <tr><td>4</td><td>4</td></tr> <tr><td>5</td><td>4</td></tr> <tr><td>6</td><td>7</td></tr> <tr><td>7</td><td>8</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td></tr> <tr><td>10</td><td>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: left;">Years of Service</th> <th style="text-align: left;">Vacation Sessions</th> </tr> </thead> <tbody> <tr><td>4</td><td>0</td></tr> <tr><td>5</td><td>1</td></tr> <tr><td>6</td><td>4</td></tr> <tr><td>7</td><td>5</td></tr> <tr><td>8</td><td>6</td></tr> <tr><td>9</td><td>8</td></tr> <tr><td>10</td><td>9</td></tr> <tr><td>11</td><td>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
Years of Service	Vacation Sessions																																																					
4	3																																																					
5	3																																																					
6	8																																																					
7	8																																																					
8	9																																																					
9	9																																																					
10	10																																																					
Years of Service	Vacation Sessions																																																					
4	4																																																					
5	4																																																					
6	7																																																					
7	8																																																					
8	8																																																					
9	9																																																					
10	10																																																					
Years of Service	Vacation Sessions																																																					
4	0																																																					
5	1																																																					
6	4																																																					
7	5																																																					
8	6																																																					
9	8																																																					
10	9																																																					
11	10																																																					

Jury Duty checks may be kept if employees are not working during the summer.

**ATTACHMENT B**

<b>CALENDAR OF EVENTS END OF YEAR 2008 E-BANK PROCESSING</b>						
<b>PAY PERIOD EARNED DATES</b>	<b>TIMEKEEPING ENTRY DATES</b>	<b>TIMEKEEPING CLOSE</b>	<b>PAY CYCLE</b>	<b>PAYROLL BANK TITLES</b>	<b>PAY DATE</b>	<b>CHECK DATE</b>
<b>5/28/08 – 6/10/08 (10 DAYS)</b>	<b>ANTICIPATED PAYROLL</b>	<b>N/A</b>	<b>B</b>	<b>ALL E745 TITLES EXCEPT OCCASIONALS</b>	<b>6/26/08</b>	<b>6/26/08</b>
<b>6/11/08 – 6/26/08 (12 DAYS)</b>	<b>ANTICIPATED PAYROLL</b>	<b>N/A</b>	<b>B</b>	<b>ALL E745 EXCEPT SSOs and OCCASIONALS</b>	<b>6/26/08</b>	<b>7/10/08</b>
<b>6/11/08 – 6/24/08</b>	<b>6/18/08 – 7/01/08</b>	<b>7/01/08</b>	<b>B</b>	<b>E745 SSOs ONLY</b>	<b>7/10/08</b>	<b>7/10/08</b>
<b>6/11/08 – 6/24/08</b>	<b>6/6/08 – 6/17/08</b>	<b>6/17/08</b>	<b>B</b>	<b>E745 OCCASIONALS ONLY</b>	<b>6/27/08</b>	<b>6/27/08</b>
<b>5/16/08 – 5/31/08</b>	<b>5/12/08 – 5/14/08</b>	<b>5/14/08</b>	<b>P</b>	<b>Q744 ANNUALS</b>	<b>6/13/08</b>	<b>6/16/08</b>
<b>6/1/08 – 6/15/08</b>	<b>5/16/08 – 5/21/08</b>	<b>5/21/08</b>	<b>P</b>	<b>Q744 ANNUALS</b>	<b>6/26/08</b>	<b>6/30/08</b>
<b>6/1/08 – 6/15/08</b>	<b>6/3/08 – 6/12/08</b>	<b>6/12/08</b>	<b>P</b>	<b>Q744 OCCASIONALS &amp; PSOEPs ONLY</b>	<b>6/26/08</b>	<b>6/26/08</b>
<b>6/16/08 – 6/30/08</b>	<b>6/13/08 – 6/24/08</b>	<b>6/24/08</b>	<b>P</b>	<b>Q744 OCCASIONALS &amp; PSOEPs ONLY</b>	<b>6/27/08</b>	<b>6/30/08</b>