



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

Vincent A. Giordano, *Executive Director*

Division of Financial Operations

PAYROLL ADMINISTRATION MEMORANDUM - NO. 7, 2006 - 2007

DATE: October 10, 2006

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

FROM: Vincent A. Giordano
Executive Director

SUBJECT: EIS Timekeeping Modifications for Pedagogic Employees (Q742 Payroll)

In an effort to improve the accuracy of all timekeeping transactions entered into the EIS (Employee Information System), the following modifications have been implemented:

- In order to ensure that all timekeeping entries have been appropriately recorded; Payroll Secretaries/Timekeepers can no longer adjust CAR balances utilizing the following leave event codes: AA (add accruals) and AJ (adjust accruals). All adjustments need to be entered using the established timekeeping methods via **EIS options 9.1.1 and 9.2.1** i.e., current and prior period timekeeping entries.
- Timekeeping balances requiring adjustment due to unused summer per session or Chapter 683 CAR accruals may be updated in **EIS menu option 9.3.1**. Summer per session accruals may be entered using reason code (PS) and Chapter 683 reason code (CH). A short explanation will be required indicating the reason for the entry.
- School secretaries may review employee leave balances by selecting **EIS option 9.3.2-(Employee Leave Balance Inquiry)**. School Secretaries will be able to view school year starting balances, all timekeeping entries and the ending balances.
- Timekeeping CAR and annual leave accruals will be automatically adjusted as a result of late staffing actions. For example, if a pedagogue was placed on a leave without pay on April 20, 2006 with an effective date of February 1, 2006 the accruals for the months of February, March and April are automatically removed from the employee's balance and the **EIS screen 9.3.2** will reflect the correct balances as of January 31, 2006.
- New Timekeeping Codes

The **40E00-Requirement of School System** timekeeping code has been redefined and replaced by the following timekeeping codes:

40E00-Legislative Hearing; this approved code should be used exclusively for this purpose. This does not affect the CAR balance.

40E01-Requirement for School System; this approved code is used when an employee is called to Central Headquarters on official business, example a DOE medical exam, interview or attending a professional conference. This does not affect CAR balances.

40G00-School visits and meetings within NYC. This does not affect an employees CAR balance and may be used for up to three (3) school days in a school year for observing school activities in other schools or attending a professional conference. This does not affect CAR balances.

Questions concerning this memorandum should be referred to the Pedagogic Timekeeping Unit at 718-935-2217.

VAG:ms

c: S. Mehta M. Aaronsen Y. Kong
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