



THE NEW YORK CITY DEPARTMENT OF EDUCATION


JOEL I. KLEIN, *Chancellor*

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

PAYROLL ADMINISTRATION MEMORANDUM – NO. 4, 2005 –2006

DATE: August 22, 2005

TO: ROC Directors, Heads of Offices (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries

FROM: Vincent A. Giordano 

SUBJECT: On-line Final Entitlement Form Submission for Q742 and Q744 Employees

Please be advised that final entitlement forms must be submitted on-line for all leaves without pay, retired or terminated employees. These forms are submitted utilizing EIS function (11.2.4). All forms may be viewed and updated after initial entry. Deletions, however, must be referred to the appropriate departments at the telephone numbers listed below.

In addition, screen prints may be made at the school location for employee file purposes. Copies of the applicable data entry screens are attached for your review.

If you have any questions concerning data entry and update you may contact the appropriate department at:

Pedagoques - UFT

Leave Without Pay Unit (718) 935-2220
FAX (718) 935-4947

Termination Unit (718) 935-2221
FAX (718) 935-5638

Pedagoques – CSA (718) 935-4363
FAX (718) 935-3595

UFT PARAPROFESSIONALS (718) 935-3030
FAX (718) 935-4093

VAG/ms

Attachments

c: B. Feig, E. Arons, P. Rini, L. Tamburo, UFT, M. Aaronson, UFT,
K. Lubetsky, UFT, J. Levy, CSA

HOW TO PROCESS FINAL ENTITLEMENT FORMS ONLINE

N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM MAIN MENU

OPTION	DESCRIPTION
=====	=====
1	SCHOOL BASED BUDGETING
2	TABLE OF ORGANIZATION PROCESSING
3	APPLICANT PROCESSING
4	PEDAGOGIC LICENSING
5	STAFF EMPLOYEE PROFILE
6	POSITION CONTROL
7	MAINTAIN EMPLOYEE PROFILE
8	FOR FUTURE USE
9	MAINTAIN TIME & ATTENDANCE
10	SPECIAL CHECK HANDLING
11	PAYROLL PROCESSING
12	PAYROLL ACCOUNTING
13	PMS RECONCILIATION INQUIRY
14	EIS UTILITIES

ENTER OPTION ==> 11.2.4

F1/HELP F3/PREV MENU

IN ORDER TO
PROCESS THE FINAL
ENTITLEMENT FORM
ONLINE , SELECT EIS
FUNCTION (11.2.4)
AND PRESS ENTER.

ENTER THE FILE NUMBER AND
PRESS ENTER.

**N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM
FINAL ENTITLEMENT FORMS**

FILE NO : 0000000 SSN :

MODE : (V) VIEW OR CHANGE EXISTING DOCUMENT
(C) CREATE NEW DOCUMENT

NAME :
HOME ADDRESS :

CITY :
STATE : ZIP CODE :
HOME TEL NO :
DISTR/BORO/SCHOOL :

TYPE OF ACTION : (1) LEAVE WITHOUT PAY
(2) RETIRED
(3) RESIGNED SUBMISSION DATE:
(4) OP44 (Payroll Use Only)
(5) FORFEITED SABBATICAL
(6) OTHERS

EMPLOYEE CATEGORY : (S) PEDAGOGUES
(P) UFT-PARAPROFESSIONALS

CONFIRM(Y/N):

NO RECORDS FOR THIS PERSON EIS ID ONLY VALID WHEN MODE = "C"
ENTER TO CONFIRM/PF3 TO EXIT F12/QUIT

AFTER YOU HAVE PRESSED ENTER,THE
FOLLOWING MESSAGE WILL APPEAR .
ENTER "C" TO CREATE A FINAL
ENTITLEMENT FORM
ENTER "V" TO INQUIRE OR CHANGE A
FINAL ENTITLEMENT FORM

TO CREATE A RECORD
ENTER "C" AND PRESS
ENTER AGAIN

N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM
FINAL ENTITLEMENT FORMS

FILE NO : 0000000 SSN :

MODE : C (V) VIEW OR CHANGE EXISTING DOCUMENT
(C) CREATE NEW DOCUMENT

NAME :
HOME ADDRESS :

CITY :
STATE : ZIP CODE :
HOME TEL NO :
DISTR/BORO/SCHOOL :
TYPE OF ACTION : (1) LEAVE WITHOUT PAY
(2) RETIRED
(3) RESIGNED SUBMISSION DATE:
(4) OP44
(5) FORFEITED SABBATICAL
(6) OTHERS

EMPLOYEE CATEGORY : (S) PEDAGOGUES
(P) UFT-PARAPROFESSIONALS

CONFIRM(Y/N):

NO RECORDS FOR THIS PERSON EIS ID ONLY VALID WHEN MODE = "C"
ENTER TO CONFIRM/PF3 TO EXIT F12/QUIT

SS# WILL APPEAR WITH A MESSAGE TO TYPE IN HOME ADDRESS AND ANY MISSING INFORMATION THEN PRESS ENTER.

TO CONFIRM THIS TRANSACTION , ENTER A "Y"

N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM
FINAL ENTITLEMENT FORMS

FILE NO : 0000000 SSN : 111111111

MODE : C (V) VIEW OR CHANGE EXISTING DOCUMENT
(C) CREATE NEW DOCUMENT

NAME : DOE J
HOME ADDRESS : 165 MAIN ST

CITY : QUEENS
STATE : NY ZIP CODE : 11111

HOME TEL NO :
DISTR/BORO/SCHOOL : 22K022

DIST/BORO/SCH ID
MUST BE SIX
CHARACTERS, EX.
22K022

TYPE OF ACTION : 1 (1) LEAVE WITHOUT PAY
(2) RETIRED
(3) RESIGNED
(4) OP44
(5) FORFEITED SABBATICAL
(6) OTHERS
SUBMISSION DATE:
(S) PEDAGOGUES
(P) UFT-PARAPROFESSIONALS

PAY CYCLE : S

FOR Q BANK
EMPLOYEES,
ALWAYS USE
(S)

CONFIRM(Y/N): Y

NO RECORDS FOR THIS PERSON PLEASE ! TYPE HOME ADDRESS
ENTER TO CONFIRM/PF3 TO EXIT F12/QUIT

TYPE OF ACTION :
(1) LEAVE WITHOUT PAY
(2) RETIRED
(3) RESIGNED
(6) OTHERS

(4) & (5) PAYROLL
PROCESSING ONLY
DO NOT USE

ENTER Y TO
CONFIRM,
THEN PRESS
ENTER

LAST DAY OF ACTUAL SERVICE MUST BE A WORKING DAY. IT MAY ALSO BE A CAR DAY OR A BORROWED CAR DAY. THE DATE FORMAT IS MM DD YYYY

N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM
PEDAGOGICAL FINAL ENTITLEMENT INFORMATION

ACTION #2, 3 AND 6
REQUIRE A VALID
WORKDAY

TYPE OF ACTION : 2 - RETIRED PRINCIPAL: _____

LAST DAY OF ACTUAL SERVICE: MM DD YYYY EFFECTIVE DATE OF ACTION: MM DD YYYY

EIS ID: 0000000 ENTER APPLICABLE INFORMATION: START DATE END DATE
MM DD YYYY MM DD YYYY
GRACE PERIOD
SUBMISSION DATE: SABBATICAL LEAVE
(Payroll Use Only) TERMINAL LEAVE
C.A.R. USED
C.A.R. BORROWED

DEDUCTIBLE ABSENCES: DATE DURATION EVT CD DATE DURATION EVT CD
MM DD YYYY 1 0 00 42A00

PREPARATION PERIOD: DATE		NO.	DATE		NO.	DATE		NO.
MM	DD	YYYY	01	00	00	00	00	00
00	00	00	00	00	00	00	00	00

C.A.R. BALANCE AFTER LAST DAY OF ACTUAL SERVICE:(+/-) 000 0 00

SECRETARY NAME: SCHOOL TEL NO: CONFIRM(Y/N):

SEE EIS 9.2.2
SCREEN FOR
EVENT CODES
THAT CASCADED
TO 50U00 OR
90300. IF THE
EMPLOYEE IS
USING A CAR
DAY IT SHOULD
NOT BE
ENTERED HERE

ENTER PREP
PERIODS THAT
HAVE NOT BEEN
PAID AND ARE
APPEARING IN
9.2.1.

ENTER THE DATE
AND THE
NUMBER OF
PREP PERIODS.

F1/HELP F3/PREV MENU F5/PREV SCREEN F9/EMP INFO F12/QUIT

AFTER LAST DAY OF ACTUAL SERVICE, OR AFTER C.A.R. USED OR C.A.R. BORROWED.

TYPE IN SCHOOL TELEPHONE NUMBER ONLY. SECRETARY'S NAME WILL AUTOMATICALLY APPEAR AFTER THE COMPLETION OF THE FINAL ENTITLEMENT. ENTER Y TO CONFIRM, THEN PRESS ENTER. AFTER YOU HAVE PRESSED ENTER, THE MESSAGE "RECORD ADDED SUCCESSFULLY" WILL BE DISPLAYED