



**Department of
Education**

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PAYROLL ADMINISTRATION MEMORANDUM NO. 18 2010-2011

DATE: June 06, 2011

TO: CFN Executive Directors (Via Email)
Principals (via "Principal's Weekly Newsletter")
School Secretaries/Timekeepers (Via Email)

FROM: Francine Perkins-Colón 

SUBJECT: Summer Processing Procedures for Q744 and E745 Employees

Please use this memorandum as a guide for Employee Information System (EIS) users who will have a regular or summer service payroll processed during July and August 2011 (non-Chapter 683) for Q744 and E745 employees.

Children's First Networks (CFN) and schools must comply with the following procedures in order to process time and pay for employees who will be working during the summer, as well as School Safety Officers who are 12-month employees.

Please note that in preparation for the establishment of the Summer Tables of Organization (TO), as well as the rollover of employees, jobs, schedules and work locations for Fiscal Year 2012, **EIS will not be available from June 25, 2011 through June 27, 2011 for staffing only.**

1. Employees must exist in EIS in Order to be paid for Working in Summer Programs

- Active employees may work in the summer if they have a regular, full-time or part-time job established in **EIS**.
- Occasional employees must be established as either per session only or an occasional employee (depending on their title) for time and pay to be processed.
- Employees, who will be working in positions **other than those held during the school year**, must be staffed as per session only or an occasional employee. For example, if a regular school aide is to be employed as a school lunch helper, he/she must be established as an occasional substitute school lunch worker (SSLHN) for the summer. These staffing actions should occur on or after June 27, 2011.

***Regular procedures apply to school safety officers.**

2. Employees on Leaves of Absences Returning to Work During the Summer

- Employees who are returning from a leave of absence to work during the summer must return, be activated, and finalized by close of business on June 24, 2011. For employees with a return from leave date of September 2011 and beyond, the CFN must change the date before the EIS rollover occurs. Otherwise, employees risk not being paid throughout the summer.

3. Bulk Jobs for Summer Usage

Bulk jobs must be created to process summer service through timekeeping for the following employee groups:

- **Q744 Educational Paraprofessionals who work in summer programs (Non-Chapter 683)**
Bulk jobs should be set up using corresponding position/title, object code 091, line number 6092.
- **E745 Family Paraprofessionals who work in summer programs (non-Chapter 683)**
Bulk jobs should be set up using corresponding position/title, object code 091, line number 6032.
- **All Other E745 Titles**
Use the corresponding position/title, standard object code (031), and line number to create the job.
- **Per Session Only Education Paraprofessional (PSOEP) jobs**
Require a dollar value equal to the number of per session hours times the per session rate for the period of the job. **A one (\$1) dollar value in the job detail accounting cost field is not acceptable.** Funds are required for the life of the job, or timekeeping cannot be processed. Object Code 091, and line number 6092 are valid for the title.

Please note that the employee's individual job ID will be used to process time. No bulk job is required for payments made to PSOEP's.

- **Summer processing procedures do not affect School Safety Officers**
The FY 2012 Table of Organization will be available for regular T.O. processing beginning July 1, 2011. Timekeeping will be processed using employee regular jobs and schedules, which will rollover with an effective date of July 1, 2011 and an end date of June 30, 2012. Bulk jobs are only required if overtime is being processed or to attach scanner jobs to the employees' schedules.

The bulk jobs created for summer usage will have an effective date of June 29, 2011 and an end date of August 30, 2011 for Family Para's, September 5, 2011 for UFT Para's, and September 6, 2011 for the other E745 DC37 titles. The exception is the High Schools which will have an effective job start date of July 1, 2011 and an end date of June 30, 2012.

When bulk jobs are created through Galaxy, users must indicate whether or not the job is for summer service. This will establish it as a job designated for summer use in the job window and will allow employees to be correctly paid at the summer rate (if applicable). The account codes established for the job and the value created will be validated. Therefore, **these must exist in FAMIS with a budget greater than \$0**. The value of the job must be able to support timekeeping entered against it and can be changed throughout the summer.

When the bulk job is created the check distribution should reflect the location of the summer activity. This will ensure that checks are distributed at the correct summer locations.

4. Timekeeping for Summer Services

- Timekeepers can access regular employees who are not part of their employee roster, by using the employee's EIS ID (similar to occasional timekeeping process). For summer service, timekeepers can access any employee (citywide) as long as the employee has an active status in EIS.
- The bulk job ID used for timekeeping must correspond to the employee title. For example, a bulk job created for a regular school lunch helper (RSLHN) cannot be used to process time for a substitute senior school lunch helper (SSSLN).
- Except for School Safety Officers, no job schedules will be available for B pay cycle employees working in the summer. The summer service report will be a blank service report where daily time worked is entered using appropriate bulk jobs.
- School Safety Officers will have a regular job schedule, which will generate to the automated service report where updates and approvals can be processed.
- Summer bulk jobs must have an effective start and end date and can only be used for timekeeping occurring between June 29, 2011 and August 30, 2011 for Family Workers, June 29, 2011 and September 5, 2011 for UFT Paras, or June 29, 2011 and September 6, 2011 for all other DC 37 school based titles (except High Schools which have an end date of June 30, 2012).
- An edit in the system will prevent timekeeping entries if the amount expended through the last payroll exceeds the value of the bulk job. Increases to the value of the bulk job will have an immediate effect.

5. E745 Summer Absences (except School Safety Agents)

- Most employees earn one (1) hour of sick leave for every twenty (20) hours paid, (employees hired on or after July 1, 2004 accrue at a rate of 1 hour for every 24 hours paid) and the system applies the accrual automatically. However, absences cannot be recorded. Timekeepers/school secretaries should process absences as regular pay provided the employee has CAR balances to cover the absence(s). Employees cannot use more than two (2) sessions accrued during the summer. Any time used must be deducted from the employee's CAR balance in EIS.
- The accrual rate absence recording procedures and usage restrictions for Family Para's is the same as for the other DC37 titles. However, the system will not automatically apply the accruals. If an employee in this title does not use any or all of the time accrued then the payroll secretary must request the adjustment to have time added to their CAR balance. If all of the time is used then no action is required.
- For assistance with summer accruals and absences please contact Hourly Support Payroll at (718) 935-3030.
- If the absences are for non-chargeable days (i.e., 5 days workers' compensation, jury duty), process as regular pay. The CAR requires no adjustment for these absences.

6. Q744 Summer Absences

- Annual Educational Paras who work during the summer earn 2 CAR days (one for July and one for August). Since absences cannot be recorded for the summer, timekeepers/school secretaries should process absence(s) as pay. No more than two (2) days earned can be used in the summer as absences. Absences in excess of two (2) should not be paid. Para's who do not use the days earned should have their CAR adjusted with the appropriate balance. For example, if no days were used adjust CAR accrual by +2 days/hours, if an employee uses one day (paid for the day) adjust CAR accrual by +1 day/hours both adjustments are to be processed by using the "SA" reason code in 9.3.1. If both days were used, the CAR requires no adjustment.

7. Check Distribution

- Employees working in Chapter 683 and other per session programs will receive their paychecks at the Chapter 683 location.
- For all B and P pay cycle employees, **the check distribution will be the school location indicated on the bulk job**. If more than one bulk job is used on the service report, the check will be directed to the location with the greatest entry occurrences. For example, if Bulk Job #1 is used 3 times and Bulk Job #2 is used 4 times, the check will be directed to the Bulk Job #2 distribution code.
- For Coop students, the check distribution number will need to be entered through the service report. During the summer, each service report will require a check distribution entry.

8. Pay Details/Check Register

- All payrolls will post to Option 11.1.6, the Pay Detail Screen, as they are reconciled. Users can access this function to determine which earned dates were processed and paid.
- Option 13.3 (the on-line check register) will be available to users on each pay date. Employees are able to access this information via the Payroll Portal (Employee Self Service), via email for those who have subscribed, and via the Payroll IVR by calling 718-935-3300. When checks do not arrive at the designated locations, the on-line check register should be consulted to verify check distribution code.
- Attached to this memorandum is a calendar of events that includes payroll earned dates, closing dates and check dates.

Please inform all appropriate users of these procedures. This memorandum will also be available on the DFO website as well as the payroll portal at <https://payrollportal.nycboe.net>.

If you have any questions, please call Ting tai L. Siu, Director for Hourly Support Payroll at (718) 935-3030.

FPC/dg
Attachments

- c Michael Tragale
- Kevin Monrose
- Ting tai L. Siu
- Nick Mancuso, IBT 237
- Laura Tamburo, UFT
- Richard Hendershot IBT 237
- Marva Lewis-Bradford, Local 372
- Greg Floyd, IBT 237
- Veronica Montgomery-Costa, Local 372

CALENDAR OF EVENTS E 745 SUMMER PAYROLLS 2011				
PAY PERIOD EARNED DATES	TIMEKEEPING ENTRY DATES	TIMEKEEPING CLOSE DATES	PAY CYCLE	CHECK DATE
05/25/11 - 06/21/11	06/01/11 - 06/14/11	06/14/2011	Occ., Coops, & Per Sess.	06/24/2011
06/08/11 - 06/21/11	06/15/11 - 06/28/11	06/28/2011	B SSO's *	07/07/2011
06/22/11 - 07/05/11	06/29/11 - 07/12/11	07/12/2011	B	07/21/2011
07/06/11 - 07/19/11	07/13/11 - 07/26/11	07/26/2011	B	08/04/2011
07/20/11 - 08/02/11	07/27/11 - 08/09/11	08/09/2011	B	08/18/2011
08/03/11 - 08/16/11	08/10/11 - 08/23/11	08/23/2011	B – All Adj.	09/01/2011
08/17/11 - 08/30/11	08/24/11 - 09/06/11	09/06/2011	B	09/15/2011

* REGULAR PAYROLL FOR SCHOOL SAFETY OFFICERS

CALENDAR OF EVENTS Q 744 SUMMER PAYROLLS 2011				
PAY PERIOD EARNED DATES	TIMEKEEPING ENTRY DATES	TIMEKEEPING CLOSE DATES	PAY CYCLE	CHECK DATE
06/01/11 - 06/15/11	06/01/11 - 06/14/11	06/14/2011	P OCC's	06/28/2011
06/16/11 - 06/30/11	06/15/11 - 06/23/11	06/23/2011	P OCC's	06/29/2011
07/01/11 - 07/15/11	07/01/11 - 07/14/11	07/14/2011	P	07/19/2011
07/16/11 - 07/31/11	07/15/11 - 07/28/11	07/28/2011	P	08/03/2011
08/01/11 - 08/15/11	07/29/11 - 08/09/11	08/09/2011	P	08/17/2011
08/16/11 - 08/31/11	08/10/11 - 08/31/11	08/31/2011	P	09/15/2011