



The Following Article
Published by:
The Division of Financial Operations

Appeared in the
January 5, 2010
Edition of the Principal's Weekly Newsletter



Payroll Administration Memorandum Number 12 *All schools*

Please ensure that your payroll secretary has reviewed the following Payroll Administration Memorandum which can be accessed by [clicking here](#).

Memo #12 – Dated December 22, 2009 **Fit-Testing (For Nurses only)**

As you may be aware, the New York City Department of Health and Mental Hygiene (DOHMH) has been conducting fit-testing of N95 respiratory masks for school nurses. Two sessions have already taken place on December 5th-6th and December 12th-17th, 2009. The last session will take place on December 29th-30th.

In order ensure that nurses are compensated timely, the school secretary must enter the hours into Cybershift with the code "Fit" in the Reason Field.