



The DIVISION OF FINANCIAL OPERATIONS

Has Published the Following Article

Which Appears in the

February 9, 2010

Edition of the Principal's Weekly Newsletter



Reminder-Procedures for Filing a Workers' Compensation Claim for Non-Pedagogical Employees

The Department of Education is imposed huge fines when Workers' Compensation claims are not submitted in a timely manner. In an effort to reduce these costs thereby saving the DOE money, which can be better spent on direct educational purchases, the Division of Financial Operations – Worker's Compensation Unit has prepared a short sheet titled: [Procedures for Filing a Workers' Compensation Claim for Non-Pedagogical Titles](#) that will inform payroll secretaries of timekeeping procedures, their responsibilities regarding the filing of the C2 form and distinguishing this form from the procedures with LODI.

If there is difficulty in submitting the claim on line or if you have any questions, call the WC Unit immediately at 718-935-2213.