



THE NEW YORK CITY DEPARTMENT OF EDUCATION


JOEL I. KLEIN, *Chancellor*

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

PAYROLL ADMINISTRATION MEMORANDUM NO. 15, 2006-2007

DATE: May 22, 2007

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

FROM: Vincent A. Giordano, Executive Director 

SUBJECT: End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payrolls

Please review the below for updated procedures which will help guide you through the end of year service processing for E745 & Q744 employees in the Employee Information System (EIS) and the 2007 Summer /vacation pay schedules.

E745 B Pay Cycle Payroll

- The following two payroll service periods will **NOT** require updating and approval by timekeepers or school secretaries:
 - May 30, 2007 – June 12, 2007 (10 days), and
 - June 13, 2007 – June 27, 2007 (11 days).
- To ensure that checks are generated for distribution on the last day of school, **EIS** will automatically process two anticipated payrolls. They will be dated:
 - June 28, 2007 and
 - July 3, 2007.

Both will be distributed on June 27, 2007.

- Any absences for the period May 30, 2007 through June 27, 2007 **must** be recorded and promptly adjusted in September 2007 using prior period timekeeping procedures. This is mandatory since the last 2 payrolls will be completely anticipated for a twenty-one day period. Additionally, checks that are generated for employees who are not entitled to a payroll check should be returned to the Bureau of Check Management.

Note: All occasional, per session and co-op student service entries can be processed between June 8, 2007 and June 19, 2007 using current period procedures. Please enter June 27, 2007 as the payroll period end date in 9.1.1. These checks will be distributed to ROC locations on June 28, 2007. However, all other positive events entered for the anticipated payroll period May 30, 2007 through June 27, 2007 will be combined with the 6th summer/vacation check, which will be dated and distributed on September 6, 2007.

The anticipated payroll procedures also apply to school safety officers for the period May 30, 2007 through June 12, 2007, but exclude co-op students, per session and occasional employees. The June 13, 2007 to June 27, 2007 anticipated payroll does not include school safety officers, occasional employees, per session or co-op students. The service reports can be processed for school occasional groups of employees between June 8, 2007 and close of business June 19, 2007. Service for school safety officers should be entered between June 20, 2007 and July 2, 2007 for the period from June 13, 2007 to June 26, 2007.

Summer and Vacation Entitlements for E745 Employees

- DC37 employees and hourly school guards' eligibility criteria for vacation/summer payments are described in **Attachment A**.
- For DC37 Family Paraprofessionals summer/vacation pay is based on regular service during the school year. Per session service is not included in summer pay entitlements.
- Vacation checks are post dated and cannot be cashed or deposited prior to the date printed on the check. A penalty will be imposed for all check transactions occurring prior to the check date.
- Employees enrolled in the Direct Deposit program will have their summer checks posted to their bank accounts on each check due date.
- Employees participating in the Direct Deposit program who close or change bank accounts during the summer, can expect to receive a paper replacement check when the DOE receives the credit from the receiving bank. This usually takes three (3) days. Employees can contact the Direct Deposit Unit at (718) 935-3545 to verify the issuance of paper replacement checks.

On June 27, 2007 eligible employees will receive five (5) summer vacation checks plus two (2) service checks as follows:

Pay Type	Check Date	Distribution Date
1 st DC37 Vacation payment	June 27, 2007	June 27, 2007
2 nd DC37 Vacation payment	July 11, 2007	June 27, 2007
3 rd DC37 Vacation payment	July 25, 2007	June 27, 2007
4 th DC37 Vacation payment	August 8, 2007	June 27, 2007
5 th DC37 Vacation payment	August 22, 2007	June 27, 2007
Service for 5/30/07 – 6/12/07	June 28, 2007	June 27, 2007
Service for 6/13/07 – 6/27/07	July 3, 2007	June 27, 2007

Employees will receive the 6th summer/vacation check when they return in September dated: September 6, 2007. This check will include all absences and all other events processed for the May 30, 2007 through June 27, 2007 period.

Q744 Pay Cycle Employees

Due to summer pay processing, the June payrolls for P pay cycle employees will be affected by early timekeeping closings. Please note the following.

- Service adjustments for annual educational paraprofessionals for the payroll period May 16, 2007 through May 31, 2007 can be entered from May 14, 2007 through May 16, 2007. The check date is June 15, 2007.
- Service adjustments for annual educational paraprofessionals for the payroll period June 1, 2007 through June 15, 2007 can be entered from May 17, 2007 through May 23, 2007. The check date is June 29, 2007.
- Substitute educational paraprofessional service and PSOEP service for the payroll period June 1, 2007 through June 15, 2007 can be processed between June 5, 2007 and June 14, 2007. This service will be paid on a supplementary check dated and distributed on June 27, 2007.
- Substitute educational paraprofessional service, per session and PSOEP service for the payroll period June 16, 2007 through June 30, 2007 can be processed between June 15, 2007 and June 26, 2007. A supplementary check dated June 29, 2007 and distributed on July 2, 2007 will be issued for this payroll period. This check will be distributed to the Regional Processing Center.

Attachment B is a calendar of events for end of the year processing for all E-Bank employees.

Please distribute this memorandum to appropriate staff and post it for accessibility. **If you have any questions please call (718) 935-3030.** This memorandum will also be available on our website.

Thank you for your attention and cooperation.

VAG/ms
Attachments
c: L. Tamburo—UFT
M. Mendel—UFT

R. Hendershot—Teamsters
V. Montgomery-Costa—DC37

M. Lewis-Bradford—DC37

ATTACHMENT A

ELIGIBILITY CRITERIA FOR 2007 SUMMER/VACATION PAY

TITLE	PRO-RATED VACATION ENTITLEMENT	PAYMENT FORMULA	CRITERIA USED FOR CREATING PAYMENT	COMMENTS																																
DC37/Local 372 Family Paraprofessional	Vacation days 2007 = 261 Annual Work Days - 216 School Days 45 Vacation days	All service paid from 9/5/06 – 6/27/07 multiplied by a monthly factor of 49 days X employee's payrate (including longevity and service increment) Service paid does not include per session payments.	Service from 9/5/06 – 5/15/07 is multiplied by vacation factor and employee's payrate and divided into 5 summer checks for July and August. Service from 5/16/07 – 6/27/07 is multiplied by the vacation factor and employee's payrate and paid on the 6 th summer check dated 9/06/07	Employees need to be in full pay status for 15 calendar days in order to be entitled to vacation pay for each month.																																
Hourly School Lunch Employees, School Aides, School Health Service Aides, Film Inspection Asst.	Employees hired <u>before</u> June 30, 1987 receive: 1 session of vacation for each month of service or a portion thereof of service during the school year.	All service paid from 9/5/07 – 6/27/07 at the employee's payrate (including longevity and service increments) is multiplied by 25.481%. This is the summer pay entitlement. Service paid does not include overtime payments.	Service from 9/5/07 – 5/15/07 is multiplied by 25.481% and divided into five summer checks for July and August. Service from 5/16/07 – 6/27/07 is multiplied by 25.481% and paid on the last summer check: 9/06/07 All hourly employees hired <u>after June 30, 1987</u> , receive the following vacation pay sessions: <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Years of Service</u></th> <th style="text-align: center;"><u>Vacation Sessions</u></th> </tr> </thead> <tbody> <tr><td style="text-align: center;">4</td><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">7</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">10</td><td style="text-align: center;">10</td></tr> </tbody> </table>	<u>Years of Service</u>	<u>Vacation Sessions</u>	4	4	5	4	6	7	7	8	8	8	9	9	10	10	Service is a combination of any of these titles represents continuous service for vacation pay entitlements. A vacation session is equal to a day. A day is equal to the number of hours an employee is scheduled to work. Vacation session entitlements are also multiplied by 25.481%.																
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Hourly Guards	Employees hired <u>before</u> June 30, 1987 receive: 1 session of vacation pay for each month of service School Guards who work during July and August receive additional vacation pay in October.	School Guards hired <u>after</u> June 30, 1987 receive: <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Years of Service</u></th> <th style="text-align: center;"><u>Vacation Sessions</u></th> </tr> </thead> <tbody> <tr><td style="text-align: center;">4</td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">10</td><td style="text-align: center;">10</td></tr> </tbody> </table>	<u>Years of Service</u>	<u>Vacation Sessions</u>	4	3	5	3	6	8	7	8	8	9	9	9	10	10	<table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Years of Service</u></th> <th style="text-align: center;"><u>Vacation Sessions</u></th> </tr> </thead> <tbody> <tr><td style="text-align: center;">4</td><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">7</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">10</td><td style="text-align: center;">10</td></tr> </tbody> </table>	<u>Years of Service</u>	<u>Vacation Sessions</u>	4	4	5	4	6	7	7	8	8	8	9	9	10	10	
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Jury Duty checks may be kept if employees are not working during the summer.

ATTACHMENT B

CALENDAR OF EVENTS END OF YEAR 2007 E-BANK PROCESSING						
PAY PERIOD EARNED DATES	TIMEKEEPING ENTRY DATES	TIMEKEEPING CLOSE	PAY CYCLE	PAYROLL BANK TITLES	PAY DATE	CHECK DATE
5/30/07 – 6/12/07 (10 DAYS)	ANTICIPATED PAYROLL	N/A	B	ALL E745 TITLES EXCEPT OCCASIONALS	6/27/07	6/28/07
6/13/07 – 6/27/07 (11 DAYS)	ANTICIPATED PAYROLL	N/A	B	ALL E745 EXCEPT SSOs and OCCASIONALS	6/27/07	7/3/07
6/13/07 – 6/26/07	6/20/07 – 7/02/07	7/02/07	B	E745 SSOs ONLY	7/12/07	7/12/07
6/13/07 – 6/27/07	6/8/07 – 6/19/07	6/19/07	B	E745 OCCASIONALS ONLY	6/28/07	6/25/07
5/16/07 – 5/31/07	5/14/07 – 5/16/07	5/16/07	P	Q744 ANNUALS	6/15/07	6/15/07
6/1/07 – 6/15/07	5/17/07 – 5/23/07	5/23/07	P	Q744 ANNUALS	6/27/07	6/29/07
6/1/07 – 6/15/07	6/5/07 – 6/14/07	6/14/07	P	Q744 OCCASIONALS & PSOEPs ONLY	6/27/07	6/27/07
6/16/07 – 6/30/07	6/15/07 – 6/26/07	6/26/07	P	Q744 OCCASIONALS & PSOEPs ONLY	7/2/07	6/29/07