



**Department of
Education**

Dennis M. Walcott, Chancellor


PAYROLL ADMINISTRATION MEMORANDUM

NO. 11 2011-2012

Francine Perkins Colón
Chief Administrator
Payroll Administration
Division of Financial Operations

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George Vasiliou
Executive Director

DATE: January 18, 2012
TO: CFN Executive Directors (Via Email)
Principals (Via Principal's Weekly)
Payroll Secretaries (Via Email)
FROM: Francine Perkins-Colón 
SUBJECT: CyberShift Overpayment of Overtime for School Nurses,
Physical Therapists and Occupational Therapists

In reviewing the payroll history for all nurses, physical therapists and occupational therapist, an apparent overpayment of overtime for the week of June 20, 2011 has occurred. The source of this erroneous payment was a miscalculation of the daily schedule by the CyberShift time and attendance system:

- The timekeeping system calculated the daily-work schedule at a rate of 6 hours and 5 minute instead of the actual rate of 6 hours and 25 minutes.
- This caused a credit of fifteen (15) minutes of overtime each day for any employees that were scheduled to work.
- The maximum amount of overtime incorrectly paid was 1 hour and 30 minutes.

This overpayment will be recouped in the next pay-check dated, January 20, 2012. We sincerely apologize for any confusion this causes and wish to thank you in advance for your cooperation and understanding.

If you have any questions please call Payroll Administration at 718-935-2651.

FPC/mw

C: Michael Tragale
George Vasiliou
Lawrence Becker
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