Department of Education
Dennis M. Walcott, Chancellor

DFO

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George Vasiliou
Executive Director

PAYROLL ADMINISTRATION MEMORANDUM

2012 – 2013

NO. 09

DATE: November 2, 2012

TO: CFN Deputy Directors (via e-mail)
Principals (via "Principals' Weekly Newsletter")
Payroll Secretaries/Timekeepers (via e-mail)

FROM: Francine Perkins-Colón

Subject: **Timekeeping for E-bank Payroll**

Overview
Due to the inclement weather imposed upon our area by Hurricane Sandy, many E-BANK employee records remained unapproved as of the timekeeping close date, of October 30, 2012.

Similarly, the week of October 29th – November 2nd 2012 has been directly impacted by the storm. To ensure payroll accuracy, below we have outlined how schools are to manage E-Bank timekeeping for the two periods referenced above.

November 8, 2012 Pay-Date
In order to avoid employees having to go without paychecks because of unapproved timekeeping records, Payroll Administration centrally approved timekeeping records for all locations with more than one record pending approval. However, to ensure that employees are not over or under paid, we are asking for your assistance.

If any employee(s) was *not approved*, but *should have* been:

- The payroll secretary should enter in the time for this period.
    - If the employee would like an emergency check:
    - Please inform us by 3:00 PM Monday November 5, 2012.
    - We can arrange for the emergency check to arrive at the school location, together with payroll checks on November 8, 2012.

If any employee(s) was *approved*, but *should not have* been:

- This would result in over-payment.
- Please contact the payroll office ASAP so that we can either:
    - Pull the paper checks; and ,
    - Stop payment or,
    - Reverse the employee's direct deposit.

Please review *all E-Bank timekeeping records* for this past period and if there are any discrepancies, please contact Payroll Administration at (718) 935-2651.

November 21, 2012 Pay-Date
This pay-period covers October 24, 2012 through November 6, 2012. As such, this pay-period includes timekeeping for the week of October 29, 2012 through November 2, 2012.
As you are aware, Mayor Bloomberg and Chancellor Walcott closed schools from the 29th through the 1st of November. As such E-Bank employees should have their time entered as normal – according to their schedules for this time-period.

As for Friday, November 2, 2012, school-based staff was asked to report to their work sites if safety permitted. The DOE has established an appeals process by which employees can explain why an exception is warranted if they were unable to report on the 2nd. If an E-Bank employee provides proof that s/he submitted an appeal (before or after timekeeping is processed), their time should be entered as normal accordingly for this day (and similarly, corrected if already processed). If a appeal-documentation is not submitted, and the employee does report to work, as necessary, CAR balances and/or unpaid work-time should be assessed.

If you have any questions, please contact Payroll Administration at (718) 935-2651.

FPC/mw

C. George Vasiliou
Kevin Monrose
Andrew Gordon
Ting Tai Siu