



Dennis M. Walcott, Chancellor

**PAYROLL ADMINISTRATION MEMORANDUM**

**2012 – 2013**

**NO. 13**



**Francine Perkins Colón**  
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**George Vasiliou**  
*Executive Director*

DATE: January 9, 2013

TO: CFN Executive Directors (Via Email)  
 Principals (Via Principal's Weekly)  
 Payroll Secretaries (Via Email)

FROM: Francine Perkins-Colón 

SUBJECT: New EIS Timekeeping Event Codes

The Division of Financial Operations (DFO) would like to announce the creation of three new timekeeping event codes. In the past, Timekeepers and Payroll Secretaries recorded events by using event codes that, while somewhat similar, did not correctly reflect the specific occurrence(s).

For example, event code 40E00 (Legislative Hearing) may have been used to record a teacher's absence from school due to a school trip. Although this records an official absence, the absence is not correctly reflected, as the aforementioned event code is specifically intended for an absence due to a hearing for official Department of Education business.

These new event codes (outlined in the table below) will provide staff with the ability to more accurately record the specific events that occur at their respective locations:

Code	Description	Impact To Pay/CAR Balance ?	Comments & Notes
40T00	Travel for School Business <i>(Pedagogues)</i>	No	<ul style="list-style-type: none"> <li>This code is to be used for class field trips</li> <li>It is used to document the time spent outside of school grounds</li> </ul>
50T00	Travel for School Business <i>(UFT Paraprofessionals)</i>	No	<ul style="list-style-type: none"> <li>This code is to be used class field trips</li> <li>It is used to document the time spent outside of school grounds</li> </ul>
49N00	Unexcused Lateness	Yes	<ul style="list-style-type: none"> <li>This should be used when a Pedagogue is late <i>without</i> previous approval; and, is not scheduled to be in a classroom.</li> <li>This is an unexcused</li> </ul>

			lateness/absence and is in accordance with Chancellor's Regulation 601 Section 2(B).
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If you have any questions pertaining to the new timekeeping event codes outlined above, please call Payroll Administration's Timekeeping Unit at 718-935-2217.

C: George Vasiliou  
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