



**Department of  
Education**

*Dennis M. Walcott, Chancellor*

**PAYROLL ADMINISTRATION MEMORANDUM**

**2012-2013**

**No. 22**



**Francine Perkins Colón**  
*Chief Administrator*  
**Payroll Administration**

**65 Court Street, Room 1400  
Brooklyn, NY 11201**

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**George Vasiliou**  
*Executive Director*

**DATE:** May, 17, 2013  
**TO:** CFN Executive Directors (Via Email)  
Principals (Via Principal's Weekly)  
Payroll Secretaries (Via Email)  
**FROM:** Francine Perkins-Colón   
**SUBJECT:** End of Year Information and Procedures for E745

This memorandum is a guides schools and CFN through the end of year service-processing for E745 employees in the Employee Information System (EIS).

To ensure that checks are generated for distribution on the last day of school, **EIS** will automatically process two anticipated payrolls for the following service periods that **will not** require approval by timekeepers or school secretaries:

<u>Service Period</u>	<u>Check Date</u>	<u>Distribution Date*</u>
5/22/13 – 6/4/13 (10 Days)	6/20/13	6/20/13
6/5/13 – 6/26/13 (16 Days)	7/1/13	6/26/13

*\*Paper-checks & Pay-stubs will be distributed on these dates*

Payments that are generated for employees who are not entitled to a pay-check must be cancelled manually. Cancellation of paychecks will not be

- For Employees who receive payment through Direct Deposit – an Electronic Fund Transfer (EFT) – a stop payment must be processed within EIS.
- For Employees who paper-checks, these checks must be returned to:  
Check Management Unit  
The Division of Financial Operations  
65 Court Street, Room 1800A,  
Brooklyn, N.Y. 11201.

These two payroll cycles anticipate a fully worked twenty-six (26) day period. Therefore, it is important, if an employee incurs an absence(s) during the weeks of May 22<sup>nd</sup>-June 26<sup>th</sup>, that it **must** be recorded, and promptly adjusted before **September 17, 2013**, using the prior period timekeeping procedure.

All positive events entered for the anticipated payroll period May 22, 2013 through June 26, 2013 will be combined with the 6<sup>th</sup> summer vacation check, which will be dated and distributed on August 29,2013

The anticipated payroll for June 05, 2013 to June 26, 2013 does not include school safety officers, occasional employees, per session, or co-op students.

**School Safety Officers**

All Service adjustments for the period of June 05, 2013 to June 18, 2013, must be entered between June 12, 2013 and close of business, June 24, 2013. The check will be dated July 3, 2013 and will be available for pickup at the Payroll Check Management Unit, located at 65 Court Street, Room 1800A, Brooklyn, N.Y. 11201 on July 03, 2013..

**School Occasional Groups**

Following the procedures for current period processing, service adjustments must be entered as follows:

- For the period of May 22, 2013 to June 4, 2013, adjustments must be entered between May 29, 2013 and close of business June 11, 2013.
- For the period June 05, 2013 to June 18, 2013, for the check dated June 21, 2013, please enter 'June 18, 2013' as the payroll period end date in the EIS screen, 9.1.1.
- The June 21, 2013 check will be distributed to the work site on June 20, 2013.

*Please note that co-op students, per session, and occasional employees will be paid on August 29, 2013 for the service period of June 19, 2013 through June 26, 2013.*

**Summer and Vacation Entitlements**

- 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 **must not** be cashed or deposited prior to the date printed on the check. Employees will be subject to an early encashment penalty of \$ 55 per check as well as any penalty imposed by the employee's bank. **The early encashment penalty fee will be deducted from the employee's check in the fall of 2013** by the NYC Office of Payroll Administration (OPA).
- Employees enrolled in the EFT program will have their summer checks posted to their bank accounts on each paycheck date.
- Employees participating in the EFT or Direct Deposit Program **must not** close the checking or savings accounts scheduled to receive the Direct Deposit payments during July and August 2013. The EFT payment generated in June for July and August **cannot be re-routed** to a new account. Emergency checks will not be issued in these instances. The employee will receive replacement checks after the deposits have been returned from the original bank of deposit.
- Check replacements for all EFT transactions that are returned due to closed accounts or incorrect account numbers will no longer be automatically issued. Please contact the Payroll Benefits Unit at (718) 935-3545, if a check is returned due to an EFT closed account or incorrect account number.
- On June 26, 2013 eligible employees will receive five (5) summer vacation checks plus one (1) service check as follows:

Pay Type	Check Date	Distribution Date
1 <sup>st</sup> DC37 Vacation payment	July 05, 2013	June 26, 2013
2 <sup>nd</sup> DC37 Vacation payment	July 17, 2013	June 26, 2013
3 <sup>rd</sup> DC37 Vacation payment	July 31, 2013	June 26, 2013
4 <sup>th</sup> DC37 Vacation payment	August 14, 2013	June 26, 2013
5 <sup>th</sup> DC37 Vacation payment	August 21, 2013	June 26, 2013
Service for 6/5/13 – 6/26/13	July 01, 2013	June 26, 2013

Employees will receive the 6<sup>th</sup> summer/vacation check when they return in September. This check is dated August 29, 2013. This will include all absences and all other events processed for the May 22, 2013 through June 26, 2013 period. and this pay check will be distributed to school on August 29, 2013.

**Attachment B** is a calendar of events for end of the year processing for all E745 employees.

If you have any questions please call Ting tai L.Siu, Director of Hourly Support Payrolls at (718) 935-3030. This memorandum will be available on the DFO website and the Payroll Portal at <https://payrollportal.nycboe.net>.

FPC / mw

- c. George Vasiliou
- Kevin Monroe
- Ting tai L.Siu
- Fred Chiodini
- Richard Hendershot –Teamsters
- Santos Crespo – DC37

## ATTACHMENT A

### ELIGIBILITY CRITERIA FOR 2013 SUMMER/VACATION PAY

TITLE	PRO-RATED VACATION ENTITLEMENT	PAYMENT FORMULA	CRITERIA USED FOR CREATING PAYMENT	COMMENTS																																																		
<b>DC37/Local 372</b> Family Paraprofessional	Vacation days 2013 = 50 vac. Days = 10 sessions.  261 Annual Work Days - 211 School Days 50 Vacation days	All service paid from 9/5/2012 – 6/26/2013 multiplied by a monthly factor of 50 days X employee's pay rate (including longevity and service increment)  Service paid does not include per session payments.	Service from 9/5/12 – 5/7/2013 is multiplied by vacation factor and employee's pay rate and divided into 5 summer checks for July and August.  Service from 5/8/13 – 6/26/13 is multiplied by the vacation factor and employee's pay rate and paid on the 6 <sup>th</sup> summer check dated 8/29/2013	Employees need to be in full pay status for 15 calendar days in order to be entitled to vacation pay for each month.  Family Paraprofessional Hired on or after July 1, 2004  Years of <u>Service</u> <u>Vacation Sessions</u> 1                    40 2                    40 3                    45 4                    45 5+                  50																																																		
<b>Hourly School Lunch</b> 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 9/6/12-6/26/13 at the employee's pay rate (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 9/6/12 -5/7/13 is multiplied by 25.481% and divided into five summer checks for July and August.  Service from 5/8/13 – 6/26/13 is multiplied by 25.481% and paid on the last summer check: 8/29/13  All hourly employees hired <u>after June 30, 1987</u> , receive the following vacation pay sessions:	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																																																		
<b>Hourly Guards</b>	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;"> <tr> <td style="text-align: center;">Years of <u>Service</u></td> <td style="text-align: center;">Vacation <u>Sessions</u></td> </tr> <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> </table>	Years of <u>Service</u>	Vacation <u>Sessions</u>	4	3	5	3	6	8	7	8	8	9	9	9	10	10	DC37 School Lunch, School Aides, Health Aides, Film Inspection Asst. Hired before June 30, 2004  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Years of <u>Service</u></td> <td style="text-align: center;">Vacation <u>Sessions</u></td> </tr> <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> </table>	Years of <u>Service</u>	Vacation <u>Sessions</u>	4	4	5	4	6	7	7	8	8	8	9	9	10	10	DC37 School Lunch, School Aides, Health Aides, Film Inspection Asst. Hired on or after July 1, 2004  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Years of <u>Service</u></td> <td style="text-align: center;">Vacation <u>Sessions</u></td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">10</td> </tr> </table>	Years of <u>Service</u>	Vacation <u>Sessions</u>	4	0	5	1	6	4	7	5	8	6	9	8	10	9	11	10
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<b>Jury Duty checks may be kept if employees are not working during the summer</b>																																																						

**ATTACHMENT B**

**CALENDAR OF EVENTS  
END OF YEAR 2013  
E745-PAYROLL PROCESSING**

<b>PAY PERIOD EARNED DATES</b>	<b>TIMEKEEPING ENTRY DATES</b>	<b>TIMEKEEPING CLOSE</b>	<b>PAY CYCLE</b>	<b>PAYROLL BANK TITLES</b>	<b>EFT STOP DATE</b>	<b>CHECK DATE</b>	<b>DISTRIBUTION DATE</b>
<b>5/22/13 – 6/4/13 (10 DAYS)</b>	<b>ANTICIPATED PAYROLL</b>	<b>N/A</b>	<b>B</b>	<b>ALL E745 TITLES EXCEPT OCCASIONALS</b>	<b>06/17/13</b>	<b>06/20/13</b>	<b>06/20/13</b>
<b>6/5/13 – 6/26/13 (16 DAYS)</b>	<b>ANTICIPATED PAYROLL</b>	<b>N/A</b>	<b>B</b>	<b>ALL E745 EXCEPT SSOs and OCCASIONALS</b>	<b>06/26/13</b>	<b>07/01/13</b>	<b>06/26/13</b>
<b>6/5/13 – 6/18/13</b>	<b>06/12/13 – 06/24/13</b>	<b>06/24/13</b>	<b>B</b>	<b>E745 SSOs ONLY</b>	<b>06/28/13</b>	<b>07/03/13</b>	<b>07/03/13</b>
<b>5/22/13 – 6/4/13</b>	<b>05/29/13 – 06/11/13</b>	<b>06/11/13</b>	<b>B</b>	<b>E745 OCCASIONALS ONLY</b>	<b>06/18/13</b>	<b>06/21/13</b>	<b>06/20/13</b>

