

PAYROLL ADMINISTRATION MEMORANDUM

2012 – 2013

NO. 20



Francine Perkins Colón
Chief Administrator
Payroll Administration

65 Court Street, Room 1400
Brooklyn, NY 11201
+1 718 935 2651 tel
+1 718 935 5638 fax

George Vasiliou
Executive Director

DATE: May 17, 2013

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

FROM: Francine Perkins-Colón 

Subject: **Substitute UFT Education Paraprofessionals
Overpayment Recoupment**

Due to a payroll system error, all Substitute UFT Education Paraprofessional employees were overpaid on the check dated February 28th, 2013. On this payroll, the rate of \$147.61 was processed instead of the contractual rate of \$129.61 for employees paid for a full day's service of 6 hours and 50 minutes.

The result was an *overpayment* of \$18.00 per day.

As you know, these employees are paid based on actual time worked, so the overpayment amount will vary for those who worked less than a full day.

The overpayment recoupments will begin on the check dated May 30, 2013 and the funds will be returned to the affected bulk jobs accordingly. We apologize for any inconvenience.

If you have any questions, please contact Payroll Administration's Hourly Support Payroll Unit at 718 935-3030.

FPC/mw

c. George Vasiliou
Kevin Monroe