



**Department of
Education**

Carmen Fariña, Chancellor

PAYROLL ADMINISTRATION MEMORANDUM

2014-2015

No. 11



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DATE: May 21, 2015

TO: CFN Executive Directors (Via Email)
Principals (Via Principals' Weekly)
Payroll Secretaries/Timekeepers (Via Email)

FROM: Francine Perkins-Colón

SUBJECT: End of Year Information and Procedures for E745

This memorandum is a guide to schools and CFN regarding 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 one anticipated payroll for the following service periods that **will not** require approval by timekeepers or school secretaries for regular hourly employees:

<u>Service Period</u>	<u>Check Date</u>	<u>Distribution Date*</u>
6/3/15 – 6/26/15 (18 Days)	7/2/15	6/26/15

**Paper-checks & Pay-stubs will be distributed on this date*

Payments that are generated for employees who are not entitled to a pay-check must be cancelled or stopped as indicated below:

- For employees who receive payment through Direct Deposit / Electronic Fund Transfer (EFT) – a stop payment must be processed in EIS (9.6) by the timekeeper on or before June 29th, 2015, 11:00 AM to prevent check from being deposited in the employee's account..
- For employees who receive 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.

This one payroll cycle anticipates a fully worked eighteen (18) day period. Therefore, it is important that any absence(s) during the period of June 3rd - June 26th be promptly recorded in EIS before **September 15th, 2015** using the prior period timekeeping procedure.

All positive events entered for the anticipated payroll of period June 3rd, 2015 through June 26th, 2015, or any other prior period, will be paid on the check dated August 26th, 2015 and distributed on August 27th, 2015. The 6th summer vacation check will be dated September 9th, 2015 and distributed on September 10th, 2015.

The anticipated payroll for June 3rd, 2015 to June 26th, 2015 does not include School Safety Officers, occasional employees, per session, Co-Op students or any additional compensation items.

School Safety Officers

All service adjustments for the period of June 3rd, 2015 to June 16th, 2015, must be entered between June 10th, 2015 and close of business June 23rd, 2015. The check will be dated July 1st, 2015 and distributed on July 2nd, 2015 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 2nd, 2015.

School Occasional Groups

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

- For the period of May 20th, 2015 to June 2nd, 2015, time must be entered between May 27th, 2015 and close of business June 4th, 2015; payment will be on the check dated June 18th, 2015.
- For the period June 3rd, 2015 to June 16th, 2015, check dated July 1st, 2015; please enter June 16th, 2015 as the payroll period end date in the EIS screen 9.1.1.
- The July 1st, 2015 check will be distributed to the work site on July 2nd, 2015.

Please note that Co-Op students, per session, and occasional employees will be paid on August 26th, 2015 for the service period of June 17th, 2015 through June 26th, 2015.

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 2015** 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. Any required change should be delayed until September. The EFT payment generated in June for July and August **cannot be re-routed** to a new account. In the event that changes are made prior to September, emergency checks will not be issued. 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 are no longer issued automatically. Please contact the Payroll Benefits Unit at (718) 935-3545 if an EFT check is returned due to a closed account or incorrect account number.
- On June 26th, 2015 eligible employees will receive five (5) summer vacation checks plus one (1) service check as follows:

Pay Type	Check Date	Distribution Date
1 st DC37 Vacation payment	July 09, 2015	June 26, 2015
2 nd DC37 Vacation payment	July 16, 2015	June 26, 2015
3 rd DC37 Vacation payment	July 30, 2015	June 26, 2015
4 th DC37 Vacation payment	August 13, 2015	June 26, 2015
5 th DC37 Vacation payment	August 27, 2015	June 26, 2015
Service for 6/3/15 – 6/26/15	July 02, 2015	June 26, 2015

Employees will receive the # 6th summer/vacation check when they return to work in September. This check is dated September 9th, 2015. This check will include absences and all other events

processed for the June 3rd, 2015 through June 26th, 2015 period. This pay check will be distributed to schools on September 10th, 2015.

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. Mike Tragale
Fran Taurasi
Kevin Monrose
Ting Tai L. Siu
Fred Chiodini
Ann Chisholm
Santos Crespo – DC37
Richard Hendershot – IBT

ATTACHMENT A

ELIGIBILITY CRITERIA FOR 2015 SUMMER/VACATION PAY

TITLE	PRO-RATED VACATION ENTITLEMENT	PAYMENT FORMULA	CRITERIA USED FOR CREATING PAYMENT	COMMENTS
DC37/Local 372 Family Paraprofessional	Vacation days 2015= 48 vac. Days = 10 sessions. 261 Annual Work Days - 213 School Days 48 Vacation days	All service paid from 9/3/2014 – 6/26/2015 multiplied by a monthly factor of 48 days X employee's pay rate (including longevity and service increment) Service paid does not include per session payments.	Service from 9/3/14 – 5/5/15 is multiplied by vacation factor and employee's pay rate and divided into 5 summer checks for July and August. Service from 5/6/15 – 6/26/15 is multiplied by the vacation factor and employee's pay rate and paid on the 6 th summer check dated 9/9/2015	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 Vacation <u>Service</u> <u>Sessions</u> 1 38.4 2 38.4 3 43.2 4 43.2 5+ 48
<u>Hourly School Lunch</u> 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 9/4/14-6/26/15 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 9/4/14 -5/5/15 is multiplied by 25.481% and divided into five summer checks for July and August. Service from 5/6/15 – 6/26/15 is multiplied by 25.481% and paid on the last summer check: 9/9/2015 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
<u>Hourly Guards</u>	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: Years of Vacation <u>Service</u> <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 on or before June 30, 2004 Years of Vacation <u>Service</u> <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 Years of Vacation <u>Service</u> <u>Sessions</u> 4 0 5 1 6 4 7 5 8 6 9 8 10 9 11 10
Jury Duty checks may be kept if employees are not working during the summer				

ATTACHMENT B

**CALENDAR OF EVENTS
END OF YEAR 2015
E745-PAYROLL PROCESSING**

PAY PERIOD EARNED DATES	TIMEKEEPING ENTRY DATES	TIMEKEEPING CLOSE	PAY CYCLE	PAYROLL BANK TITLES	EFT STOP DATE	CHECK DATE	DISTRIBUTION DATE
5/20/15 – 6/2/15	05/27/15 – 06/04/15	06/04/15	B	ALL E745 TITLES	06/15/15	06/18/15	06/18/15
6/3/15 – 6/26/15 (18 DAYS)	ANTICIPATED PAYROLL	N/A	B	ALL E745 EXCEPT SSOs and OCCASIONALS	06/29/15	07/02/15	06/26/15
6/3/15 – 6/16/15	06/10/15 – 06/23/15	06/23/15	B	E745 SSOs and OCCASIONAS	06/26/15	07/01/15	07/02/15