



PAYROLL ADMINISTRATION MEMORANDUM

2014 - 2015

NO. 14



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DATE: June 16, 2015
TO: CFN Executive Directors (Via Email)
Principals (Via Principals Weekly)
Payroll Secretaries (Via Email)
FROM: Francine Perkins-Colón
SUBJECT: Summer Processing Procedures for Q744 and E745 Employees

This memorandum is a guide for Schools and CFNs for the processing of regular or summer service (July and August 2015) timekeeping and payrolls for the following “Non-Chapter 683” employee groups**:

- Q-Bank, 744 (UFT Paraprofessionals); and
- E-Bank, 745 (Hourly Support Titles).

***Indicates EIS (Employee Information System) appropriate processing.*

Please note that the **EIS rollover will occur on June 27th, 2015** in preparation for the establishment of the Summer Tables of Organization (TO), as well as the rollover of employees, jobs, schedules and work locations for Fiscal Year 2016.

As a guide to payroll-related activities during the summer, please give specific attention to the following:

1. Eligibility to Work

In order for an employee to work during the summer, s/he must be active in the EIS database by the last day of the school year. This is applicable to both full-time and part-time employees. If an employee is accepted to serve in a position other than the one held during the school year, s/he must be staffed as a per session only, an occasional per-diem, or hourly employee only. If this condition is not met, the affected employee(s) will not be paid for any service rendered during the summer. Payment for any service rendered by an inactive employee will be issued in September or at a later date.

2. Bulk Jobs

Unique bulk jobs should be created for the payment of summer service. As with all other bulk jobs, they must be title specific and adhere to all budget related requirements. Please ensure that the dollars that have been assigned to each bulk job will be enough to support all of the intended charges throughout the duration of the summer programs. To guarantee that checks are properly distributed, the locations of the summer activities must be reflected for each bulk job that is created.

3. School Safety Officers

During the summer months, timekeeping for School Safety Officers remains the same. Their jobs and schedules are rolled over with an effective date of July 1st, 2015 and an end date of June 30th, 2016. Bulk jobs are only required to process overtime or to attach to scheduled scanner jobs.

4. Timekeeper Access to Records

Timekeepers will have access to the records of all employees who are active in EIS. This means that any timekeeper can access all employees' records regardless of the work location.

All summer bulk jobs will have an effective date of June 27th, 2015. Bulk job end dates are as follows:

Employee Group	End Date
UFT Paraprofessionals	September 7, 2015
DC37 Family Paraprofessionals	September 1, 2015
All Other DC37 Titles	September 8, 2015

Please note that if the bulk job(s) is/are not adequately funded, timekeeping entries will not be accepted. When the bulk job funds are exhausted they must be replenished before additional hours can be processed.

When creating bulk jobs for the summer programs, please use the following object codes and line numbers:

Employee Group	Object Code	Line Number
Q744 Educational Paraprofessional (Non-Chapter 683)	091	6092
E745 Family Paraprofessional (Non-Chapter 683)	091	6032
All Other E745 Titles	031	Corresponds with position and title
Per Session Only Educational Paraprofessional (PSOEP)	091	6092

5. CAR Accrual and Adjustments

The majority of employees who are paid via the E745 payroll during the summer earn one hour of sick leave (CAR) for every twenty hours paid. Employees hired on or after July 1st, 2004 earn one hour for every twenty-four hours paid. These accruals are automatically

added to the employees' CAR balances. Since all time is processed via bulk jobs, absences cannot be recorded for the summer months. Timekeepers must process absences as paid hours and then deduct the time from the CAR balance in EIS. Employees cannot use more than the hours they have accrued during the summer months.

For DC37 Family Paraprofessionals, all of the above conditions apply except that EIS will not automatically credit CAR balances. If the hours are not used, a request must be made to have the CAR balance credited. These requests can be made by calling Hourly Support Payroll: (718) 935-3030. Conversely, if the time is used, no action is required. Please note, if the absences are for non-chargeable days (e.g., workers' compensation or jury duty), they should be processed as regular pay.

Employees who are paid via the Q744 payroll earn a maximum of two CAR days during the summer months. If the days are used, then no action is required and the conditions described above are applicable to this group. However, instead of requesting adjustments, timekeepers are able to adjust CAR balances (in EIS) to include the unused time. These adjustments should be processed using the "SA" reason code in EIS Option 9.3.1.

6. Check Distribution

Check distribution will be as follows:

- i) Chapter 683 employees will receive their checks at their program locations.
- ii) All other employees will receive their checks at the location indicated in the bulk job used to process their payments. **If multiple bulk jobs were used to pay a particular employee, the check will be sent to the location with the greatest number of occurrences.**
- iii) For Co-op students, the distribution codes used at the time of entry of the service hours will determine the location to which the checks are sent.

7. Verification of Payroll Data

All payroll data will be available for review via the Payroll Portal on the date of the check in question. This option can also be used to verify check distribution codes in the event that a check cannot be located. Employees may call the Office of Check Management at (718) 935-2219 to confirm the specific location of his/her check. For your convenience, two calendars detailing important dates are attached.

If you have any questions or need further clarification, please call the Hourly Support Payroll team at (718) 935-3030.

FPC/mw
Attachments

C:	Michael Tragale	Laura Tamburo, UFT
	Kevin Monroe	Richard Hendershot, IBT 237
	Ting tai L. Siu	Marva Lewis-Bradford, Local 372
	Greg Floyd, IBT 237	Shaun D. Francois, Local 372
	Nick Mancuso, IBT 237	

CALENDAR OF EVENTS E 745 SUMMER PAYROLLS 2015					
PAY PERIOD EARNED	TIMEKEEPING ENTRY DATES	TIMEKEEPING CLOSE DATES	PAY CYCLE	CHECK DATE	CHECK DIST DATE
05/20/2015 - 06/02/2015	05/27/2015 - 06/04/2015	6/4/2015	B	6/18/2015	6/18/2015
06/03/2015 - 06/16/2015	06/10/2015 - 06/23/2015	6/23/2015	SSO'S & Occ.	7/1/2015	7/2/2015
06/17/2015 - 06/30/2015	06/24/2015 - 07/07/2015	7/7/2015	B	7/15/2015	7/16/2015
07/01/2015 - 07/14/2015	07/08/2015 - 07/21/2015	7/21/2015	B	7/29/2015	7/30/2015
07/15/2015 - 07/28/2015	07/22/2015 - 08/04/2015	8/4/2015	B	8/12/2015	8/13/2015
07/29/2015 - 08/11/2015	08/05/2015 - 08/18/2015	8/18/2015	B- ALL ADJ.	8/26/2015	8/27/2015
08/12/2015 - 08/25/2015	08/19/2015 - 09/01/2015	9/1/2015	B	9/9/2015	9/10/2015

CALENDAR OF EVENTS Q 744 SUMMER PAYROLLS 2015					
PAY PERIOD EARNED	TIMEKEEPING ENTRY DATES	TIMEKEEPING CLOSE DATES	PAY CYCLE	CHECK DATE	CHECK DIST DATE
05/06/2015 - 05/19/2015	05/06/2015 - 05/25/2015	5/25/2015	Occ Paraprofessional	5/28/2015	6/4/2015
05/20/2015 - 06/12/2015	05/26/2015 - 06/12/2015	6/12/2015	P Occ's & PER SESSION	6/26/2015	6/26/2015
06/13/2015 - 06/23/2015	06/13/2015 - 06/22/2015	6/22/2015	P Occ's & PER SESSION	6/29/2015	7/2/2015
07/01/2015 - 07/15/2015	07/01/2015 - 07/08/2015	7/8/2015	P	7/16/2015	7/16/2015
07/16/2015 - 07/31/2015	07/16/2015 - 07/29/2015	7/29/2015	P	8/3/2015	8/5/2015
08/01/2015 - 08/15/2015	07/30/2015 - 08/05/2015	8/5/2015	P	8/13/2015	8/13/2015
08/16/2015 - 08/31/2015	08/11/2015 - 09/02/2015	9/2/2015	P	9/15/2015	9/16/2015