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**PAYROLL ADMINISTRATION MEMORANDUM – No. 1, 2008 - 2009**

**DATE:** August 22, 2008  
**TO:** ISC Executive Directors (via email)  
Principals (via "Principal's Weekly Newsletter")  
School Secretaries (via e-mail)  
**FROM:** Vincent Giordano *Vincent A. Giordano*  
Executive Director  
**SUBJECT:** Q742, Q744 and E745 Payroll Issues for September

Please make the following information available to all timekeeping personnel:

**New Employee Nominations for 742 and 744 Employees**

Employees need to be finalized by 8/28/08 in order to receive payroll checks on 9/15/08. To determine if an employee has been staffed in time for the 9/15/08 pay date, please review and verify that the transaction date and job have been assigned and finalized by 8/28/08 with a PTF status of "C 7 C". This information is available on the EIS (2.6) Person Inquiry by PTF on-line screen.

USER: N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM EI1MRO:  
08/20 09:13 PERSON INQUIRY BY PTF PAGE:

EIS ID:	--STATUS--	ORG	LIST	STF	STF	STF			
TRAN DATE	REC PTF FIN	UNIT	JOB	POS	LIC	CODE	RSN	DATE	STAT
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08 08 2008	C 7 C	08X405	DJCOS	526BQ	526B	TT	1RK	08 28 2008	REG

In the example noted above, the employee was staffed and finalized in a job with an effective date of 8/28/08 and is scheduled to receive a paycheck on 9/15/08. This condition is indicated by the C 7 C in the "Status" column and a date of 8/8/08 in the "Tran Date" column. **Any status code other than "C 7 C" indicates an un-finalized condition.** Please contact your local Human Resource Partner to inform him or her of all employees who are in an un-finalized status.

### **Electronic Fund Transfer (EFT)**

Electronic Fund Transfer (EFT) pay stubs should be carefully monitored. Timekeepers must make certain that the employee has reported for work since the inception of the school year. If an employee has been terminated, retired or began a leave of absence without pay, the employee's EFT should be cancelled by 9/2/08 using EIS function 9.6.5. A stop payment may also be entered using EIS function 9.6.6 if entered by Noon on 9/10/08. **After 9/10/08, a request for reversal must be faxed to the Payroll Benefits Unit (718) 935-3702 within five days of the pay date. EFT for employees that have transferred to another location should not be cancelled.** You may verify an employee's status by looking at the Person Inquiry by PFT screen in EIS (2.6)

### **Checks for Terminated Employees**

Regular paychecks issued for employees who retired or were terminated at the beginning of the school year must be returned to the Office of Check Management for cancellation immediately. Human Resource Partners must also be advised to initiate the appropriate action to remove these employees from payroll.

### **2008 Fall Sabbaticals**

Employees who were approved for sabbatical effective 8/1/08 were overpaid for the month of August. They were paid at full salary instead of the reduced sabbatical rates. In order to not adversely impact their payroll condition, this overpayment will be recouped in 4 installments beginning 9/15/08 and ending 10/31/08.

### **Timekeeping Deductions for 745 Employees**

Timekeeping deductions for earn dates 5/28/08 through 9/2/08 must be entered by 9/9/08 in EIS to be reflected on the 9/18/08 paycheck. Partial deductions (maximum 80%) may be taken if the employee's paycheck is unable to sustain the entire deduction. The balance will be deducted on subsequent checks.

### **Online Employee Information**

If you would like to view detailed employee data, you may access the following EIS screens:

7.4.10	Salary History Screen
11.1.6	Pay Detail History Screen
13.3	Check Register
9.2.2	Time and Attendance Inquiry

### **CSA Principal School Size Differential**

The second installment of the FY 2008 school size differential covering the period 3/1/08 through 8/31/08 will be paid on 9/15/08.

VAG/co

C: L. Becker, J. Hederman, A. Lopez, F. Perkins-Colon, M. Mendel, UFT, L. Tamburo, UFT,  
E. Logan, CSA