




Vincent A. Giordano
Executive Director
Division of Financial Operations

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PAYROLL ADMINISTRATION MEMORANDUM NO. 33, 2008-2009

DATE: May 28, 2009

TO: ISC Executive Directors and Deputy Executive Directors (Business) (via email)
Principals (via "Principal's Weekly Newsletter")
School Secretaries/Timekeepers (via Email)

FROM: Vincent A. Giordano, Executive Director 

SUBJECT: End of the Year Procedures and Information for E745

Please review the following procedures which will guide you through the end of year service processing for E745 employees in the Employee Information System (EIS). Also, included is the 2009 Summer/Vacation pay schedule.

The following two payroll service periods will **not** require approval by timekeepers or school secretaries:

- o May 27, 2009 – June 09, 2009 (10 days), and
- o June 10, 2009 – June 26, 2009 (13 days).

To ensure that checks are generated for distribution on the last day of school, **EIS** will automatically process two anticipated payrolls. They will be dated:

- o June 25, 2009; and
- o July 02, 2009.

It will be distributed on June 25, 2009 and June 26, 2009.

Any absences for the period of May 27, 2009 through June 26, 2009 **must** be recorded and promptly adjusted in September 2009 using prior period timekeeping procedures. This is mandatory since the last 2 payrolls will be completely anticipated for a twenty-one day period. Additionally, checks that are generated for employees who are not entitled to a payroll check should be returned to Payroll Check Management Unit at 65 Court Street, Room 1800A, Brooklyn, N.Y. 11201.

Please note that all occasional, per session and co-op student service entries can be processed between June 10, 2009 and June 23, 2009 using current period procedures for the check dated 6/26/09. Please enter June 23, 2009 as the payroll period end date in 9.1.1. This check will be distributed to the work site on June 26, 2009. However, all other positive events entered for the anticipated payroll period May 27, 2009 through June 26, 2009 will be combined with the 6th summer/vacation check, which will be dated and distributed on September 03, 2009.

The anticipated payroll procedures also apply to school safety officers for the period May 27, 2009 through June 09, 2009, but exclude co-op students, per session and occasional employees. The anticipated payroll for June 10, 2009 to June 26, 2009 does not include school safety officers, occasional employees, per session or co-op students. The service reports for the school occasional groups must be processed between June 5, 2009 and close of business June 16, 2009. Service for school safety officers should be entered between June 17, 2009 and June 30, 2009 for the period from June 10, 2009 to June 23, 2009.

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 cannot 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 penalty will be imposed at the time the check is replaced by the NYC Office of Payroll Administration (OPA).
- Employees enrolled in the Direct Deposit program will have their summer checks posted to their bank accounts on each check due date.
- Employees participating in the Direct Deposit program who close or change bank accounts during the summer, can expect to receive a paper replacement check when the DOE receives the credit from the receiving bank. This process usually takes three (3) days. Employees can contact the Payroll Benefits Program at (718) 935-3545 to verify the issuance of paper replacement checks.

On June 26, 2009 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	June 24, 2009	June 26, 2009
2 nd DC37 Vacation payment	July 8, 2009	June 26, 2009
3 rd DC37 Vacation payment	July 22, 2009	June 26, 2009
4 th DC37 Vacation payment	August 5, 2009	June 26, 2009
5 th DC37 Vacation payment	August 19, 2009	June 26, 2009
Service for 6/10/09 – 6/26/09	July 02, 2009	June 26, 2009

Employees will receive the 6th summer/vacation check when they return in September; this check is dated September 3, 2009. This check will include all absences and all other events processed for the May 27, 2009 through June 26, 2009 period.

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

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

VAG/co
Attachments

c: George Raab
Judith Hederman
Angel Lopez
Deborah Anthony
Laura Tamburo-UFT,
Hendershot-Teamsters
V. Montgomery-Costa-DC37

ATTACHMENT A

ELIGIBILITY CRITERIA FOR 2009 SUMMER/VACATION PAY

TITLE	PRO-RATED VACATION ENTITLEMENT	PAYMENT FORMULA	CRITERIA USED FOR CREATING PAYMENT	COMMENTS																																																		
<u>DC37/Local 372</u> Family Paraprofessional	Vacation days 2009 = 43 vac. Days = 10 sessions. 261 Annual Work Days - 218 School Days 43 Vacation days	All service paid from 8/27/08 – 6/26/09 multiplied by a monthly factor of 43 days X employee's pay rate (including longevity and service increment) Service paid does not include per session payments.	Service from 8/27/08 – 5/12/09 is multiplied by vacation factor and employee's pay rate and divided into 5 summer checks for July and August. Service from 5/13/09 – 6/26/09 is multiplied by the vacation factor and employee's pay rate and paid on the 6 th summer check dated 9/03/09	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 <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Years of Service</th> <th style="text-align: left;">Vacation Sessions</th> </tr> </thead> <tbody> <tr><td>1</td><td>34.4</td></tr> <tr><td>2</td><td>34.4</td></tr> <tr><td>3</td><td>38.7</td></tr> <tr><td>4</td><td>38.7</td></tr> <tr><td>5+</td><td>43</td></tr> </tbody> </table>	Years of Service	Vacation Sessions	1	34.4	2	34.4	3	38.7	4	38.7	5+	43																																						
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<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 9/2/08 – 6/26/09 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 9/2/08 – 5/12/09 is multiplied by 25.481% and divided into five summer checks for July and August. Service from 5/13/09 – 6/26/09 is multiplied by 25.481% and paid on the last summer check: 9/03/09	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. All hourly employees hired <u>after June 30, 1987</u> , receive the following vacation pay sessions: Vacation session entitlements are also multiplied by 25.481%.																																																		
<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: <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Years of Service</th> <th style="text-align: left;">Vacation Sessions</th> </tr> </thead> <tbody> <tr><td>4</td><td>3</td></tr> <tr><td>5</td><td>3</td></tr> <tr><td>6</td><td>8</td></tr> <tr><td>7</td><td>8</td></tr> <tr><td>8</td><td>9</td></tr> <tr><td>9</td><td>9</td></tr> <tr><td>10</td><td>10</td></tr> </tbody> </table>	Years of Service	Vacation Sessions	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;"> <thead> <tr> <th style="text-align: left;">Years of Service</th> <th style="text-align: left;">Vacation Sessions</th> </tr> </thead> <tbody> <tr><td>4</td><td>4</td></tr> <tr><td>5</td><td>4</td></tr> <tr><td>6</td><td>7</td></tr> <tr><td>7</td><td>8</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td></tr> <tr><td>10</td><td>10</td></tr> </tbody> </table>	Years of Service	Vacation Sessions	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;"> <thead> <tr> <th style="text-align: left;">Years of Service</th> <th style="text-align: left;">Vacation Sessions</th> </tr> </thead> <tbody> <tr><td>4</td><td>0</td></tr> <tr><td>5</td><td>1</td></tr> <tr><td>6</td><td>4</td></tr> <tr><td>7</td><td>5</td></tr> <tr><td>8</td><td>6</td></tr> <tr><td>9</td><td>8</td></tr> <tr><td>10</td><td>9</td></tr> <tr><td>11</td><td>10</td></tr> </tbody> </table>	Years of Service	Vacation Sessions	4	0	5	1	6	4	7	5	8	6	9	8	10	9	11	10
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Jury Duty checks may be kept if employees are not working during the summer.

ATTACHMENT B

CALENDAR OF EVENTS END OF YEAR 2009 E-BANK PROCESSING						
PAY PERIOD EARNED DATES	TIMEKEEPING ENTRY DATES	TIMEKEEPING CLOSE	PAY CYCLE	PAYROLL BANK TITLES	CHECK DATE	DISTRIBUTION DATE
05/27/09 – 06/09/09 (10 DAYS)	ANTICIPATED PAYROLL	N/A	B	ALL E745 TITLES EXCEPT OCCASIONALS	06/25/09	06/25/09
06/10/09 – 06/26/09 (13 DAYS)	ANTICIPATED PAYROLL	N/A	B	ALL E745 EXCEPT SSOs and OCCASIONALS	07/02/09	06/26/09
06/10/09 – 06/23/09	06/17/09 – 06/30/09	06/30/09	B	E745 SSOs ONLY	07/09/09	07/09/09
06/10/09 – 06/23/09	06/05/09 – 06/16/09	06/16/09	B	E745 OCCASIONALS ONLY	06/26/09	06/26/09