



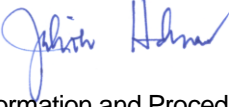
Judith Hederman  
Executive Director  
Division of Financial Operations

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**PAYROLL ADMINISTRATION MEMORANDUM NO. 28, 2009-2010**

**DATE:** May 20, 2010

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

**FROM:** Judith Hederman 

**SUBJECT:** End of the Year Information and Procedures for E745

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Please review the following information and procedures which will guide you through 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 two anticipated payrolls for the following payroll service periods. These periods will **not** require approval by timekeepers or school secretaries:

<u>Service Period</u>	<u>Check Dates</u>
o May 26, 2010 – June 08, 2010 (10 days)	June 24, 2010
o June 09, 2010 – June 28, 2010 (14 days)	July 01, 2010

The paper checks and stubs will be distributed on June 24, 2010 for the June 24, 2010 payroll and June 28, 2010 for the July 1, 2010 payroll.

Payments generated for employees who are not entitled to a payroll check must be cancelled. An Electronic Fund Transfer (EFT) stop payment must be processed for employees who receive pay through an EFT. Paper checks must be returned to the Division of Financial Systems and Business Operations' Check Management Unit at 65 Court Street, Room 1800A, Brooklyn, N.Y. 11201.

Any absences for the period of May 26, 2010 through June 28, 2010 **must** be recorded and promptly adjusted by September 2010 using the prior period timekeeping procedure. This is necessary and must be completed as the last 2 payrolls are completely anticipated for a twenty-four day period.

All positive events entered for the anticipated payroll period May 26, 2010 through June 28, 2010 will be combined with the 6<sup>th</sup> summer vacation check, which will be dated and distributed on September 02, 2010.

The anticipated payroll procedures also apply to school safety officers for the period May 26, 2010 through June 08, 2010, but exclude co-op students, per session and occasional employees.

The anticipated payroll for June 09, 2010 to June 28, 2010 does not include school safety officers, occasional employees, per session or co-op students.

Service for school safety officers must be entered between June 16, 2010 and close of business June 29, 2010 for the period of June 09, 2010 to June 22, 2010.

Following the procedures for current period processing, the service for the school occasional groups must be entered between June 2, 2010 and close of business June 15, 2010 for the period of June 09, 2010 to June 22, 2010 for the check dated June 25, 2010. Please enter June 22, 2010 as the payroll period end date in the EIS screen 9.1.1. The June 25, 2010 check will be distributed to the work site on June 24, 2010.

*Please note that co-op students, per session, and occasional employees will be paid on September 02, 2010 for the service period of May 26, 2010 through June 08, 2010.*

### 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 2010** 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 during July and August 2010. The EFT payment generated in June for July and August **cannot be re-routed** to a new account. Emergency checks will not be issued in these instances. 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 will no longer be automatically issued. Please contact the Payroll Benefits Unit at (718) 935-3545, if a check is returned due to an EFT closed account or incorrect account number.
- On June 28, 2010 eligible employees will receive five (5) summer vacation checks plus one (1) service check as follows:

Pay Type	Check Date	Distribution Date
1 <sup>st</sup> DC37 Vacation payment	June 23, 2010	June 28, 2010
2 <sup>nd</sup> DC37 Vacation payment	July 07, 2010	June 28, 2010
3 <sup>rd</sup> DC37 Vacation payment	July 21, 2010	June 28, 2010
4 <sup>th</sup> DC37 Vacation payment	August 4, 2010	June 28, 2010
5 <sup>th</sup> DC37 Vacation payment	August 18, 2010	June 28, 2010
Service for 6/09/10 – 6/28/10	July 01, 2010	June 28, 2010

Employees will receive the 6<sup>th</sup> summer/vacation check when they return in September. This check is dated September 2, 2010. This will include all absences and all other events processed for the May 26, 2010 through June 28, 2010 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 Jill Hickey, 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>.

JH

c. Vincent Giordano  
 Angel Lopez  
 Jill Hickey  
 Fred Chiodini  
 Richard Hendershot–Teamsters  
 Veronica Montgomery-Costa–DC37

## ATTACHMENT A

### ELIGIBILITY CRITERIA FOR 2010 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 2010 = 47 vac. Days = 10 sessions.  261 Annual Work Days - 214 School Days 47 Vacation days	All service paid from 9/2/09 – 6/28/10 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 9/2/09 – 5/11/10 is multiplied by vacation factor and employee's pay rate and divided into 5 summer checks for July and August.  Service from 5/12/10 – 6/28/10 is multiplied by the vacation factor and employee's pay rate and paid on the 6 <sup>th</sup> summer check dated 9/02/10	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 Service    Vacation Sessions 1                    37.6 2                    37.6 3                    42.3 4                    42.3 5+                  47
<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 9/9/09 – 6/28/10 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 9/9/09 – 5/11/10 is multiplied by 25.481% and divided into five summer checks for July and August.  Service from 5/12/10 – 6/28/10 is multiplied by 25.481% and paid on the last summer check: 9/02/10	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:  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  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  Years of Service    Vacation Sessions 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 2010  
E-BANK PROCESSING**

<b>PAY PERIOD EARNED DATES</b>	<b>TIMEKEEPING ENTRY DATES</b>	<b>TIMEKEEPING CLOSE</b>	<b>PAY CYCLE</b>	<b>PAYROLL BANK TITLES</b>	<b>EFT STOP DATE</b>	<b>CHECK DATE</b>	<b>DISTRIBUTION DATE</b>
<b>05/26/10 – 06/08/10 (10 DAYS)</b>	<b>ANTICIPATED PAYROLL</b>	<b>N/A</b>	<b>B</b>	<b>ALL E745 TITLES EXCEPT OCCASIONALS</b>	<b>6/21/10</b>	<b>06/24/10</b>	<b>06/24/10</b>
<b>06/09/10 – 06/28/10 (14 DAYS)</b>	<b>ANTICIPATED PAYROLL</b>	<b>N/A</b>	<b>B</b>	<b>ALL E745 EXCEPT SSOs and OCCASIONALS</b>	<b>6/28/10</b>	<b>07/01/10</b>	<b>06/28/10</b>
<b>06/09/10 – 06/22/10</b>	<b>06/16/10 – 06/29/10</b>	<b>06/29/10</b>	<b>B</b>	<b>E745 SSOs ONLY</b>	<b>7/2/10</b>	<b>07/08/10</b>	<b>07/08/10</b>
<b>06/09/10 – 06/22/10</b>	<b>06/02/10 – 06/15/10</b>	<b>06/15/10</b>	<b>B</b>	<b>E745 OCCASIONALS ONLY</b>	<b>6/22/10</b>	<b>06/25/10</b>	<b>06/24/10</b>