

**TRAINING GUIDE
FOR PAYROLL
SECRETARIES**

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STAFFING STATUS

- If a pedagogue is being paid on the Per Diem payroll and retroactively staffed on the Q-Bank for the same time period, the Per Diem pay is deducted from the Q-Bank salary adjustment.
- When placing a pedagogue on payroll, the staffing effective date must be a working day.
- In order to receive payment from Q-bank, a substitute teacher must be on payroll for 15 or more consecutive days.
- See 2.6 in EIS (person inquiry by PTF screen) for finalization of PTFs for incoming pedagogues. Compare the transaction date against the payroll calendar to ascertain approximately when a pedagogue will be paid.
- To verify per diem service refer to the PDPS payroll system.

REGULAR SUBSTITUTE SALARY **ADVANCEMENT**

- An active regular substitute is eligible for an anniversary increment date after the completion of 175 working days of regular substitute service.
- Regular substitutes may also receive step increment credit if they have completed 175 days of per diem *F* and *Z* status service in the position they have been hired.
- At that time the employee is entitled to a step increase.
- A regular substitute receives two salary step increments each year; the anniversary increment (effective the first day of that month) and the contractual March 1st step.
- A regular substitute must begin working within the first 15 days of the start of the school year in order to receive the March 1st step increment.
- A substitute forfeits the March step if there is a break in service of 15 days or more during the first year of service.

CERTIFICATES

- The pedagogue is **responsible** for initiating the process to receive any salary certificate.
- Applications and information can be obtained from:
Office of Salary Differential and Status
65 Court Street, Room 814
Brooklyn, NY 11201
Telephone Number:
718-935-2643 (step placement)
718-935-2642 (differential)

SALARY DIFFERENTIAL

- Full-Time substitutes and regular appointed pedagogues are eligible to apply for Salary Differentials, which are based upon academic achievement beyond a bachelor degree.

CERTIFICATE SALARY STATUS

- New employees must file this form within six months of the first day of service as an appointed pedagogue.
- A certificate of *Salary Status* is issued to each regularly appointed pedagogue to place the employee on the appropriate salary step. It also establishes an **anniversary date** for further advancement. The anniversary date remains constant unless there is an interruption in service and/or the employee is removed from payroll.

- **Late filing** could result in a late effective date and loss of retroactive pay.
- Appointed pedagogues advance to their next step on their anniversary date (equated date) and March.

FOR OUTSIDE EXPERIENCE FOR SUBSTITUTE
STATEMENT OF ALLOWABLE CREDIT
PERSONNEL

- The Certificate of Outside Experience is the mechanism to upgrade a regular substitute to a higher salary step based on prior experience.
- Maximum allowable credit is step 4a.

LONGEVITY

Pedagogues' longevity eligibility is based upon years of eligible service for 10,13,15,18,20 and 22 years (effective December 16, 1999). Effective September 16, 1998, on the pay period following the employee's date of eligibility, employee's salary step is updated to include the longevity amount retroactive to the effective date.

The following salary code step suffixes reflect the Longevity Entitlement:

Salary code step suffixes	Longevity Entitlement
A or B	No Longevity
C or D	10 year Longevity
E or F	15 year Longevity
G or H	13 year Longevity
I or J	18 year Longevity
K or L	20 year Longevity
M or N	22 year Longevity

(Effective December 16, 1999)

Example: A teacher with 10 year longevity may have a salary code of UA8D, but after achieving 13 years of longevity the salary code will advance to UA8H. If an employee has not received his/her longevity increase, the timekeeper/payroll secretary should review the EIS longevity milestone inquiry screen 7.4.1 in EIS.

If the longevity milestone record disagrees with the employee's service history, the employee should contact the Division of Human Resources (DHR) Staffing Unit (718-935-2900) and request a review and/or correction. Longevity is based on time served within the Department of Education only. Outside experience is not eligible for inclusion.

TIMEKEEPING

CUMULATIVE ABSENCE RESERVE (CAR)

- If a regular appointed pedagogue with a negative CAR reverts to regular substitute status, the negative CAR must be paid back once the appointment is lost (at the regularly appointed salary.)
- Undistributed payroll checks should **immediately** be sent back to check security (with the statement of undistributed check form which includes the reason for return)
- If checks are not returned timely the employee's W2 record will be incorrect and require amendment.
- Summer pay will not be issued; instead an invoice will be issued for the overpayment.
- The payroll department will reissue the check if necessary.

LINE OF DUTY INJURY (LODI)

- An accident in the line of duty to any employee must be reported to the medical division immediately regardless of the extent of injury or whether there is any loss of time.
- An assault which results in an injury should be reported in the same way as an accident in the line of duty.

- If an employee returns to school, is subsequently absent and claims that this absence is due to the same accident; all forms must be resubmitted for each additional absence.

DUTIES OF THE INJURED EMPLOYEE

- Inform appropriate personnel
- Submit proper forms duly signed
- Comprehensive accident report
- O.P.198 (application, Excuse of Personal Illness)

STEPS NEEDED TO PROCESS LODI

- O.P 200 Assignment Form (a.k.a Waiver Form)
- O.P 407 Confidential Medical Evaluation Form (also required for absences of 20 consecutive days)
- Claim for reimbursement of medical expense assault/non-assault (when a work-related injury does not result in absences but employee may require on-going treatment.)
- Complete medical exams(s), if required.

DUTIES OF THE SCHOOL SECRETARY

- Ensure that the proper reports and forms are accurately completed and approved/disapproved by supervisory administrative personnel.
- Pre-inked signature stamps are not permitted.

- Ensure that pending LODI events (46PLD) are entered into EIS, therefore no deduction from CAR or pay will occur.

DUTIES OF THE MEDICAL BUREAU

Determine if LODI is ready to be processed. Enter the medical decision. If approved- the code is 46ALD. If disapproved- the code is 46DLD.

WHAT TO DO IF A LODI IS DENIED?

FOR ACTIVE EMPLOYEES:

- Review the employee's disapproved line of duty dates. Inform the employee of the medically disapproved line of duty absences prior to making any timekeeping adjustments.
- Change the LODI event (46PLD) to a medically certified absence (41B00) which will reduce the CAR balance accordingly, **if the employee has a sufficient CAR balance.**
- Contact the Regional Operations Center (ROC) personnel to initiate a Leave of Absence or Termination for employees with no available CAR or whose CAR balance exceeds a negative 20. **Do not enter any timekeeping event codes in EIS.**

FOR INACTIVE EMPLOYEES

- Priority should be given to pedagogues who will be leaving the system at the end of the year. If negative CAR, return the appropriate number of checks to cover the overage. Submit final entitlement form.
- The payroll department will recoup these days from the employee's final entitlement.
- In the event that the absences exceed any payment due, they will send the employee an invoice.
- The processing of CAR or pay deductions should be handled immediately.

GRACE PERIOD WITH RESUMPTION OF SERVICE

- A grace period is an absence without pay granted up to one calendar month for a regularly appointed pedagogue who has exhausted their CAR.
- The purpose of the grace period is to allow the regularly appointed pedagogue to remain on payroll continuing to accrue seniority, CAR, pro-rata summer vacation pay and retain their health coverage.
- Regular subs are not eligible for Grace Periods.

GRACE PERIOD RULES

- Grace period prior to leave of absence are subject to limitations (see “ Leave” section)
- There are no Grace Periods prior to termination (see “Termination” section)
- A grace period may begin on a weekend or a holiday and must begin on the day immediately following the last borrowed or used CAR day.
- Only one grace period can be taken per school year.
- A grace period may not be taken after summer vacation, a leave of absence without pay, sabbatical leave or prior to retirement.

PROCEDURE FOR ENTERING GRACE PERIOD DEDUCTIONS (46GRC)

- This code is used when a pedagogic employee requests a grace period and subsequently returns to work.
- Record the absences for work days only (excluding weekends and holidays) as **46GRC** in EIS.
- This timekeeping event code cascades into a timekeeping deduction.
- Grace Period absences are deducted at 1/300 of the employee’s annual salary for work days only.

- If you are entering the absences using the 46GRC code, you should **not** return the employee's checks as the employee will be deducted twice.

PROCEDURES FOR GRACE PERIOD WITH NO DEDUCTION (46GRN)

- This code is used when a pedagogic employee requests a grace period prior to a leave of absence without pay.
- Employee's paychecks **are** to be returned for the appropriate adjustments.
- This event code will simply record the grace period without creating deductions. The payroll office will make the appropriate adjustment manually.

PROCEDURES FOR LEAVE WITHOUT PAY AND TERMINATION

- No absence event codes should be entered into EIS after the effective date of a leave or a termination.
- These event codes will remain dormant until the employee returns and then the deductions will resume.
- Final entitlement forms are required for all breaks in service. (Inactive Status). Pay adjustments cannot be processed without submission of this form.

LEAVE OF ABSENCES

DIRECT DEPOSIT AND GRACE PERIODS

- When an employee participating in direct deposit begins a grace period, the following procedure must be followed:
- If the employee is returning to work at the end of the grace period, the secretary should enter the grace period event code (46GRC) and its duration into the EIS system.
- The person's direct deposit transactions will not be affected.

FINAL ENTITLEMENT FORM

- A Final Entitlement for a Pedagogic Employee on a Leave of Absence must be entered on-line using EIS function 11.2.4.
- This form should be entered at the beginning of the leave.
- A final entitlement assists the payroll officer in determining:
 - **Whether an employee was paid correctly.**
 - **If a grace period was taken**
 - **CAR balance before the leave.**
- Please note when completing the final entitlement form that a borrowed day is a day of service. Therefore, the last day of actual service is the last borrowed day.

CERTIFICATE OF EXPERIENCE (COE)

- Payroll secretaries must submit a Resumption of Service form for employees returning from a leave of absence. The COE will assign a new equated date and this will enable the employee to receive 2 step increments per year.
- If this is not filed they will only be eligible for the March step increment.

DIFFERENTIAL FOR SPECIAL ED. TEACHERS

- Upon return from a leave, teachers must re-apply in order to be paid the special education differential.

SUMMER VACATION

- The following circumstances will prevent payroll from processing summer pay in a timely manner:
 1. Grace Periods with incorrect Leave status
 2. Incorrect timekeeping entries
 3. Late entry of staffing transactions.
 4. Final Entitlement not entered in EIS function 11.2.4

RULES OF FAMILY LEAVE ACT (FMLA)

- An employee must be in an active status for one year to be eligible for the family leave.

- A pedagogue is entitled to a maximum of **12 weeks** in a **12 month** period. The 12 weeks include both paid and unpaid leave.
- If the leave is a Medical Leave the appointed pedagogue must exhaust their CAR balance prior to the leave.
- Only an appointed pedagogue may borrow a maximum of 20 days and is entitled to one calendar month of grace period if requested.
- The FMLA runs **concurrently** with all of these entitlements.
- The leave without pay would begin after all of these entitlements are completed.
- Only **two** types of family leave are eligible for a grace period:
 1. Maternity Child Care (2FJ)
 2. Health Restoration (2FH)

CATEGORIES OF FMLA LEAVE

- Serious Personal Health Condition (2FH)
- Maternity/Child Care, Adoption, Foster Care (**2FJ,2FD**)
- Care of a sick family member (2FF)

GRACE PERIOD AND TIMEKEEPING

- When the CAR balance of a regularly appointed pedagogue is exhausted, he/she had the option of borrowing.
- The maximum that they may borrow is 20 days.
- They may borrow fewer than 20 days if they wish.
- Once their absences exceed 20 days do not use a **50U00** code in EIS timekeeping.
- A negative **21 CAR balance** constitutes a break in service.
- A grace period is for one **calendar** month (30 days).
- During this time they will be paid for weekends and holidays only.
- A grace period may **not** be taken on the first day of school.
- Only one grace period may be taken per school year.
- A deduction at the rate of 1/300 of the employee's annual salary is made for each work day that they are absent.
- A pedagogue must return to work upon completion of the grace period or be approved for a leave.
- Only **two** types of leaves are allowed a grace period.

TYPES OF REGULAR LEAVES

1. Restoration of Health (regular leave equivalent: 2HR, family leave equivalent: 2FH.)
 2. Maternity Child Care (regular leave equivalent: 2MC, family leave equivalent: 2FJ)
- After a grace period the leave starts the next calendar day (be it a weekend or holiday.)

TERMINATION

- When a pedagogue retires, resigns, is terminated, dies, or if a regular sub takes a Family Leave, a final entitlement should be submitted by the payroll secretary or timekeeper as follows:
- Final Entitlement Forms for Pedagogues must be entered online using EIS function (11.2.4)
- Screen prints may be made at the school location for employee file purposes.

INFORMATION THAT SHOULD BE INCLUDED ON THE FINAL ENTITLEMENT:

- The last day of actual service can be a day physically worked or a CAR day the employee has used or borrowed.
- Any adjustments the employee is owed for prep periods, timekeeping, or a grace period, that was entered in EIS function 9.2.1 and are not paid or deducted.
- If a regular employee's last day of service falls on a Friday, payment is calculated for Saturday, Sunday and Monday (if a holiday). The termination effective date must be a working day.

OP44: APPLICATION FOR TERMINATION PAY

- If a pedagogue requests to be paid for CAR days, the pedagogue must submit an OP44 form to Payroll.
- Employee and the Principal signatures are required on the OP44 form.
- Employees are entitled to half of the days in their CAR balance. It is paid at 1/200 of their annual salary.
- Termination pay is paid in three installments.
- No employee will be paid for CAR days unless a Final Entitlement is entered on-line (EIS function 11.2.4) and a signed OP44 form is submitted.

PAYMENT TO DECEASED EMPLOYEES

The employee may choose one type of death benefit option through the Teacher's Retirement System:

1. 948 option
 2. Death Benefit Option
- The 948 option does not entitle the employee to vacation or termination pay beyond the date of death.
 - The Death Benefit option entitles the employee to be paid up until the date of death, including vacation, pay entitlement and their CAR termination pay entitlement.
 - These payments are forwarded to the New York City Office of Payroll Administration which will reissue the payments to the employee's estate.

TERMINATION PAY FOR SUBSTITUTES ON A FAMILY LEAVE

- In order for payroll to process any pay entitlements, a Final Entitlement must be submitted.

CATEGORIES OF FMLA LEAVES FOR REGULAR SUBSTITUTES

1. Serious Personal Health Condition (6FH)
 2. Maternity/Child Care, Adoption and Foster Care (6FJ and 6FD).
 3. Care of Sick Family Member (6FF)
- The same rules of the FMLA apply to Regular Substitutes.
 - Regular Substitutes are not eligible for a grace period.

TERMINAL LEAVE

- An appointed employee may apply for Terminal Leave and use their CAR days to remain active on Q-Bank.
- Employees must file form OP 40 at least 30 days before the initial date of retirement Leave.
- Terminal Leave pay is based on half of the sick leave balance (CAR) up to maximum of 200 days, i.e., the terminal leave would be for 100 days reducing the CAR balance to zero. Pedagogues are eligible up to a maximum of one school term.

- The balance of days exceeding one term are compensated at the rate of 1/200 of annual salary.
- Terminal leave applications must be approved at the Regional Operation Center (ROC) level and forwarded to Field Services for processing. The EIS system will automatically deduct the CAR days used after the duration of the terminal leave time period.

TERMINATING WITH A NEGATIVE CAR BALANCE

For employees with a negative CAR, the payroll secretary should determine the number of checks that must be returned in order to **compensate for borrowed days.**

SUMMER VACATION PAY ENTITLEMENT

The following circumstances will prevent payroll from processing summer pay in a timely manner:

- Grace periods incorrectly entered prior to termination.
- Incorrect timekeeping entries.
- Late staffing transactions.
- Final entitlement not entered in EIS function 11.2.4

DIRECT DEPOSIT

DIRECT DEPOSIT GUIDELINES

- Q742, Q744 & E745 bank employees may enroll from September - April within the current school year by enrolling using the DOE's Intranet facility or submitting a form.
- Q742, Q744 & E745 bank employees may cancel their enrollment at any time up to May 15th. Once summer paychecks are issued it is not possible to change your bank account designation.
- Direct Deposit begins approximately 2-3 pay periods from the entry date providing that the account information is correct and valid.
- Employees changing account numbers should keep their old account open until the change has taken effect.
- Please note: Direct Deposit credits to closed accounts will reject and must be returned by the financial institution. This generally takes 3-10 days.
- Emergency checks cannot be issued in this instance.
- Employees with questions concerning cancellation deadlines should contact their payroll secretary.

- Employees should cancel their direct deposit before closing a bank account to ensure that a paper check will be generated for them.
- Payroll secretaries must immediately cancel direct deposit for employees on leave, terminated or retired to avoid overpayments.
- Co-op students are not eligible for direct deposit.
- Following these easy guidelines will ensure that direct deposit transactions will be processed in a timely manner.
- For further information contact the Direct Deposit unit at 718-935-3545.

COUNCIL OF SUPERVISORS AND ADMINISTRATORS

- Pedagogic employees appointed to a Council of Supervisors and Administrators (CSA) title, will be issued a Certificate of Salary Status (CSS) which includes information regarding you title, salary code/step and equated anniversary date.
- Most newly appointed supervisors default to the minimum step of the assigned salary code.
- The equated/anniversary date is the date when subsequent anniversary step advancements will occur.
- The employee will continue to receive anniversary step increases until reaching the maximum step of the base schedule.
- In addition, depending upon you title and whether you have reach the maximum step of your salary schedule with the requisite years of paid service as a supervisor, you will be eligible to receive a 5,10,15 or 20 year longevity entitlement.
- All CSA employees are eligible for a 22 year longevity based on cumulative BOE service.

12 Month Employees

- Beginning September 2000, all Principals were required to work a 12 month year. The work year for a Principal starts September 1st and ends August 31st of the following year. In lieu of their summer vacation, they are entitled to use 27

vacation days during the work year. These days are considered “use it or lose it”. There is no carry over of unused vacation days into the following vacation year.

- Beginning July 2000, some Assistant Principals and some Supervisors were assigned to work a 12 month year. The work year for these employees starts July 1st and end June 30th of the following year. In lieu of their summer vacation, they are entitled to use 27 vacation days during the work year. These days are considered “use it or lose it”.

There is no carryover to unused vacation days into the following vacation year. The vacation earned in the 10 month position prior to assignment to the 12 month position is vested and may be liquidated in either of two ways:

- When the employee reverts to his/her 10 month position, or
- When the employee separates from service as part of his/her final entitlement.

For employees in a 12 month position specific days are considered vacation days and are automatically deducted from the annual 27 day vacation entitlement. These are days that the Regional Operations Center (ROC) is open for business and schools are closed such as winter recess and spring recess.

SALARY STRUCTURE FOR EDUCATION ADMINISTRATOR TITLES

- The salary structure for this employee group is level and range-based with a minimum and a maximum value.
- Individuals appointed to these positions may receive a salary of up to 10% greater than the salary received prior to

assignment/appointment, but shall not exceed the maximum salary schedule in effect.

- Certificates of Salary Status are also issued to these employees upon assignment/appointment.
- If you fall within this group of employees you are eligible to receive 1,2,3,4,5 and 10 year longevity increments for service as an Education Administrator only.
- In addition, you are eligible for an additional longevity entitlement for 15 and 20 years respectively of cumulative supervisory service.