



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

Vincent A. Giordano, *Executive Director*

Division of Financial Operations

PAYROLL ADMINISTRATION MEMORANDUM - NO. 3, 2006 – 2007

DATE: August 28, 2006

TO: ROC Directors (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries

FROM: Vincent A. Giordano, Executive Director *Vincent A. Giordano*

SUBJECT: **Timekeeping Modifications for the FY 2006-2007 School Year**

The following timekeeping modifications have been placed into production for the FY 2006-2007 school year:

- Name confirmation when entering Per Session Payroll Service
- The ability to process prep period coverages for teachers in school locations (other than the teacher's home school) via the Per Diem payroll.

Detailed procedural handouts are attached for your review.

Questions concerning this memorandum should be referred to the Per Diem/Per Session Payroll Unit at 718-935-2236 or 718-935-2229. Press '0' to speak with a payroll officer.

VAG/ms

Att.

c. M. Aaronsen
K. Lubetsky, UFT
L. Tamburo

- If you should enter additional prep coverage for teachers after the Timekeeping Roster/Approval screen has been approved, the principal must reapprove the additional prep coverage in the Timekeeping Roster/Approval screen in order for all approved prep coverage to be processed.