



**Department of
Education**

Dennis M. Walcott, Chancellor

PAYROLL ADMINISTRATION MEMORANDUM

2012-2013

NO. 04



Francine Perkins Colón
Chief Administrator
Payroll Administration

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George Vasiliou
Executive Director

DATE: September 14, 2012
TO: CFN Executive Directors (Via Email)
Principals (Via Principal's Weekly)
Payroll Secretaries (Via Email)

FROM: Francine Perkins-Colón

SUBJECT: Payroll Processing Information for September 2012

Please make the following information available to all timekeeping personnel.

The procedures outlined below, pertain to the following employee populations:

- Q-Bank 742, Pedagogic Employees;
- Q-Bank 744, Educational Paraprofessionals; and,
- E-Bank 745, Hourly Support Employees

New Nominations (New Hires) for Q-742 and Q-744 Employees

- For an employee to receive a payroll check on September 14, 2012, s/he must have been finalized by, August 28, 2012.
- To determine if an employee was staffed in time for the September 14, 2012 pay-date, review the following:
 - This information is available on the EIS (Option 2.6) Person Inquiry by PTF screen:
 - Review and verify that the transaction date and, the job were *assigned and finalized by August 28, 2012*; and,
 - Had a PTF status of "C 7 C".

For Example:

USER: F N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM E11MRO1
09/08 16:17 PERSON INQUIRY BY PTF PAGE 1

EIS ID: EMPL ID: SSN: SEN/REG: 24/
PROBLEM CODE: CERTIFIED: YES

TRAN DATE	PAY	STATUS			ORG	JOB	POS	LIC	LST CDE	STF RSN	STF DATE	STF STAT
-----	-----	REC	PTF	FIN	UNIT	-----	-----	-----	-----	-----	-----	-----
08 28 2012	S	C	7	C	24Q153	GI2GX	900BQ	900B		1RK	09 04 2012	REG

In the above screen-print, please note the highlighted values:

- The employee was staffed and finalized in a job with an effective date of August 28, 2012.
- S/he is scheduled to receive a paycheck on September 14, 2012.

- This is indicated by the “C 7 C” in the “STATUS” column and the August 28, 2012 in the TRAN DATE column.
- *Any status code other than “C 7 C” indicates an un-finalized condition.*
- Please contact your Director of Human Resources to inform him/her of all employees whose status is reflected as un-finalized.

Electronic Fund Transfer (EFT)

Timekeepers must make certain that the employee has reported for work, since the inception of the school year. As part of this review, Electronic Fund Transfer (EFT) pay-stubs should be carefully monitored.

- An employee's EFT status can be verified by looking at the Person Inquiry by PTF screen in EIS (Option 2.6).
- If an employee has separated from service (e.g. retired, resigned or terminated), or began a leave of absence *without* pay, the employee's EFT should be cancelled by using EIS Option 9.6 option 5.
- To prevent or minimize overpayment on the September 14, 2012 payroll, either enter a stop payment or request a reversal.
 - The stop payment request can be made using EIS Option 9.6 option 6.
 - All electronic processing of stop-payments must be entered by noon of the third business day *prior to the date of a given pay-check (see pay schedules)*; for example, and most immediately:
 - A stop payment request must be entered **by noon on September 11, 2012** to effectuate the September 14, 2012 pay-check.
 - **After noon on September 11, 2012**, a request for reversal must be faxed to the Payroll Benefits Unit, at (718) 935-3702.
 - Any reversal requests, must be faxed within five business days after the check-date,
 - For the example above, faxes must be received by close of business on September 21, 2012.
 - *EFT should not be cancelled for employees that have transferred to another location.*

Checks for Terminated Employees

- Regular (paper) pay-checks issued for employees who either retired or were terminated at the beginning of the school year, must be returned to the Check Management Unit for cancellation immediately.
- Please mail the checks (with an appropriate explanation) to:

NYC Department of Education
C/O Check Management Unit
PO Box 10
Brooklyn, NY 11202
- Directors of Human Resources must also be advised to initiate the appropriate action to remove these employees from payroll.

2012 Fall Sabbaticals

- Employees who were approved for sabbatical effective August 1, 2012 were overpaid for the month of August.
- They were paid at their full salary rate instead of the appropriate sabbatical rates.
- **Important Note:** as a convenience this overpayment will be recouped on the following four (4) pay-checks:
 - September 14th & September 28th; and,
 - October 15th & October 31st.

Timekeeping Deductions for 745 Employees

- If any employees have timekeeping deductions for the period of May 23, 2012 through September 11, 2012, this must be entered by the close of business on September 18, 2012 in EIS;
- This will ensure that adjustments are reflected on the September 28, 2012 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

To view detailed employee data, please review the following EIS Options:

<u>Desired Action</u>	<u>EIS Screen</u>
Salary History Screen	7.4.10
Time & Attendance Inquiry	9.2.2
CAR Balance	9.3.2
Pay Detail History Screen	11.1.6
Check Register	13.3

CSA Principal School-Size Differential

- The second installment of the FY 2011 school-size differential covering the period of March 1, 2012 through August 31, 2012 will be included in the September 14, 2012 pay-check.

If you have any questions pertaining to processes or policies outlined above, please contact the Department of Payroll Administration at 718-935-2651.

FPC/mw

C: George Vasiliou
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