



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

Vincent A. Giordano, *Executive Director*  
Division of Financial Operations

## PAYROLL ADMINISTRATION MEMORANDUM - NO. 9, 2005 – 2006

**DATE:** January 3, 2006

**TO:** ROC Directors, Heads of Offices (via e-mail)  
Principals (via "Principal's Weekly Newsletter")  
School Secretaries

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

**SUBJECT:** Automation of Final Entitlement Screen in EIS (11.2.4)

In an effort to expedite the final entitlement payment process, **effective January 9, 2006**, final entitlement forms for all inactive employees and those on leaves without pay **will be automatically created when the appropriate staffing transaction terminating the employee or placing the employee on a leave without pay has been finalized in EIS**. Therefore, payroll secretaries and Regional Operation Center personnel will **no longer be required** to input the data entry information into the EIS final entitlement screen (11.2.4).

For this new process to be effective, staffing transactions must be done in a timely manner in order to prevent overpayments. Payroll secretaries and Regional Operation Center personnel will be responsible for reviewing the information online after the forms have been system generated. **All corrections and/or updates to this screen must be done through EIS via staffing transactions** and/or timekeeping updates. In addition screen prints may be made at the school location for the employee's file.

An OP44 form will still be required for any pedagogue who has retired, resigned, terminated or deceased with a positive CAR balance. If an employee has a negative or zero CAR balance an OP44 form is not required. **All signed and approved OP44 forms should be forwarded to:**

**Pedagogical/ School-Based Payrolls  
65 Court St. Room 1400  
Brooklyn, NY 11201  
Attention: Termination Unit**

In the event that an employee is incorrectly placed on a leave of absence or terminated, the incorrect staffing transaction should be reversed immediately. Kindly contact payroll at the appropriate number listed below to delete an invalidly generated final entitlement.

**If you have any questions concerning the new final entitlement process you may contact the appropriate department at:**

<b>Leave Without Pay Unit</b>	<b>(718) 935-2220</b>	<b>Fax (718) 935-4947</b>
<b>Termination Unit</b>	<b>(718) 935-2221</b>	<b>Fax (718) 935-5638</b>
<b>CSA Pedagogues</b>	<b>(718) 935-4363</b>	<b>Fax (718) 935-3595</b>
<b>UFT Paraprofessionals</b>	<b>(718) 935-3030</b>	<b>Fax (718) 935-4093</b>

VAG/ms

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