



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

Administrative Payroll System (APRL)





TABLE OF CONTENTS

- I. Introduction
 - II. APRL Overview
 - A. Accessing APRL
 - Main Menu
 - B. 08 Screen
 - Position Control
 - Administrative (H) and Hourly (Z) Personnel Browse
 - Select and Add Screens
 - C. 02 Screen
 - D. Distribution of checks
 - H and Z Bank Check Return Procedure
 - III. Overtime/Deduction (10 screen)
 - A. Overtime
 - Types of Compensation
 - Overtime Cap
 - B. Payroll Deduction
 - IV. Payroll Register
 - V. Hourly (Z Bank) Processing
 - Data Entry of Z Bank Hours
 - Data Entry of Arrears (Z Bank Hours)
- Appendix
- A. Marital Status Codes; Tax Exclusion Codes
 - B. Federal Tax Codes – State Tax Codes
 - C. Leave Status Codes
 - D. Pay Class Codes



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

Chapter I: Introduction



INTRODUCTION

This is an updated version of the comprehensive manual for the Administrative Payroll System (APRL). APRL is the system used to process payroll and personnel transactions for employee on payroll bank H740 (Annual Administrative, Daily Administrative and Hourly Administrative employees). Administrative Payroll is also referred to as H Bank (annual administrative employees) and Z Bank (hourly administrative employees). This manual was created to assist the user in the accurate processing of payroll transactions and to instruct in the proper use of inquiry screens.

As you will see, the processes discussed in this manual are supported by the appropriate screen prints to aid the user in following through with the instructions given. There are examples accompanying formulas to help in understanding the calculations. All of this will help you effectively and efficiently perform your tasks; from responding to inquiries to facilitating the payroll and maintaining the integrity and accuracy of the employee's payroll record.

Here are a few things that may help you to understand your roll in the payroll process. The H Bank is referred to as an exception payroll because the payroll occurs without you having to enter it. Employees are paid according to their work schedule. You must still be very diligent about other transactions such as hires, leaves, terminations, etc. It is very important that you follow through and/or inform the proper office of actions taken or to be taken.

The Z Bank is referred to as a positive payroll because you must enter the details to be paid. This means that you must enter all transactions including hires, leaves, terminations, etc. Like H Bank, it is very important that you follow through and/or inform the proper office of actions taken or to be taken.



A. Accessing APRL

LOGGING ON APRL

LU=LB74609 DIVISION OF INSTRUCTIONAL AND INFORMATION TECH

NYCDOE - DIIT	NATIVE SERVICES	NYS SERVICES	CITYNET SERVICES
T -TSO/ISPF	RP -RMDS PROD	VM41 -SEDE	Z -FISA
P -CICS PROD	RT -RMDS TEST	SEDU -SED UBNISYS	CSC-CSC
C -CICS TEST	EM -EMAIL	(AXUSYS)	COM-COMPROLLER
CQ -CICSQA	OMS -OUTPUT MNGT	DOL -NYS DOL	
K -KEY/MASTER	XP -XPTR		
I -IDMS PROD	ATS NYCBOE-ATS PRD		
S -IDMS SYSTEST	OMSHS -H.S. OMS		
U -IDMS UNITTEST	SJ -SUMMER JOBS		
DU -CICS/DB2 UNIT			
DR -CICS/DB2 TRAIN	UAPC SERVICES		
PP -PASSPORT PROD	-----		
PR -PASSPORT TRAIN	UA -UAPCNET		

FOR ASSISTANCE, INCLUDING EIS PASSWORD RESETS, CALL THE SUPPORT CENTER AT (718) 935-5100. FOR PASSPORT HELP CALL (718) 349-5783.
 TO REFRESH THE SCREEN HIT CLEAR THEN ENTER.
 FOR TSO ENTER SERVICE FOLLOWED BY A BLANK AND THEN USERID.
 Service Desired ==> P

From the New York City Department of Education Main Menu, Type in 'p' and press **Enter/Ctrl**.



```
                Signon to CICS                APPLID CICSPT

==>CICS 3.1.0<== DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
==>CICSPT60 <== PRODUCTION TERMINAL OWNING REGION

Type your userid and password, then press ENTER:

  Userid . . . . abcdefhs          Groupid . . .
  Password . . .
  Language . . .

  New Password . . .

DFHCE3520  Please type your userid

F3 = Exit
```

Type in your **RACF Id**, tab to Password and type in your **password** and press **Enter/Ctrl**. **The RACF user id is the user id you use to access EIS/FAMIS/PDPS or CPS.**

For users signing on to CICSPROD for the first time, type in **APRLUSER** as the password. You will then be directed to enter a New Password. Type in your desired password. This must be 5-8 characters, in any combination of alpha numeric characters. You will then be prompted to re-enter your new password and press **ENTER/Ctrl**.

```
aprl

DFHCE3549 Sign-on is complete (Language ENU).
```

On the blank screen, type in APRL and press **Enter/Ctrl**.



HB10C83 NEW YORK CITY BOARD OF EDUCATION HB1MS83
ADMINISTRATIVE PAYROLL/PERSONNEL BROADCAST SCREEN
ENTER PASSWORD DEPT CODE

APRL Info

Thursday, August 28, 2008
Issue #27

Payroll Administration
Office of Administrative/Support Payrolls

Employee ID/Function Keys

In an effort to facilitate navigation within the Administrative Payroll (APRL) System, the employee's ID Numbers have been incorporated into the screens. Employee's ID Numbers are already in use as reference numbers on the pay stubs and within the New York City Personnel System (NYCAPS).

The Function keys have also been updated. For example:

- Enter = Inquiry
- PF7 = Scroll
- PF8 = Scroll Forward
- PF12 = Main Menu

This change will go into effect on Tuesday, September 2, 2008. If you have any questions, please call Administrative Payroll at (718)935-2201.

The Administrative Payroll/Personnel Broadcast Screen will appear. There may be more than one broadcast screen depending on the size and amount of messages. Hit **Enter/Ctrl** until you reach the Administrative Payroll System Menu.



ADMINISTRATIVE SUPPORT PAYROLL

07/17/08 HB10C82	ADMINISTRATIVE PAYROLL SYSTEM MENU FUNCTION CODES	HB1MP82 HB1MS82
01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA - INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE - INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER
04 - LEAVE STAT CHANGE	- UPDATE	18 - TRS ANNUITY PAYMENTS
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - RETIREMENT - INQUIRY/UPD
11 - PENDING DEDUCTION	- INQUIRY/UPD	
12 - DP2001	- ADD/UPD/DEL	
13 - ADDITIONAL COMP	- INQ/UPDATE	
14 - Z-BANK DAILY HIST	- INQUIRY	
DEPT CODE: F		
FUNCTION CODE: ___ SSN ID: _____ EMP ID: _____		
PF19 ==> REPORT SUBMISSION PF20 ==> 9902 REPORT SUBMISSION		
ENTER ==> ACCESS REQUESTED SCREEN PF6 ==> "N" ERRORS CLEAR ==> END SESSION		

Type in your **dept code**, **enter a function code** and press **Enter/Ctrl**.

You will only be required to use your APRL password when you are updating/ changing a record. Inquiry does not require the use of an APRL password.

Ex.: Hourly payroll for employees not on Cybershift. **(Update)**.

Ex.: Looking up adjustments on the check register, no password is required **(Inquiry)**.



08 Screen – 9902 Screen

07/17/08	ADMINISTRATIVE PAYROLL SYSTEM MENU	HB1MP82
HB10C82	FUNCTION CODES	HB1MS82
01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA - INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE - INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER
04 - LEAVE STAT CHANGE	- UPDATE	18 - TRS ANNUITY PAYMENTS
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - RETIREMENT - INQUIRY/UPD
11 - PENDING DEDUCTION	- INQUIRY/UPD	
12 - DP2001	- ADD/UPD/DEL	
13 - ADDITIONAL COMP	- INQ/UPDATE	
14 - Z-BANK DAILY HIST	- INQUIRY	
DEPT CODE: F		
FUNCTION CODE: 08 SSN ID: _____ EMP ID: _____		
PF19 ==> REPORT SUBMISSION PF20 ==> 9902 REPORT SUBMISSION		
ENTER ==> ACCESS REQUESTED SCREEN PF6 ==> "N" ERRORS CLEAR ==> END SESSION		

Enter '08' as the Function Code to access the 9902 Screen and press **Enter/Ctrl**.



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

NEW YORK CITY BOARD OF EDUCATION				HB1MS85			
POSITION CONTROL FOR ADMINISTRATIVE ANNUAL (H740) AND HOURLY (Z740) PERSONNEL							
BROWSE SELECT AND ADD SCREEN							
NAME		SOC SEC	ENTRY-DT	SQ	PER-AP-DT	PR-ACC-DT	TRCD ST
JACKSON	B J	000-00-0000	08/14/92	01	08/14/92	08/17/92	06 F
JACKSON	B J	000-00-0000	09/16/92	01	09/16/92	09/21/92	42 F
JACKSON	B J	000-00-0000	12/17/93	01	12/17/93	12/20/93	18 F
WEN	H	000-00-0000	08/05/03	01	08/05/03	08/05/03	12 F
WEN	H	000-00-0000	09/26/05	01	09/26/05		07 D
WEN	H	000-00-0000	09/27/05	01	09/27/05	09/27/05	06 F
ORKIN	J	000-00-0000	10/06/97	01	10/06/97	10/07/97	28 F
WAY	A	000-00-0000	02/12/04	01	02/12/04	02/13/04	06 F
WAY	A	000-00-0000	07/09/04	01	07/09/04	07/12/04	14 F

SOC SEC: _____ EMP ID: _____
 NAME:
 STATUS: P=PENDING F=FINALIZED R=REJECTED BLANK=ALL
 ** TO SEL REC ENTER AN (S) IN FRONT OF RECORD NAME. **
 ENTER: SEL REC PF2: ADD RECORD PF5: BROWSE NYCAPS REJECTS
 PF7: BACKWARD PF8: FORWARD PF12: MENU CLEAR: END SESSION

This screen allows you to browse or inquire on 9902 transactions for a specific employee. Enter the Social Security Number, Employee ID or the last name and press **Enter** to inquire.

NEW YORK CITY BOARD OF EDUCATION				HB1MS85			
POSITION CONTROL FOR ADMINISTRATIVE ANNUAL (H740) AND HOURLY (Z740) PERSONNEL							
BROWSE SELECT AND ADD SCREEN							
NAME		SOC SEC	ENTRY-DT	SQ	PER-AP-DT	PR-ACC-DT	TRCD ST
JACKSON	B J	000-00-0000	08/14/92	01	08/14/92	08/17/92	06 F
JACKSON	B J	000-00-0000	09/16/92	01	09/16/92	09/21/92	42 F
s JACKSON	B J	000-00-0000	12/17/93	01	12/17/93	12/20/93	18 F
WEN	H	000-00-0000	08/05/03	01	08/05/03	08/05/03	12 F
WEN	H	000-00-0000	09/26/05	01	09/26/05		07 D
WEN	H	000-00-0000	09/27/05	01	09/27/05	09/27/05	06 F
ORKIN	J	000-00-0000	10/06/97	01	10/06/97	10/07/97	28 F
WAY	A	000-00-0000	02/12/04	01	02/12/04	02/13/04	06 F
WAY	A	000-00-0000	07/09/04	01	07/09/04	07/12/04	14 F

SOC SEC: _____ EMP ID: _____
 NAME:
 STATUS: P=PENDING F=FINALIZED R=REJECTED BLANK=ALL
 ** TO SEL REC ENTER AN (S) IN FRONT OF RECORD NAME. **
 ENTER: SEL REC PF2: ADD RECORD PF5: BROWSE NYCAPS REJECTS
 PF7: BACKWARD PF8: FORWARD PF12: MENU CLEAR: END SESSION

Select the appropriate employee by entering an 'S' next to the record and pressing **Enter/Ctrl**.



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

07/17/08	NEW YORK CITY BOARD OF EDUCATION	HB1MS67
	DIVISION OF PERSONNEL	SEGMENT 01
EMP-ID:	SOCIAL SECURITY: 000 00 0000	EIS ID: 1000010 JOB-SEQ:
LNAME: JACKSON	FN BONNIE MI J	
ST: 1234 ABC STREET	CITY: NEW YORK	STATE: NY ZIP: 00000
CURR JID:	BACIS TYPE: _ TRANS CODE: 18	TC-SUFF:
PROP JID:	CVSR STAT: PAY CL: LV STAT:	RULE NO:
EFFECTIVE DATE:	CURR SALARY:	FICA CL:
T.A.I. DATE: 00 00 00	SALARY:	TAX EXEMPT:
RESP. CENTER:	CUR TITLE CD	TAX EXCLUS:
CURR ACCT CODE:	TITLE CODE:	LEVEL:
ACCT LOC CD: 00E618	TITLE: PHYSICAL THERAPIST	
CHK DISTRIB:	HOURS/WEEK: 35.00 SCH.HRS: 00.00	
	BUDGET CODE FIN DIST QUICK CODE LINE NO. POSITION NO.	
CURRENT		
PROPOSED		
COMMENTS:		
	OPID:	
NYCAPS ENTRY DATE: 00/00/00		NYCAPS REQ #:
PERSONNEL APPROVAL DATE: 00/00/00		DELETE DATE: _____
PAYROLL ACCESSED DATE: 00/00/00		REMCD: STATUS: F
PF2 UPDATE RECORD	PF4 ADD RECORD	PF5 DELETE RECORD
PF9 NOTEPAD	PF12 MENU	CLEAR END SESSION

You are now looking at the 9902 you selected. This screen provides you all the details for this transaction. Below is just a sample of the information provided by this screen:

- o Employee's name
- o Social Security Number
- o Employee ID
- o Address
- o Transaction Code
- o Comments – Can be viewed in entirety on the **Notepad** shown on the next page:
- o Salary
- o Title Code
- o Distribution Code
- o Effective Date



ADMINISTRATIVE SUPPORT PAYROLL

FIN70047	DEPARTMENT OF EDUCATION	APRMS47
08/18/08 10:03	ADMINISTRATIVE PAYROLL SYSTEM	APRMP47
SSN: 000000000 TRAN CODE: 06 OPID: ___ ENTRY DATE: ___ ___ ___		
UPDATE DATE: ___ ___ ___		
1	The NOTEPAD message will appear here.	
2		
3		
4		
5		
6		
7		
NO INFORMATION FOR PROCESSED RECORDS		
PF2=ADD	PF3=9902	PF5=UPDATE PF12=RETURN

The Notepad is a function used by Payroll to communicate any 9902 discrepancies with DHR. Payroll can not finalize a 9902 unless it conforms to the rules and regulations governing payroll.

To access the Notepad Screen which allows you to view notes to 9902s, press 'F9' while viewing the 9902.



02 Screen – Master File

07/17/08 HB10C82	ADMINISTRATIVE PAYROLL SYSTEM MENU FUNCTION CODES	HB1MP82 HB1MS82
01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA - INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE - INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER
04 - LEAVE STAT CHANGE	- UPDATE	18 - TRS ANNUITY PAYMENTS
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - RETIREMENT - INQUIRY/UPD
11 - PENDING DEDUCTION	- INQUIRY/UPD	
12 - DP2001	- ADD/UPD/DEL	
13 - ADDITIONAL COMP	- INQ/UPDATE	
14 - Z-BANK DAILY HIST	- INQUIRY	

DEPT CODE: F

FUNCTION CODE: 02 SSN ID: _____ EMP ID: _____

PF19 ==> REPORT SUBMISSION PF20 ==> 9902 REPORT SUBMISSION
 ENTER ==> ACCESS REQUESTED SCREEN PF6 ==> "N" ERRORS CLEAR ==> END SESSION

Type in 02 for function code the social security number or Employee ID for the Master Screen and press **Enter/Ctrl**.

The master file screen will provide you with the current payroll record for an employee. A sample of the information provided by this screen follows:

- Employee's Name
- BASICS District/FMC
- Accounting Information – Budget Code, Job ID, Line Number,
- Distribution Code
- Title Code
- Pay Class
- Salary
- Appointment Date
- Tax Information
- Longevity, if applicable.



ADMINISTRATIVE SUPPORT PAYROLL

HB10C84 ADMINISTRATIVE PAYROLL SYSTEM HB1MP84
08/22/2008 11:40 MASTER BROWSE SCREEN HB1MS84

START SSN: 000000000 EMP: _____ SURNAME: _____

Table with columns: SSN, BANK LV ST JOB, FIRST M, SURNAME, TITLE, DISTRB TRANS. Rows include employees like AHMED BEKHET, TIMITRA ALEXANDER, GHOLAMRE JAHANARA, etc.

SEL+ENTER: D-MST FILE DETAILS L-LV STAT UPD S-SALARY HST H-SERVICE HST
PF3 - PREV SCR PF7 - PG BACK PF8 - PG FORWARD PF12 - MENU

If you only know the social security number or Employee ID and not the annual/hourly status, press "PF9". This will take you to the Browse screen. Here you browse by Social Security Number/Employee ID/Sur -Name.

Select the record you would like to retrieve by entering "D" next to the record and pressing "Enter".



C. DISTRIBUTION OF CHECKS (H AND Z BANK) – CHECK RETURN PROCEDURE

Timekeepers/Payroll Secretaries are responsible for ensuring that paychecks are only distributed to those employees who are entitled to a paycheck. You must follow the Check Return procedure if you are in possession of a paycheck for an employee who is not entitled to receive the check. There are several reasons as to why an employee may not be entitled to a paycheck or the full amount of the check:

1 – **Exhausted Time Balance** – the employee may have been absent from work and because he/she used all of his/her time, they have no accruals to cover their absences. In this case, the timekeeper/payroll secretary must inform payroll that the employee is not entitled to the check or is not part of the check. This should be done as soon as possible to reduce the possibility or extent of an overpayment.

2 – **Inactive Leave Status** – the employee is on a leave without pay or suspended without pay and there is no transaction in the system or the transaction was entered and/or finalized after payroll closed. Payroll must be informed as soon as possible so the check can be adjusted or stopped to prevent the occurrence of an overpayment.

3 – **Cessation of Service** – occurs upon termination, resignation or death of an employee. The timekeeper/payroll secretary should inform payroll as soon as possible, even if the transaction is being processed. It is very important to avoid overpayment as much as possible.

Overpayment

If an overpayment occurs, it will be processed in one of two manners. In the case of exhausted time balances and inactive leave status, an Overpayment Notice is prepared by the payroll office assigned to your location. This Notice of Overpayment delineates the overpayment amount, reason for overpayment, percentage rate of recoupment, the recoupment installment amount and schedule. It is then forwarded to the timekeeper/payroll secretary and the employee.

In the case of cessation of service, a Bill of Collection is prepared by the payroll office assigned to the location and it denotes the overpayment details. The Bill of Collection is then forwarded to the Division of Financial Operations' Office of Receivable Accounting (ORA). ORA creates an invoice which is sent to the employee for collection.

Be advised that if the employee returns to the Department of Education, any outstanding balance to this overpayment will be automatically recouped by the Board against any retroactive payment due to the employee.



Procedure of Check Returns

All Checks must be returned to the division of Financial Operations' Check Management Unit as soon as it has been determined that the employee is not entitled to the check or if the employee cannot be located by the Financial District/ISC.

If a payroll check cannot be distributed on the day of distribution, the "Statement of Undistributed Paycheck" form (see sample) must be prepared for each check and returned within 5 working days with an explanation for the return. These checks may be returned directly to the Check Management Unit or to the Distribute /FMC for forwarding to the Check Management Unit.

You must refer to the Department of Education's Standard Operating Procedural Manual for more details on the Security and Distribution of Payroll Checks.



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

Chapter III: Overtime/Deduction



ADMINISTRATIVE SUPPORT PAYROLL

Overtime is any work an employee performs over his/her scheduled hours. Overtime may only be performed upon approval by the appropriate Head of Office. Overtime is only compensated when authorized. There are two ways of compensating authorized overtime. They are as follows:

1. Monetarily
 - a. Monetary compensation for any hours worked beyond the work week.

For example: An employee is scheduled a 35-hour work week, works 38 hours in one week. That employee will receive 3 hours paid straight time.

Note: Parent Coordinators will receive 3 hours of comp time.

- b. Time and a half for any hours worked over 40 hours per week

For example: An employee is scheduled a 35-hour work week. The employee works 45 hours in one week. The employee will receive the first 5 hours in comp time or 5 hours paid straight time and the remaining 5 hours will be paid at time and a half.

The overtime is calculated as follows:

of hours worked for week = 45 hours
Hourly Rate = \$15.00
of hours to be paid at time and 1/2 = 5 (45-40)

Time and 1/2 Rate = Hourly Rate x 1.5
= \$15.00 x 1.5
= \$22.50

Time and 1/2 Pay = Time and 1/2 Rate x # of overtime hours over 40
= \$22.50 x 5
= \$112.50

The total overtime for that employee is five hours comp time and \$112.50.



ADMINISTRATIVE SUPPORT PAYROLL

2. Comp Time

- a. Straight time for any hours up to 40 hours per week.

For example: An employee is scheduled for a 35-hour work week. The employee works 38 hours in one week. The employee will receive 3 hours of comp time at straight time.

- b. Time and a half for any hours over 40 hours per week

For example: An employee is scheduled a for 35-hour work week. The employee works 45 hours in one week. The employee will receive 5 hours of comp time at straight time and the remaining 5 hours of comp time at time and a half. In total this employee will receive 12.5 hours as comp time.

- c. Supper Money

Supper Money is paid to any employee who works overtime for compensatory time in lieu of cash, if they work in excess of two (2) hours.

10 Screen – Overtime/Deduction Screen

07/17/08 HB10C82	ADMINISTRATIVE PAYROLL SYSTEM MENU FUNCTION CODES	HB1MP82 HB1MS82
01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA - INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE - INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER
04 - LEAVE STAT CHANGE	- UPDATE	18 - TRS ANNUITY PAYMENTS
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - RETIREMENT - INQUIRY/UPD
11 - PENDING DEDUCTION	- INQUIRY/UPD	
12 - DP2001	- ADD/UPD/DEL	
13 - ADDITIONAL COMP	- INQ/UPDATE	
14 - Z-BANK DAILY HIST	- INQUIRY	
DEPT CODE: F		
FUNCTION CODE: 10 SSN ID: _____ EMP ID: _____		
PF19 ==> REPORT SUBMISSION PF20 ==> 9902 REPORT SUBMISSION		
ENTER ==> ACCESS REQUESTED SCREEN PF6 ==> "N" ERRORS CLEAR ==> END SESSION		

At the APRL Main Menu screen, Enter '10' as the Function Code to access the Overtime/Deduction Screen and press Enter/Ctrl.



OVERTIME AND DEDUCTION MENU

06/06/05	ADMINISTRATIVE PAYROLL SYSTEM	APRLM70
OVERTIME AND DEDUCTION MENU		
FUNCTION CODE	DESCRIPTION	
01	ACTIVE BROWSE OVERTIME-DEDUCTION-SHIFT	
02	ACTIVE INQUIRE-UPDATE OVERTIME-DEDUCTION-SHIFT	
03	ACTIVE INQ-UPD NIGHT SHIFT OVERTIME-DEDUCTION	
04HISTORY BROWSE OVERTIME-DEDUCTION-SHIFT	
05HISTORY INQUIRE OVERTIME-DEDUCTION-SHIFT	
06	OVERTIME WAIVER ENTRY - EMPLOYEES OVER CITY SAL CAP	
07	OVERTIME WAIVER ENTRY - EMPLOYEES UNDER DOE % CAP	
08	OVERTIME WAIVER EMPLOYEE DETAIL INFORMATION	
FUNCTION CODE ==> _ SSN ID ==> _____ HB1 EMP ID ==> _____ HB1		
PF2=BROWSE EMPL PF3=INQUIRE EMPL PF12=MENU CLEAR=END		

From the Overtime/Deduction Menu, you can select the appropriate function by typing the function code and pressing enter for functions 1, 2, 3, 6, 7, and 8. For functions 4 and 5, enter the employee's Social Security Number or Employee ID and press 'Enter'.



Entering Overtime in APRL

The following is the procedure for timekeepers to process overtime in APRL.

From APRL's Overtime and Deduction Menu type "02" for Function Code and press "Enter".

HB10C75	ADMINISTRATIVE PAYROLL SYSTEM	HB1MP75
08/19/08	OVERTIME AND DEDUCTION DATA ENTRY	HB1MS75
SSN: _____	HB1 EMP: _____	WEEK ENDING : _ _ _
SHIFT I : _		SHIFT K : _
PASSWORD :		DATA CODE : _____
WAIVER WARNING _		APPROVAL DATE: _ _ _
NAME: _____		TITLE : _____
		RECORD TYPE: _
		SHIFT S : _
		TRANS CODE: _
		APPROVE CODE N

DAY	REG DATE	OVT HOURS	COMP HOURS	HOURS	TOTAL HOURS	TOTAL AMOUNTS
—	_____	—	—	—	—	—
—	_____	—	—	—	—	—
—	_____	—	—	—	—	—
—	_____	—	—	—	—	—
—	_____	—	—	—	—	—
—	_____	—	—	—	—	—
—	_____	—	—	—	—	—
					===	==
					=====	

PLEASE TYPE IN SSN # OR EMP ID. ENTER TO INQUIRE.

ENTER INQUIRY PF2 ADD PF3 BROWSE PF5 UPDATE PF6 DELETE PF7 BACKWARD PF8 FORWARD
 PF9 APPROVE PF10 CANCEL PF11 INQ EMP PF12 MENU CLEAR END

Enter the employee's Social Security Number or Employee ID and press "Enter".
 Type in the week ending date and enter "C" for record type and press "PF2" to Add.
 The record types are as follows:

- C** – comp time
- O** – overtime
- D** – deduction
- S** – supper money

Type in regular hours and overtime hours and press "PF2" to add.
 Type in your Password and press "PF2" to add.
 Once the record has been added. The transaction needs to be approved. Approval of overtime must be done by timekeeping supervisors by pressing "PF9".



Overtime Waivers

By default, there is a 5% salary limit on overtime earnings per calendar year. This amount is automatically calculated by APRL. APRL will not allow approval of overtime beyond this amount for all eligible titles. However, an overtime waiver may be submitted. The waiver request is an online form. The waiver must be approved by the head of office (principal, assistant principal, director, etc.) There are two types of overtime waivers. Both can be accessed at <https://payrollinquiry.nycenet.edu/OvertimeWaiver/>.

1 – The DOE % Cap Waiver – is for use when an employee’s overtime or anticipated overtime exceeds the set limit (initially, the default is 5%, once a waiver is approved, the limit increases by that amount. Ex. – a waiver of 10% is submitted, the employee’s allowable overtime is increased from 5% to 15%.) This waive is for use with all titles eligible for overtime.

2 – The Over City Salary Cap Waiver (\$68,490) – is for use under three conditions when an employee’s:

¹ base salary is over \$68,490.

² year-to-date salary equals or exceeds \$68,490, and

³ anticipated overtime will cause the year-to-date salary to equal or exceed \$68,490.

^{Note} This amount (\$68,490) is subject to change based on collective bargaining agreements.

Once a waiver is processed by Payroll, it can be viewed to keep track of the earnings. Once the goal (% or amount) is reached, an additional waiver is required for future O.T.



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

```

07/17/08      ADMINISTRATIVE PAYROLL SYSTEM MENU      HB1MP82
HB10C82      FUNCTION CODES                          HB1MS82

01 - ADM PAYROLL      - BROWSE                15 - PERSONNEL DATA - INQUIRY
02 - MASTER FILE      - INQUIRY/UPD          16 - PROBLEM FILE    - INQUIRY/UPD
03 - EMPLOYEE ID INQ  - INQUIRY              17 - CHECK REGISTER
04 - LEAVE STAT CHANGE - UPDATE              18 - TRS ANNUITY PAYMENTS
05 - HISTORY FILE      - BROWSE/CHANGE       19 - PAYROLL BENEFIT PROGRAM
06 - APPT AND TITL DT  - UPDATE              20 - NURSES AND THERAPISTS SUBSYSTEM
07 - TABLE FILE      - INQUIRY/UPD         21 - SALARY PROCESSING
08 - 9902              - BROWSE              22 - BROAD BANDING/EXPER. DIFFERENTIAL
09 - Z BANK HOURS      - INQUIRY/UPD         23 - SERVICE HISTORY DATA
10 - OVERTIME/DEDUCT   - BRW/INQ/UPD         24 - RETIREMENT      - INQUIRY/UPD
11 - PENDING DEDUCTION - INQUIRY/UPD
12 - DP2001           - ADD/UPD/DEL
13 - ADDITIONAL COMP  - INQ/UPDATE
14 - Z-BANK DAILY HIST - INQUIRY

                DEPT CODE:  F

FUNCTION CODE: 10  SSN ID: _____ EMP ID: _____

PF19 ==> REPORT SUBMISSION      PF20 ==> 9902 REPORT SUBMISSION
ENTER ==> ACCESS REQUESTED SCREEN  PF6 ==> "N" ERRORS CLEAR ==> END SESSION
  
```

At the APRL Main Menu screen, Enter '10' as the Function Code to access the Overtime/Deduction Screen and press **Enter/Ctrl**.

To view an existing over the cap waiver, choose option **06** on the Overtime/Deduction Menu.

```

HB10C74      ADMINISTRATIVE PAYROLL SYSTEM OF NYC DOE      HB1MP74
08/21/2008 12:17 OVERTIME EXTENDED LIMITATION SUMMARY      HB1MS74
                EMPLOYEES OVER CAP
MODE:(C-CURRENT,H-HISTORY) C  START SSN _____ EMP _____ FMC: __
-----
REC  SSN      FMC  % INC $ AMT  CREATE DATE  USER-ID  EFFECT. DATE
-----
C  000000000  03      10000  2008-04-14  DOEJOHN  2008-01-01
C  000000000  40      10      2008-05-06  DOEJOHN  2008-01-01
H  000000000  40      10      2008-02-14  DOEJOHN  2008-01-01
H  000000000  40      05      2008-01-22  DOEJOHN  2008-01-01
C  000000000  49      15      2008-05-27  DOEJOHN  2008-05-01
C  000000000  67      20      2008-06-09  DOEJOHN  2008-06-09
C  000000000  10      8000   2008-04-17  DOEJOHN  2008-01-02
H  000000000  10      8000   2008-04-10  DOEJOHN  2008-01-01

ADD LINE: SSN/EMP _____ % __ $ _____ CCYY - MM - DD

PF1/PF2=FMC-BR PF5=AD PF6=DEL PF7/PF8=SSN/EMP-BR PF9=SWAP PF10=CAN S+ENTER=INFO
  
```




Deductions

A payroll deduction is made against an employee’s earnings if the employee has exhausted all of his/her annual or sick leave and is not entitled to pay for a specific period.

Entering Deductions in APRL

The following is the procedure for timekeepers to process overtime in APRL.

From APRL’s Overtime and Deduction Menu type “02” for Function Code and press “Enter”.

HB10C75	ADMINISTRATIVE PAYROLL SYSTEM	HB1MP75	
08/19/08	OVERTIME AND DEDUCTION DATA ENTRY	HB1MS75	
SSN: _____	HB1 EMP: _____	WEEK ENDING : __ __ __	RECORD TYPE: _
SHIFT I : _		SHIFT K : _	SHIFT S : _
PASSWORD :		DATA CODE : _____	TRANS CODE: _
WAIVER WARNING _		APPROVAL DATE: __ __ __	APPROVE CODE N
NAME: _____		TITLE : _____	

DAY	REG DATE	OVT HOURS	COMP HOURS	HOURS	TOTAL HOURS	TOTAL AMOUNTS
—	_____	—	—	—	—	—
—	_____	—	—	—	—	_____
—	_____	—	—	—	—	_____
—	_____	—	—	—	—	_____
—	_____	—	—	—	—	_____
—	_____	—	—	—	—	_____
—	_____	—	—	—	—	_____
					===	=====

PLEASE TYPE IN SSN # OR EMP ID. ENTER TO INQUIRE.

ENTER INQUIRY PF2 ADD PF3 BROWSE PF5 UPDATE PF6 DELETE PF7 BACKWARD PF8 FORWARD
 PF9 APPROVE PF10 CANCEL PF11 INQ EMP PF12 MENU CLEAR END

Enter the employee’s Social Security Number or Employee ID and press “Enter”.
 Type in the week ending date and enter “D” for record type and press “PF2” to Add.
 Type in hours to be deducted and press “PF2” to add.
 Type in your Password and press “PF2” to add.
 Once the record has been added. The transaction needs to be approved. Approval of deductions must be done by timekeeping supervisors by pressing “PF9”.



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

IV. Payroll Register



Administrative Payroll Register

The Payroll Register allows you to view the history of payments made to an employee. By selecting the payroll check date, you are able to view the employee's payroll details for the check date.

To access the Payroll Register, from the APRL Main Menu, type in your Password, Department Code and "17" for function. Press "Enter".

07/17/08 HB10C82	ADMINISTRATIVE PAYROLL SYSTEM MENU FUNCTION CODES	HB1MP82 HB1MS82
01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA - INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE - INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER
04 - LEAVE STAT CHANGE	- UPDATE	18 - TRS ANNUITY PAYMENTS
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - RETIREMENT - INQUIRY/UPD
11 - PENDING DEDUCTION	- INQUIRY/UPD	
12 - DP2001	- ADD/UPD/DEL	
13 - ADDITIONAL COMP	- INQ/UPDATE	
14 - Z-BANK DAILY HIST	- INQUIRY	
DEPT CODE:		
FUNCTION CODE: 17 SSN ID: _____ EMP ID: _____		
PF19 ==> REPORT SUBMISSION PF20 ==> 9902 REPORT SUBMISSION		
ENTER ==> ACCESS REQUESTED SCREEN PF6 ==> "N" ERRORS CLEAR ==> END SESSION		



NEW YORK CITY DEPARTMENT OF EDUCATION

Department of Education

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

```

HB10C23      N. Y. C. BOARD OF EDUCATION      HB1MS23
08/20/08     NON-PEDAGOGIC CHECK REGISTER
SOC-SEC-NO 000-00-0000  JOB CD 1  EMP ID: 123456
NAME
CHK-DATE    CHK-NO    GR-PAY    DEDUC    NET    RG-SUP    CAN    R-CD    DD

FRWD/BKWD: 2008-2005=PF8/PF7,  OTHER YRS=PF3/PF4  PF9=HELP PF12=MENU  CLEAR=EXIT
SELECT "P" FOR PER/YTD DET "D" FOR DED.DET "A" FOR ADJ. DET  PRESS ENTER
*** PF8 OR PF3 TO VIEW ADDITIONAL CHECKS ***

```

Type in the employee's Social Security Number or Employee ID and press "Enter".

```

HB10C23      N. Y. C. BOARD OF EDUCATION      HB1MS23
08/20/08     NON-PEDAGOGIC CHECK REGISTER
SOC-SEC-NO 000-00-0000  JOB CD 1  EMP ID: 123456
NAME      JANE DOE
CHK-DATE    CHK-NO    GR-PAY    DEDUC    NET    RG-SUP    CAN    R-CD    DD
A 08/08/08  Z-45704623 2481.15  895.02  1586.13  REG      D
07/25/08    Z-45544588 2794.86  998.11  1796.75  REG      D
07/11/08    Z-45384909 2476.78  866.25  1610.53  REG      D
06/27/08    Z-45224372 2477.71  895.27  1582.44  REG      D
06/13/08    Z-45063063 2297.00  803.24  1493.76  REG      D
05/30/08    Z-44901725 2206.49  772.04  1434.45  REG      D
05/16/08    Z-44739877 2138.59  748.53  1390.06  REG      D
05/02/08    Z-44578621 2138.59  748.53  1390.06  REG      D
04/18/08    Z-44417156 2138.59  748.53  1390.06  REG      D
04/04/08    Z-44255788 2138.59  748.53  1390.06  REG      D
03/21/08    Z-44095063 2138.59  748.52  1390.07  REG      D
03/07/08    Z-43935748 2138.59  748.53  1390.06  REG      D
02/22/08    Z-43776852 2138.59  748.53  1390.06  REG      D
02/08/08    Z-43618234 2138.59  748.53  1390.06  REG      D
01/25/08    Z-43460288 2138.59  748.53  1390.06  REG      D

FRWD/BKWD: 2008-2005=PF8/PF7,  OTHER YRS=PF3/PF4  PF9=HELP PF12=MENU  CLEAR=EXIT
SELECT "P" FOR PER/YTD DET "D" FOR DED.DET "A" FOR ADJ. DET  PRESS ENTER
*** PF8 OR PF3 TO VIEW ADDITIONAL CHECKS ***

```

To view adjustments details of a check select the check date, type "A" and press "Enter".

The "A" selection shows the details of the employee's paycheck.



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

FIN70034	N. Y. C. BOARD OF EDUCATION		APRLM33	
	H-Z BANK PAYROLL REGISTER			
EMP ID	123456			
SSN	000-00-0000	CH DST CD 10X023	NAME J DOE	
PEN NO	603223	PEN DG G	PEN TIER 004	
MAR ST	B	FED DEP 00	ST/CITY 00	
AN SAL	60,731.00	CHK NUM Z 45704623	CK DATE 08/08/08	
GROSS PAY = 2,481.15		TOT DED = 895.02	TOTAL	NET = 1,586.13
EV-CD	DESCRIPTION	UNIT	AMOUNT	DATE
0100	REC REG GROSS	64:00	2,329.41	08/02/08
0200	REC EDC DIFFER	00:00	48.33	08/02/08
0220	REC LONG DIFFER	00:00	41.31	08/02/08
0221	NON-PENS LONG	00:00	62.10	08/02/08
PF8-FRWD	PF7-BKWD	PF4-PER/YTD	PF5-DED	PF6-ADJ
PF3-REGISTER	PF12 MENU	PF13 LOC INQ	CLEAR EXIT	



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

To view deduction details of the paycheck, type "D" and press "Enter".

HB10C23	N. Y. C. BOARD OF EDUCATION				HB1MS23			
08/20/08	NON-PEDAGOGIC CHECK REGISTER							
SOC-SEC-NO	000-00-0000	JOB CD	1	EMP ID:	123456			
NAME	J DOE							
CHK-DATE	CHK-NO	GR-PAY	DEDUC	NET	RG-SUP	CAN	R-CD	DD
D 08/08/08	Z-45704623	2481.15	895.02	1586.13	REG		D	
07/25/08	Z-45544588	2794.86	998.11	1796.75	REG		D	
07/11/08	Z-45384909	2476.78	866.25	1610.53	REG		D	
FRWD/BKWD: 2008-2005=PF8/PF7, OTHER YRS=PF3/PF4 PF9=HELP PF12=MENU CLEAR=EXIT								
SELECT "P" FOR PER/YTD DET "D" FOR DED.DET "A" FOR ADJ. DET PRESS ENTER								
*** PF8 OR PF3 TO VIEW ADDITIONAL CHECKS ***								

This screen shows all the deductions made from the employee's checks. (Federal, State and City withholdings, FICA, medical, union dues, etc.)

FIN70034	N. Y. C. BOARD OF EDUCATION				APRLM33			
H-Z BANK PAYROLL REGISTER								
EMP ID	0000000							
SSN	123-45-6789	CH DST CD	00F100	NAME	J DOE			
PEN NO	601085	PEN DG	G	PEN TIER	004			
MAR ST	A	FED DEP	00	ST/CITY	00			
AN SAL	108,101.00	CHK NUM	Z 41862431	CK DATE	09/07/07			
GROSS PAY = 4,135.01			TOT DED = 2,057.47			TOTAL NET = 2,077.54		
EV-CD	DESCRIPTION	AMOUNT	UNIT	EV-CD	DESCRIPTION	AMOUNT	UNIT	
7111	GHI-CBP (EMPLOY	51.94		9924	TRBN PREMIUM	35.08		
6010	FICA TX EXMP	250.98		6012	MEDICARE EMPLOY	58.69		
7577	55/25-57/10	76.50		7607	BOE 414H ST	124.05		
9027	BERS TDA 12500	389.94		6015	FED WITHHOLDING	720.59		
6020	STATE W/HOLDING	220.49		6030	NYC WITHHOLDING	129.21		
0100	REC REG GROSS	4135.01	70:00			.00		
PF8-FRWD PF7-BKWD PF4-PER/YTD PF5-DED PF6-ADJ								
PF3-REGISTER PF12 MENU PF13 LOC INQ CLEAR EXIT								
NO CHECK ISSUED								



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

To view the details of the check, type "P" next to check date and press "Enter" or from the adjustment or deductions screens, press "F4".

HB10C23 N. Y. C. BOARD OF EDUCATION HB1MS23
08/13/08 NON-PEDAGOGIC CHECK REGISTER
SOC-SEC-NO 000-00-0000 JOB CD 1 EMP ID: 0123456
NAME JANE DOE

Table with columns: CHK-DATE, CHK-NO, GR-PAY, DEDUC, NET, RG-SUP, CAN, R-CD, DD. Rows include dates like 09/21/07 and 09/07/07 with corresponding values.

FRWD/BKWD: 2008-2005=PF8/PF7, OTHER YRS=PF3/PF4 PF9=HELP PF12=MENU CLEAR=EXIT
SELECT "P" FOR PER/YTD DET "D" FOR DED.DET "A" FOR ADJ. DET PRESS ENTER
*** PF8 OR PF3 TO VIEW ADDITIONAL CHECKS ***



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

This screen shows the per check details, like annual salary, year to date gross, net pay, year to date deductions, etc.

FIN70034	N. Y. C. BOARD OF EDUCATION		APRLM33	
	H-Z BANK PAYROLL REGISTER			
EMP ID	123456			
SSN	000-00-000-0	CH DST CD 10X023	NAME J DOE	
PEN NO	603223	PEN DG G	PEN TIER 004	
MAR ST	B	FED DEP 00	ST/CITY 00	
TX EX CD	T	FICA CL A	WK-UNIT 2267	
BUD-CD	5411	BUD-LN 4276	JOB SEQ 1	
LEAVE ST	B	PAY CL A		
TTL CD	06217 LEVEL			
AN SAL	60,731.00	CHK NUM Z 45704623	CK DATE 08/08/08	
GROSS PAY =	2,481.15	TOT DED = 895.02	TOTAL NET = 1,586.13	
YTD GROSS AMOUNT =	36,119.89	YTD DEDUCT AMOUNT =	12,727.70	
YTD NET AMOUNT =	23,392.19			
PF8-FRWD	PF7-BKWD	PF4-PER/YTD	PF5-DED	PF6-ADJ
PF3-REGISTER	PF12 MENU	PF13 LOC INQ	CLEAR EXIT	



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

VI. Hourly (Z Bank) Processing



Hourly (Z Bank) Processing

Data Entry of Z Banks Hours

An Hourly is on a positive payroll. This means that actual work hours must be data entered for an hourly employee to effectuate payment. To data enter Z Bank hours, go to function "09" from the APRL Main Menu.

07/17/08 HB10C82	ADMINISTRATIVE PAYROLL SYSTEM MENU FUNCTION CODES	HB1MP82 HB1MS82
01 - ADM PAYROLL	- BROWSE	15 - PERSONNEL DATA - INQUIRY
02 - MASTER FILE	- INQUIRY/UPD	16 - PROBLEM FILE - INQUIRY/UPD
03 - EMPLOYEE ID INQ	- INQUIRY	17 - CHECK REGISTER
04 - LEAVE STAT CHANGE	- UPDATE	18 - TRS ANNUITY PAYMENTS
05 - HISTORY FILE	- BROWSE/CHANGE	19 - PAYROLL BENEFIT PROGRAM
06 - APPT AND TITL DT	- UPDATE	20 - NURSES AND THERAPISTS SUBSYSTEM
07 - TABLE FILE	- INQUIRY/UPD	21 - SALARY PROCESSING
08 - 9902	- BROWSE	22 - BROAD BANDING/EXPER. DIFFERENTIAL
09 - Z BANK HOURS	- INQUIRY/UPD	23 - SERVICE HISTORY DATA
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	24 - RETIREMENT - INQUIRY/UPD
11 - PENDING DEDUCTION	- INQUIRY/UPD	
12 - DP2001	- ADD/UPD/DEL	
13 - ADDITIONAL COMP	- INQ/UPDATE	
14 - Z-BANK DAILY HIST	- INQUIRY	

DEPT CODE:

FUNCTION CODE: 09 SSN ID: _____ EMP ID: _____

PF19 ==> REPORT SUBMISSION PF20 ==> 9902 REPORT SUBMISSION
 ENTER ==> ACCESS REQUESTED SCREEN PF6 ==> "N" ERRORS CLEAR ==> END SESSION



ADMINISTRATIVE SUPPORT PAYROLL

HB10C86	08/25/08	N.Y.C BOARD OF EDUCATION										16:41	HB1MS86		
Z-BANK PAYROLL SYSTEM															
DIST-CODE 00E690		MODE (S-SSN,P-EMP) S				PAY PERIOD 08 23 08									
SUN		MON		TUE		WED		THR		FRI		SAT		WEEK BI-WK	
SSN	HR	MN	HR	MN	HR	MN	HR	MN	HR	MN	HR	MN	HR	MN	TOT TOTAL
057-38-7838	0 00	0 00	0 00	0 00	7 00	7 00	0 00	0 00	PREV						
SHAYS	F	0 00	0 00	0 00	7 00	7 00	0 00	0 00	PREV	00:00					
060-68-2654	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	PREV						
SHEPROW	G	0 00	0 00	7 00	7 00	7 00	7 00	0 00	PREV	00:00					
062-56-5504	0 00	7 00	7 00	7 00	7 00	7 00	0 00	PREV							
DEAN	K	0 00	7 00	7 00	7 00	7 00	7 00	0 00	PREV	00:00					

Enter the distribution code for the hourly employee and press “Enter”.
 If you have only one distribution code with hourly employees, the system will retrieve that distribution code. However, if you are in charge of several distribution codes with hourly employees, the system will retrieve the first distribution code on your security profile.

If you have multiple employees in your distribution code, place an “S” to the left of the SSN and press “F4” to enter arrears for that employee.



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

HB10C86	08/25/08	N.Y.C BOARD OF EDUCATION						16:41	HB1MS86
Z-BANK PAYROLL SYSTEM									
DIST-CODE 00E690		MODE (S-SSN,P-EMP) S				PAY PERIOD 08 23 08			
SUN		MON	TUE	WED	THR	FRI	SAT	WEEK BI-WK	
SSN	HR MN	HR MN	HR MN	HR MN	HR MN	HR MN	HR MN	HR MN	TOT TOTAL
123-45-6789	0 00	0 00	0 00	7 00	7 00	0 00	0 00	PREV	
GLOBAL	0 00	0 00	0 00	7 00	7 00	0 00	0 00	PREV 00:00	
256-78-4564	0 00	0 00	0 00	0 00	0 00	0 00	0 00	PREV	
LOCAL	0 00	0 00	7 00	7 00	7 00	7 00	0 00	PREV 00:00	
456-44-4568	0 00	7 00	7 00	7 00	7 00	7 00	0 00	PREV	
NATIONAL	0 00	7 00	7 00	7 00	7 00	7 00	0 00	PREV 00:00	
987-45-1325	0 00	7 30	7 30	7 30	7 30	7 30	0 00	PREV	
STATE	0 00	7 30	7 30	7 30	7 30	7 30	0 00	PREV 00:00	
456-78-1231	0 00	7 00	7 00	7 00	7 00	0 00	0 00	PREV	
METRO	D 0 00	7 00	7 00	7 00	7 00	0 00	0 00	PREV 00:00	
ENTER-INQUIRY PF2-ADD PF3-PREV SCR PF4-PREV DATES PF5-UPDATE PF6-APPROVAL									
PF7-PG BACK PF8-PG FORWARD PF9-PRINT PF10-CANCEL PF12-MENU CLEAR-EXIT									
*** STILL MORE RECORDS TO VIEW ***									

To update this record, press "PF5".



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

```

HB10C86 08/22/08 N.Y.C BOARD OF EDUCATION 15:47 HB1MS86
Z-BANK PAYROLL SYSTEM

DIST-CODE 00G816 MODE (S-SSN,P-EMP) S PAY PERIOD 08 23 08
SUN MON TUE WED THR FRI SAT WEEK BI-WK
SSN HR MN HR MN HR MN HR MN HR MN HR MN HR MN TOT TOTAL
000-00-0000 0 00 6 00 5 00 5 00 5 00 5 00 0 00 PREV
PERSON J 0 00 5 00 5 00 5 00 5 00 0 00 PREV 50:00

ENTER-INQUIRY PF2-ADD PF3-PREV SCR PF4-PREV DATES PF5-UPDATE PF6-APPROVAL
PF7-PG BACK PF8-PG FORWARD PF9-PRINT PF10-CANCEL PF12-MENU CLEAR-EXIT
*** LAST RECORD IN DISTRIBUTION CODE ***

```

Enter the hours, if the hours are different from what is already on the screen.

```

HB10C86 08/22/08 N.Y.C BOARD OF EDUCATION 15:47 HB1MS86
Z-BANK PAYROLL SYSTEM

DIST-CODE 00G816 MODE (S-SSN,P-EMP) S PAY PERIOD 08 23 08
SUN MON TUE WED THR FRI SAT WEEK BI-WK
SSN HR MN HR MN HR MN HR MN HR MN HR MN HR MN TOT TOTAL
000-00-0000 0 00 6 00 5 00 5 00 5 00 0 00 PREV
PERSON J 0 00 5 00 5 00 5 00 5 00 0 00 PREV 00:00

ENTER-INQUIRY PF2-ADD PF3-PREV SCR PF4-PREV DATES PF5-UPDATE PF6-APPROVAL
PF7-PG BACK PF8-PG FORWARD PF9-PRINT PF10-CANCEL PF12-MENU CLEAR-EXIT
*** LAST RECORD IN DISTRIBUTION CODE ***

```

If the hours are the same, enter "R" on the left of the Social Security Number of the employee and press the update key PF5. The system will repeat the hours the employee was for in the previous check.

All hours must be approved by the FMC closed date. To approve, users with approver access must login to the Z bank hours screen, retrieve and approve the data waiting for approval by pressing "PF6".



Data Entry of Arrears (Z Bank Hours)

To enter arrears hours, from the APRL main menu, type “09” for function for the Z Bank Hours Screen. Enter the distribution code. Again, if you only have one distribution code with hourly employees assigned to your profile, that distribution code will automatically be retrieved. However, if you have several distribution codes with hourly employees assigned to your profile, the system will retrieve the first distribution code on your profile with hourly employees assigned to it.

```

HB10C86 08/22/08 N.Y.C BOARD OF EDUCATION 15:47 HB1MS86
Z-BANK PAYROLL SYSTEM

DIST-CODE 00G816 MODE (S-SSN,P-EMP) S PAY PERIOD 08 23 08
      SUN  MON  TUE  WED  THR  FRI  SAT  WEEK BI-WK
SSN      HR MN HR MN HR MN HR MN HR MN HR MN HR MN TOT TOTAL
000-00-0000 0 00 6 00 5 00 5 00 5 00 5 00 0 00 PREV
PERSON J 0 00 5 00 5 00 5 00 5 00 0 00 PREV 00:00

ENTER-INQUIRY PF2-ADD PF3-PREV SCR PF4-PREV DATES PF5-UPDATE PF6-APPROVAL
PF7-PG BACK PF8-PG FORWARD PF9-PRINT PF10-CANCEL PF12-MENU CLEAR-EXIT
*** LAST RECORD IN DISTRIBUTION CODE ***

```

Press “PF4” to retrieve the arrears date screen so that you can enter the hours to be paid for the previous period.



ADMINISTRATIVE SUPPORT PAYROLL

```

HB10C87      N.Y.C BOARD OF EDUCATION      HB1MS87
              Z-BANK PREVIOUS HOURS DATA ENTRY

SOC-SEC-NO ==> 000000000 JOB CODE ==> 1
EMP ID   ==> 0000000
EMP NAME ==> PERSON
DIST CODE ==> 00G816      SUPP-IND  _

              DATE                TIME
              MM DD YY            HRS FRACT

DATE WORKED ==> 00 00 00   TIME ==> 0 00
DATE WORKED ==> 00 00 00   TIME ==> 0 00
DATE WORKED ==> 00 00 00   TIME ==> 0 00
DATE WORKED ==> 00 00 00   TIME ==> 0 00

PF2-ADD PF3-PREV SCR PF5-UPDATE PF6-DELETE PF7-PG BACK PF8-PG FORWARD
PF10-CANCEL PF12-MENU CLEAR-EXIT
YOU MAY ADD THIS RECORD * ENTER DATA * PF2 KEY

```

Enter the dates to be paid and the hours to be paid for the appropriate day. Press “PF2” to add the record.

All records must be approved by the authorized approver by the FMC Close Date.



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL KLIEN, Chancellor

DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE SUPPORT PAYROLL

APPENDIX



ADMINISTRATIVE SUPPORT PAYROLL

City, State and Federal taxes are determined by the number of exemptions entered on an employee's W-4 Form or OP85. The number of exemptions is preceded by one of the following marital codes. For example, a married female with two (2) exemptions would be coded as A02.

FIELD

EXPLANATION

* Fed Exempt

Federal Exemptions

-Marital Status Code

Explanation

- A
- B
- C
- D
- U

- Married Female
- Married Male
- Single Female
- Single Male
- Undetermined

* State City

State and City Exemptions

The codes and explanations are the same as Federal

* Tax Exclusion Code

Tax Exclusion Code – this code determines an employee's tax deduction

Code

Explanation

- A City Resident
- B Out of City Resident
- R Yonkers Tax



ADMINISTRATIVE SUPPORT PAYROLL

Tax exclusion codes cannot be changed by Timekeepers through APRL. Address changes must be performed through the Human Resources System (HRS). Automatic changes to the APRL Tax exclusion field will occur once the HRS files update the City’s Payroll Management System (PMS).

* Add Federal Tax

Add Federal tax deductions

<u>Code</u>	<u>Amount</u>
A	\$ 5.00
B	\$ 10.00
C	\$ 20.00
D	\$ 35.00
E	\$ 50.00
F	\$ 75.00
G	\$ 100.00
H	\$ 150.00

* Add Federal Tax

Additional State tax deductions

<u>Code</u>	<u>Amount</u>
A	\$ 1.00
B	\$ 2.00
C	\$ 4.00
D	\$ 7.00
E	\$ 10.00
F	\$ 15.00
G	\$ 20.00
H	\$ 30.00

Additional tax deductions in the amounts indicated will result when any of these codes are entered to an employee’s Master File Record.



ADMINISTRATIVE SUPPORT PAYROLL

The following are various explanations for codes used in APRL. These fields cannot be changed by Timekeepers.

1) The LEAVE STATUS Code (at the end of employee ID extension – i.e., 123456789H740B1 from 02 Function) is used to identify an employee’s work status. The correct leave status code must be entered if the employee is not active (B) when accessing a record. There are nine codes. The areas are as follows:

APRL

Leave Status Code

Explanation

A	Inactive
B	Active
C	Workmen’s Compensation
L	Leave of absence from permanent title to Accept provisional and/or non-competitive assignment or a leave of absence without pay for personal reasons.
M	Military Leave
P	Suspension Without Pay
Q	Maternity Leave or Maternity Leave Combined with Child Care Leave
R	Retirement Pending (No checks generated)
S	Leave of Absence Without Pay for Personal illness

2) PAY CLASS Codes identify types of employee categories as follows:

Pay Code

Explanation

A	Annual Administrative
H	No check printed. It is a temporary condition to stop the printing of checks.
I	Employees working less than 35 hours per Week (school lunches)
K	Labor Law 220 Employee
X	Hourly Administrative