



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*


Vincent A. Giordano, *Executive Director*

Division of Financial Operations

PAYROLL ADMINISTRATION MEMORANDUM NO. 16, 2005-2006

DATE: May 15, 2006

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

FROM: Vincent A. Giordano, Executive Director 

SUBJECT: End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payrolls

Please review the below for updated procedures which will help guide you through the end of year service processing for E745 & Q744 employees in the Employee Information System (EIS) and the 2006 Summer /vacation pay schedules.

E745 B Pay Cycle Payroll

- The following two payroll service periods will **NOT** require updating and approval by timekeepers or school secretaries:
 - May 31, 2006 – June 13, 2006 (10 days), and
 - June 14, 2006 – June 28, 2006 (11 days).
- To ensure that checks are generated for distribution on the last day of school, **EIS** will automatically process two anticipated payrolls. They will be dated:
 - June 29, 2006 and
 - July 5, 2006.

Both will be distributed on June 28, 2006.

- Any absences for the period May 31, 2006 through June 28, 2006 **must** be recorded and promptly adjusted in September 2006 using prior period timekeeping procedures. This is mandatory since the last 2 payrolls will be completely anticipated for a twenty-one day period. Additionally, checks that are generated for employees who are not entitled to a payroll check should be returned to the Bureau of Check Management.

Note: All occasional, per session and co-op student service entries can be processed between June 9, 2006 and June 20, 2006 using current period procedures. Please enter June 28, 2006 as the payroll period end date in 9.1.1. These checks will be distributed to ROC locations on June 29, 2006. However, all other positive events entered for the anticipated payroll period May 31, 2006 through June 28, 2006 will be combined with the 6th summer/vacation check, which will be dated and distributed on September 7, 2006.

The anticipated payroll procedures also apply to school safety officers for the period May 31, 2006 through June 13, 2006, but exclude co-op students, per session and occasional employees. The June 14, 2006 to June 28, 2006 anticipated payroll does not include school safety officers, occasional employees, per session or co-op students. The service reports can be processed for school occasional groups of employees between June 9, 2006 and close of business June 20, 2006. Service for school safety officers should be entered between June 21, 2006 and July 3, 2006 for the period from June 14, 2006 to June 27, 2006.

Summer and Vacation Entitlements for E745 Employees

- DC37 employees and hourly school guards' eligibility criteria for vacation/summer payments are described in **Attachment A**.
- For DC37 Family Paraprofessionals summer/vacation pay is based on regular service during the school year. Per session service is not included in summer pay entitlements.
- Vacation checks are post dated and cannot be cashed or deposited prior to the date printed on the check. A penalty will be imposed for all check transactions occurring prior to the check date.
- Employees enrolled in the Direct Deposit program will have their summer checks posted to their bank accounts on each check due date.
- Employees participating in the Direct Deposit program who close or change bank accounts during the summer, can expect to receive a paper replacement check when the DOE receives the credit from the receiving bank. This usually takes three (3) days. Employees can contact the Direct Deposit Unit at (718) 935-3545 to verify the issuance of paper replacement checks.

On June 28, 2006 eligible employees will receive five (5) summer vacation checks plus two (2) service checks as follows:

Pay Type	Check Date	Distribution Date
1 st DC37 Vacation payment	June 28, 2006	June 28, 2006
2 nd DC37 Vacation payment	July 12, 2006	June 28, 2006
3 rd DC37 Vacation payment	July 26, 2006	June 28, 2006
4 th DC37 Vacation payment	August 9, 2006	June 28, 2006
5 th DC37 Vacation payment	August 23, 2006	June 28, 2006
Service for 5/31/06 – 6/13/06	June 29, 2006	June 28, 2006
Service for 6/14/06 – 6/28/06	July 5, 2006	June 28, 2006

Employees will receive the 6th summer/vacation check when they return in September dated: September 7, 2006. This check will include all absences and all other events processed for the May 31, 2006 through June 28, 2006 period.

Q744 Pay Cycle Employees

Due to summer pay processing, the June payrolls for P pay cycle employees will be affected by early timekeeping closings. Please note the following.

- Service adjustments for annual educational paraprofessionals for the payroll period May 16, 2006 through May 31, 2006 can be entered from May 15, 2006 through May 17, 2006. The check date is June 15, 2006.
- Service adjustments for annual educational paraprofessionals for the payroll period June 1, 2006 through June 15, 2006 can be entered from May 18, 2006 through May 24, 2006. The check date is June 30, 2006.
- Substitute educational paraprofessional service and PSOEP service for the payroll period June 1, 2006 through June 15, 2006 can be processed between June 6, 2006 and June 15, 2006. This service will be paid on a supplementary check dated and distributed on June 28, 2006.
- Substitute educational paraprofessional service, per session and PSOEP service for the payroll period June 16, 2006 through June 30, 2006 can be processed between June 16, 2006 and June 27, 2006. A supplementary check dated June 29, 2006 and distributed on July 5, 2006 will be issued for this payroll period. This check will be distributed to the Regional Processing Center.

Attachment B is a calendar of events for end of the year processing for all E-Bank employees.

Please distribute this memorandum to appropriate staff and post it for accessibility. **If you have any questions please call (718) 935-3030.** This memorandum will also be available on our website.

Thank you for your attention and cooperation.

VAG/ms

Attachments

c: Laura Tamburo-UFT
Mel Aaronson-UFT
Ken Lubetsky-UFT

R. Hendershot-Teamsters
V. Montgomery-Costa-DC37
Sandra Davis-DC37