

# PER DIEM PAYROLL TIMEKEEPING GUIDE

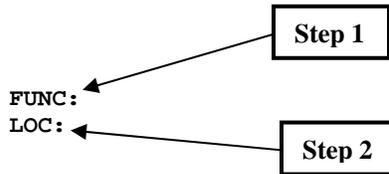


NEW YORK CITY DEPARTMENT OF EDUCATION

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM  
11/30/2006 12:36 PER DIEM TIMEKEEPING MENU

ES5MT00

FUNC	DESCRIPTION	FUNC	DESCRIPTION
01	SUBSTITUTE ELIGIBILITY ROSTER	05	EE VIOLATIONS
02	DAILY ATTENDANCE LOG BY LOCATION	06	"O" TO "Z" STATUS LIST
03	TIMEKEEPING ROSTER/APPROVAL	07	TIMEKEEPING HISTORY
04	TIMEKEEPING DETAIL	08	ABSENCE COVERAGE CODE SUMMARY



ENTER-PROCESS F3-PREV MENU

CLEAR-EXIT

## PER DIEM TIMEKEEPING MENU

After performing all of the Sign On steps, you will arrive at the Per Diem Timekeeping Menu.

The Function field allows you to select any of the functions that are part of the timekeeping activities for per diem pedagogical staff in your school.

**Step 1:**Type a Function number in the FUNC field.

**Step 2:**Type the School Location code in the LOC field.

The School Location Code is actually three codes in one. For example, 02M013 translates as District 2, Manhattan, P.S. 13.

**Step 3:**Press ENTER and the computer will display the screen for the timekeeping function selected.

### **Remember:**

**Each time you Sign On to the Per Diem System  
you repeat the same steps.**

**Because these procedures are so common,  
These screens will not be repeated.**

**Refer to these pages whenever you need to.**

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT01  
 11/30/2006 12:46      SUBSTITUTE ELIGIBILITY ROSTER      EE AS OF: 11/29/06  
 LOC: 02M031      LAST NAME:      FI:      EIS ID:

A NAME	EIS ID	SOCSEC NO	PHONE #	R	LIC CAT	EE	DHR	CA
NG	,A 0125321	111111111	9177566661			EL		
G RIZK	,Y 0703456	077788844	2125454545		TR	EL		
RUSH	,S 0856789	244454455	9102345978		TR	EL		
TRIGEI	,L 0858888	226666665	7039456780		TR	EL		E
G WILLIAMS	,B 0433333	100000005	2122888836			EL		E
WONG	,C 0732100	076888999	7182340900	Y	TR	EL		G
WONG	,L 0830000	104666444	2124321000		TR	EL		E
T XU	,L 0766666	083777788	7184567890		TR	EL		E
CASTANIA	,R 0812345	198123456	7189876543		TR	FP	U	E
CHEN	,B 0801234	107849000	2124444555		TR	ST	A	E
CHIN	,K 0772345	011223344	2122333111		TR	LC		
CHOI	,E 0767890	066778899	2123888996		TR	PB		
CHOW	,B 0723456	091122333	7187788665		TR	ST		

SERVICE DATE:      CONFIRM:  
 ENTER-PROCESS    F1-LOOKUP    F2-ADD    F3-MENU    F5-PREV SCR    F6-VIOL ERROR  
 F7-BACK    F8-FWD    F9-PREV LOC    F10-NEXT LOC    F12-DAILY LOG    CLEAR-EXIT

A

B

C

D

Substitutes are grouped by Eligible and Not Eligible

DATA LOOKUP SCREEN

A CODE	DESCRIPTION
. AE	ADULT EDUCATOR
. ET	EVENING TRADES
. GC	GUIDANCE COUNSELOR
. HB	TEACHER OF HOMEBOUND
. LA	LAB SPECIALIST OR ASSISTANT
. LT	LAB TECHNICIAN
. PG	PSYCH IN TRAINING
. SA	SECRETARY IN TRAINING
. SP	SCHOOL PSYCHOLOGIST
. SU	SUPERVISOR
. SW	SCHOOL SOCIAL WORKER
. SY	SCHOOL SECRETARY

ENTER-PROCESS    F3-RETURN    F7-BACK    F8-NEXT

The Substitute Eligibility Roster presents a list of substitutes chosen to work at your location. Use this roster to check for Employee Eligibility (EE), to generate time for an employee, and to note a Substitute's phone response. Employees may also be added to or deleted from this roster.

**This roster must be checked and printed daily, and given to the employee responsible for calling in substitutes. Only substitutes with an EE status of EL (Eligible) may be called.**

**Note that the employees are grouped on the screen by eligible and not eligible.**

Below is an explanation of the various fields and codes found on the Substitute Eligibility Roster.

- A**     **A:** In this Action field, codes are used to initiate updates of data, and as quick access to other functions.  
**Type** the code next to the desired record, and **Press** ENTER.  
**D** allows you to delete an employee from the roster.  
**E** allows you to perform an Employment Eligibility check on an employee.  
**G** generates the daily attendance log and rechecks EE status.  
**T** allows you to access the latest Timekeeping Detail screen for an individual.
- B**     **Phone#:** This field displays a substitute's phone number.
- C**     **R:** The telephone Response code field is used to record if the employee was called for service and did or did not accept the assignment. Responses in this field will be used for unemployment eligibility processing.  
**N** means that the substitute did not accept the assignment.  
**Y** means that the substitute accepted the assignment.  
**U** means that the phone call was not answered.  
**Blank** – The substitute was not offered an assignment.
- D**     **LIC CAT:** This field displays the License Categories held by the substitute. Not all categories are valid for per diem service. **Press F1** with the cursor in this field, and a Data Lookup Screen will pop-up with a description of all license categories. Call only those substitutes whose license category matches the assignment to be staffed.

F
G
H

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT01  
 11/30/2006 12:46      SUBSTITUTE ELIGIBILITY ROSTER      EE AS OF: 11/29/06

LOC: 02M031      LAST NAME:      FI:      EIS ID:

A NAME	EIS ID	SOCSEC NO	PHONE #	R	LIC CAT	EE	DHR	CA
NG	,A 0125321	111111111	9177566661			EL		
G RIZK	,Y 0703456	077788844	2125454545		TR	EL		
RUSH	,S 0856789	244454455	9102345978		TR	EL		
TRIGEI	,L 0858888	226666665	7039456780		TR	EL		E
G WILLIAMS	,B 0433333	100000005	2122888836			EL		E
WONG	,C 0732100	076888999	7182340900	Y	TR	EL		G
WONG	,L 0830000	104666444	2124321000		TR	EL		E
T XU	,L 0766666	083777788	7184567890		TR	EL		E
CASTANIA	,R 0812345	198123456	7189876543		TR	FP	U	E
CHEN	,B 0801234	107849000	2124444555		TR	ST	A	E
CHIN	,K 0772345	011223344	2122333111		TR	LC		
CHOI	,E 0767890	066778899	2123888996		TR	PB		
CHOW	,B 0723456	091122333	7187788665		TR	ST		

**SERVICE DATE: 11/29/2006**

**CONFIRM:**

ENTER-PROCESS    F1-LOOKUP    F2-ADD    F3-MENU    F5-PREV SCR    F6-VIOL ERROR  
 F7-BACK    F8-FWD    F9-PREV LOC    F10-NEXT LOC    F12-DAILY LOG    CLEAR-EXIT

I
J

E

- E** **SERVICE DATE:** Entry in this field is required to generate an attendance record for a current date or previous date. The service date must be entered along with entering a **G** in the action field.
- F** **EE AS OF:** This is the date of the latest nightly update of the Employee Eligibility status.
- G** **EE:** This field indicates the Employee Eligibility status code.  
**EL** – Eligible (OK to work)  
**PB**- Problem code violation  
**FP**- Fingerprint violation  
**ST**- Status violation  
**LC**- License Violation  
With the cursor in this field, **Press F6** to display the violation codes and error messages in priority order. The phone number and contact information will be displayed.
- H** **DHR:** This field reports any action taken by the Division of Human Resources (DHR) after the violation has been recorded.  
**A** means Approved by DHR to work, even if any EE violation exists. DHR has reviewed the violation and approved service. This field reflects overrides for the current date only.  
**U** or **Blank** next to a violation code, indicates that a substitute is not authorized to work that day.
- I** **CA:** The Current Action field identifies if an Eligibility check or Generation of time was performed for the employee for the current day.  
**E** – Eligibility check has been performed today.  
**G**- Generation of time has been performed today.
- J** **Confirm :** Type a **Y** in the CONFIRM field and **Press ENTER** to complete the update to the record. Type an **N** to abort the process. This allows you to correct the data entry as required.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT01  
11/30/2006 12:46      SUBSTITUTE ELIGIBILITY ROSTER      EE AS OF: 11/29/06

LOC: 02M031      LAST NAME:      FI:      EIS ID:

A NAME	EIS ID	SOCSEC NO	PHONE #	R	LIC CAT	EE	DHR	CA
NG	,A 0125321	111111111	9177566661			EL		
G RIZK	,Y 0703456	077788844	2125454545		TR	EL		
RUSH	,S 0856789	244454455	9102345978		TR	EL		
TRIGEI	,L 0858888	226666665	7039456780		TR	EL		E
G WILLIAMS	,B 0433333	100000005	2122888836			EL		E
WONG	,C 0732100	076888999	7182340900	Y	TR	EL		G
WONG	,L 0830000	104666444	2124321000		TR	EL		E
T XU	,L 0766666	083777788	7184567890		TR	EL		E
CASTANIA	,R 0812345	198123456	7189876543		TR	FP	U	E
CHEN	,B 0801234	107849000	2124444555		TR	ST	A	E
CHIN	,K 0772345	011223344	2122333111		TR	LC		
CHOI	,E 0767890	066778899	2123888996		TR	PB		
CHOW	,B 0723456	091122333	7187788665		TR	ST		

O

SERVICE DATE: 11/29/2006      CONFIRM:  
ENTER-PROCESS      F1-LOOKUP      F2-ADD      F3-MENU      F5-PREV SCR      F6-VIOL ERROR  
F7-BACK      F8-FWD      F9-PREV LOC      F10-NEXT LOC      F12-DAILY LOG      CLEAR-EXIT

K

L

N

M

F2-CNCL

- K** **F1- Lookup:** The Data Lookup key performs an important function on all screens. Place your cursor in a field and **Press F1**. A Data Lookup screen relating to that field will pop-up.  
**Type an S** next to the code you wish to select and **Press ENTER**.  
The selected code will be entered into the appropriate field on the screen.
- L** **F2-Add:** The **F2** key allows you to ADD substitutes to this roster. To cancel this function, **Press F2** again.
- M** **F6-VIOL ERROR:** Tab the cursor to the EE Violation Code. Repeated pressing of the **F6** key will scroll through violation error messages and multiple violation codes.
- N** **F12- DAILY LOG:** **The F12** key will bring you to the Daily Attendance Log screen. This screen is used for entering the timekeeping details required for payment.
- O** Processing messages will appear in this area.

These additional **F** keys are common to all screens.

**F3-MENU:** This key takes you back to the Timekeeping menu. This enables you to choose other functions.

**F5-PREV SCR:** Use this key to return to the previous screen.

**F7-BACK:** **F7** is used to page back to previous data.

**F8-FWD:** **F8** is used to page forward for additional data.

**F9-PREV LOC:** Allows the District office to scroll to previous locations.

**F10- NEXT LOC:** Allows the District office to scroll to the next location.

You can only process payment for a substitute with an EE status of EL (eligible) or a violation status with a DHR override of **A** (approval).

Step 2

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT01  
11/30/2006 12:46 SUBSTITUTE ELIGIBILITY ROSTER EE AS OF: 11/29/06

LOC: 02M031 LAST NAME: FI: EIS ID:

Step 1

A NAME	EIS ID	SOCSEC NO	PHONE #	R	LIC CAT	EE	DHR	CA
E NG	,A 0125321	111111111	9177566661			EL		
E RIZK	,Y 0703456	077788844	2125454545		TR	EL		
E RUSH	,S 0856789	244454455	9102345978		TR	EL		
TRIGEI	,L 0858888	226666665	7039456780		TR	EL		E
G WILLIAMS	,B 0433333	100000005	2122888836			EL		E
WONG	,C 0732100	076888999	7182340900	Y	TR	EL		G
WONG	,L 0830000	104666444	2124321000		TR	EL		E
T XU	,L 0766666	083777788	7184567890		TR	EL		E
CASTANIA	,R 0812345	198123456	7189876543		TR	FP	U	E
CHEN	,B 0801234	107849000	2124444555		TR	ST	A	E
CHIN	,K 0772345	011223344	2122333111		TR	LC		
CHOI	,E 0767890	066778899	2123888996		TR	PB		
CHOW	,B 0723456	091122333	7187788665		TR	ST		

SERVICE DATE: CONFIRM:  
 ENTER-PROCESS F1-LOOKUP F2-ADD F3-MENU F5-PREV SCR F6-VIOL ERROR  
 F7-BACK F8-FWD F9-PREV LOC F10-NEXT LOC F12-DAILY LOG CLEAR-EXIT

Step 3

**PURPOSE:** To check the eligibility of substitutes, on a daily basis, prior to calling anyone in for service.

On the Timekeeping Menu, **Type 01**, the Location and **Press ENTER** to access the *Substitute Eligibility Roster*.

**Step 1:** **Type E** next to the employee's name to view the most recent EE Status.

**Step 2:** **Press ENTER**. Check the updated EE status. Only employees with code **EL** (eligible) may be called to work.

**Step 3:** **Press F3** to return to the Timekeeping Menu.

The date of the last nightly update of Employment Eligibility is displayed in the **EE AS OF** Field.

Note: You can verify EE or several people at one time. Just **Type E** next to everyone you want to check and then **Press ENTER**.

**EE Field:** If the employee is eligible to work, an **EL** will be displayed in the EE column. This means that the employee has no violations at the time and is eligible to work as a substitute. EE status codes are listed below. Multiple violations are highlighted and appear on the screen in the following priority order.

- EL-** Eligible (OK to work)
- PB-** Problem code violation
- FP-** Fingerprint violation
- ST-** Status violation
- LC-** License violation

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT01  
 11/30/2006 12:46      SUBSTITUTE ELIGIBILITY ROSTER      EE AS OF: 11/29/06

LOC: 02M031      LAST NAME:      FI:      EIS ID:

A NAME	EIS ID	SOCSEC NO	PHONE #	R	LIC CAT	EE	DHR	CA
E NG	,A 0125321	111111111	9177566661			EL		
E RIZK	,Y 0703456	077788844	2125454545		TR	EL		
E RUSH	,S 0856789	244454455	9102345978		TR	EL		
TRIGEI	,L 0858888	226666665	7039456780		TR	EL		E
G WILLIAMS	,B 0433333	100000005	2122888836			EL		E
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CHEN	,B 0801234	107849000	2124444555		TR	ST	A	E
CHIN	,K 0772345	011223344	2122333111		TR	LC		
CHOI	,E 0767890	066778899	2123888996		TR	PB		
CHOW	,B 0723456	091122333	7187788665		TR	ST		

→???????

SERVICE DATE:      **CONFIRM: Y**  
 ENTER-PROCESS      F1-LOOKUP      **F2-ADD**      F3-MENU      F5-PREV SCR      F6-VIOL ERROR  
 F7-BACK      F8-FWD      F9-PREV LOC      F10-NEXT LOC      F12-DAILY LOG      CLEAR-EXIT

Step 2

Step 3

Step 1

**PURPOSE:** To allow the Timekeeper to add a Substitute to the Substitute Eligibility Roster.

On the Timekeeping Menu, **Type 01**, the Location and **Press ENTER** to access the Substitute Eligibility Roster.

**Step 1: Press F2.** This will bring you to the next available EIS ID field.

**Step 2:** Type the substitute's EIS ID, **Press ENTER**.

If you do not know the EIS ID, then enter the employee's Social Security Number in the SOC SEC NO field.

Review the substitute's EE status and if not eligible, do not confirm.

**Step 3:** Type Y to confirm and **Press ENTER**. RECORD(S) ADDED is displayed.

**Step 4:** Press F3 to return to the Timekeeping Menu.

Repeat **Steps 1-3** to Add additional substitutes to your Roster.

You have just added a substitute to your roster.

**Press F2-CNCL** to exit the Add mode. When you first **Press F2**, The field name changes from **F2-Add** to **F2-CNCL**. To cancel this mode, **Press F2** again.

In **Step 3** you can Type an N, if you do not wish to confirm the entry.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT01  
 11/30/2006 12:46 SUBSTITUTE ELIGIBILITY ROSTER EE AS OF: 11/29/06

LOC: 02M031 LAST NAME: FI: EIS ID:

A NAME	EIS ID	SOCSEC NO	PHONE #	R	LIC CAT	EE	DHR	CA
E NG	,A 0125321	111111111	9177566661			EL		
E RIZK	,Y 0703456	077788844	2125454545		TR	EL		
E RUSH	,S 0856789	244454455	9102345978		TR	EL		
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SERVICE DATE:

**ENTER-PROCESS** F1-LOOKUP F2-ADD **F3-MENU** F5-PREV SCR F6-VIOL ERROR  
 F7-BACK F8-FWD F9-PREV LOC F10-NEXT LOC F12-DAILY LOG CLEAR-EXIT

**CONFIRM: Y**

Step 1

Step 3

Step 2

Step 4

**PURPOSE:** To allow the Timekeeper to delete a Substitute from the Substitute Eligibility Roster.

On the Timekeeping Menu, **Type 01**, and the Location and **Press ENTER** to access the Substitute Eligibility Roster.

**Step 1:** **Type D** in the Action field to the left of the name to be deleted.

**Step 2:** **Press ENTER**

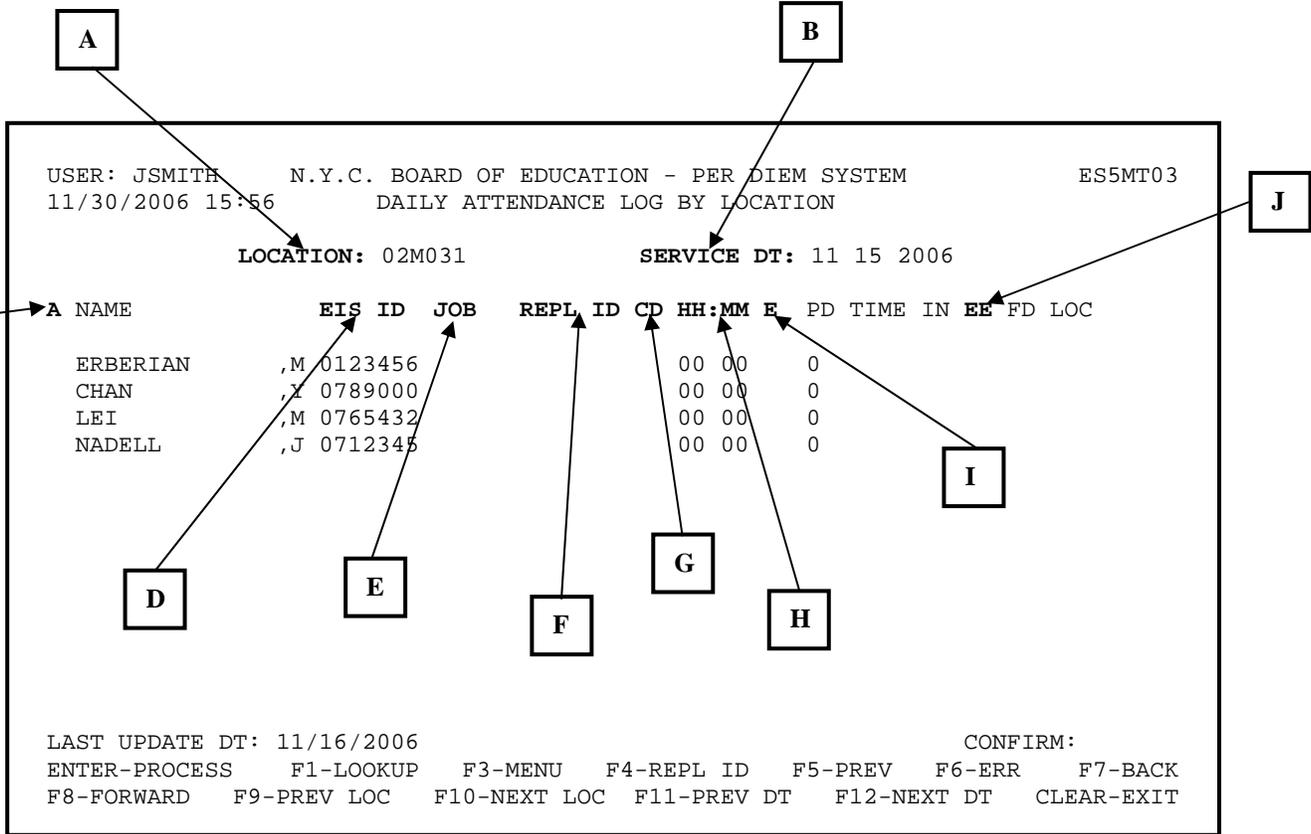
**Step 3:** **Type Y** to confirm and **Press ENTER**.

The name is no longer displayed and the message **RECORD DELETED** appears.

**Step 4:** **Press F3** to return to the Timekeeping Menu.

You have just deleted a substitute from your roster.

Repeat **Steps 1 to 3** to Delete additional substitutes from your Roster.



**PURPOSE** The Daily Attendance Log (Function 02 on the Timekeeping Menu) provides a list Of Substitutes that reported for service on a specific date. Per Diem O,Z and F status employees will have their time confirmed on this screen. Daily entry of Timekeeping details on this screen replaces the need for a data entry on individual time sheets at the end of each payroll period. Timekeeping actions completed here are ready for Supervisory Approval.

- A** **LOCATION :** The Location Code for your school.
- B** **SERVICE DT:** The attendance date of Per Diem service. Entering a date enables you to view the attendance list for that date.
- C** **A:** The **Action** field allows you to process data and access other screens. In the Action field use the following codes:  
**D** deletes service for that day only.  
**B** quick access to the Substitute Roster.  
**T** quick access to Timekeeping Detail.
- D** **EIS ID:** A 7 digit number used to identify an employee.
- E** **JOB:** The Job ID is a five-character code established to identify the account code. The title of the Job should correlate with the substitute's license category. **Press F1**, with the cursor in this field, to display a screen of all Jobs by location.
- F** **REPL ID:** The Replacement ID field indicates the reason for substitute coverage. The EIS ID of the absentee is the most commonly used entry. Other coverage reasons are:  
**MENT-** Mentor      **PEAK-** Peak Load      **STAFF-** Staff Development  
**TEST** – Testing      **VACY-** Vacancy
- G** **CD:** The Time Code field indicates the portion of the day worked.  
**F-** Full Day      **H-** Half Day      **P-** Partial day of hours and minutes
- H** **HH:MM:** Time is automatically recorded for Full and Half days. However, Partial days require an entry of hours and minutes.
- I** **E:** Evening High School use only. **Type an E** in the field to indicate Per diem service in an Evening High School.
- J** **EE:** This field will display a **W**, or Warning code, only if the violation is a warning. A message will also appear on the screen. The employee may serve with a warning.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM  
11/30/2006 15:56 DAILY ATTENDANCE LOG BY LOCATION

ES5MT03

LOCATION: 02M031

SERVICE DT: 11 15 2006

A NAME	EIS ID	JOB	REPL ID	CD	HH:MM	E	PD	TIME	IN	EE	FP	LOC
ERBERIAN	,M	0123456	G666R		F	06 50		0				
CHAN	,Y	0789000	GCCCC	0765434	F	06 50		0				
LEI	,M	0765432	G4321	0891234	F	06 50		0				
NADELL	,J	0712345	G5678	0791237	F	06 50		0				

L

K

-----LAST UPDATE DT: 11/16/2006-----CONFIRM:-----  
ENTER-PROCESS F1-LOOKUP F3-MENU F4-REPL ID F5-PREV F6-ERR F7-BACK  
F8-FORWARD F9-PREV LOC F10-NEXT LOC F11-PREV DT F12-NEXT DT CLEAR-EXIT  
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M

**K** **FD:** an **F** means Funding is frozen on that job ID. Following procedures set up in your school to respond to this issue. Time may be entered and approved **but this employee will not be paid** until the funding issue is resolved.

**L** **LOC:** An entry in this field allows the Timekeeper to notify District 97 when a substitute covers a Hearing or Vision Class.

**M** **F keys** automatically link you to a specific task.

**F1 –LOOKUP:** Place the cursor on a field and press **F1** to view a pop-up list of appropriate codes with descriptions.

**F3-MENU:** This key takes you back to the Per Diem Timekeeping Menu. This enables you to choose other functions.

**F4-REPL ID:** Pressing **F4** with the cursor in the Replace ID field will link you to the Name Look-Up Screen. This enables you to retrieve the absentee's EIS ID or name of the absentee.

**F5-PREV:** Use this key to return to the Previous Screen.

**F6-ERR:** Repeated pressing of this key will scroll through the data entry Errors that prevent the successful update of the screen.

**F7-BACK:** F7 is used to page back to previous data.

**F8- FORWARD:** F8 is used to page forward for additional data.

**F9-PREV LOC:** Allows the Regional Operations Center (ROC) to scroll to Previous Locations.

**F10- NEXT LOC:** Allows the Regional Operations Center (ROC) to scroll to the next location.

**F11-PREV DT:** F11 is used to scroll to the Previous Service Dates.

**F12-NEXT DT:** F12 is used to scroll to the Next Service Date.

F status Timekeeping Detail data will appear on this screen when the EIS JOB, SCHEDULE and APPLICANT process has been completed.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT01  
11/30/2006 12:46 SUBSTITUTE ELIGIBILITY ROSTER EE AS OF: 11/29/06

LOC: 02M031 LAST NAME: FI: EIS ID:

A NAME	EIS ID	SOCSEC NO	PHONE #	R	LIC CAT	EE	DHR	CA
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E RIZK	,Y 0703456	077788844	2125454545		TR	EL		
E RUSH	,S 0856789	244454455	9102345978		TR	EL		
TRIGEI	,L 0858888	226666665	7039456780		TR	EL		E
<b>G</b> WILLIAMS	,B 0433333	100000005	2122888836			EL		E
WONG	,C 0732100	076888999	7182340900	Y	TR	EL		G
WONG	,L 0830000	104666444	2124321000		TR	EL		E
T XU	,L 0766666	083777788	7184567890		TR	EL		E
D CASTANIA	,R 0812345	198123456	7189876543		TR	FP	U	E
CHEN	,B 0801234	107849000	2124444555		TR	ST	A	E
CHIN	,K 0772345	011223344	2122333111		TR	LC		
CHOI	,E 0767890	066778899	2123888996		TR	PB		
CHOW	,B 0723456	091122333	7187788665		TR	ST		

SERVICE DATE: 11 29 2006

**ENTER-PROCESS**

F1-LOOKUP

F2-ADD

F3-MENU

F5-PREV SCR

**CONFIRM: Y**

F6-VIOL ERROR

F7-BACK

F8-FWD

F9-PREV LOC

F10-NEXT LOC

**F12-DAILY LOG**

CLEAR-EXIT

Step 1

Step 3

Step 2

Step 4

**PURPOSE:** To pay substitutes for time worked. This screen generates the attendance record and rechecks the EE status.

On the Timekeeping Menu, **Type 01** and the Location to access the Substitute Eligibility Roster.

**Step 1:** Type **G** in the Action column when the substitute reports to work.

You can generate attendance for several people at one time. Just enter a **G** in the Action field for everyone that reports for service. Enter the service date and **Press ENTER** to process.

**Step 2:** Type the date for service in the Service Date Field (DD-MM-YYY format) and **Press ENTER**.  
For adding prior service, simply enter the actual date of service.

**Step 3:** Type **Y** to CONFIRM and **Press ENTER**. GENERATE TIME COMPLETE will be displayed and the G will move to the Current Action (CA) field.

**Step 4:** Press **F12** to access the Daily Attendance Log to continue processing.

If a substitute reports for service but now has a violation, this substitute **MAY NOT** serve in the school. Remove the **G** and continue by **Pressing Enter**.

When a generate (**G**) is confirmed, a **Y** is posted automatically to the phone Response (R) field.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT03  
 11/30/2006 15:56      DAILY ATTENDANCE LOG BY LOCATION

LOCATION: 02M031      SERVICE DT: 11 15 2006

A NAME	EIS ID	JOB	REPL ID	CD	HH:MM	E	PD	TIME	IN	EE	FD	LOC
WILLIAMS	,B 0433333	ABCDE VACY	P	02	30	0						02M013

Step 5 points to 'ABCDE' in the JOB field.  
 Step 6 points to 'VACY' in the JOB field.  
 Step 7 points to 'P' in the REPL ID field.  
 Step 8 points to '02 30' in the HH:MM field.

LAST UPDATE DT: 11/16/2006      CONFIRM: Y

ENTER-PROCESS    F1-LOOKUP    F3-MENU    F4-REPL ID    F5-PREV    F6-ERR    F7-BACK  
 F8-FORWARD    F9-PREV LOC    F10-NEXT LOC    F11-PREV DT    F12-NEXT DT    CLEAR-EXIT

Step 9

Step 5a

USER: PMOY      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5M001  
 12/01/2006 11:29      BULK JOB INQUIRY

LOCATION: 02M031      TITLE:

A JOB	TITLE	LOC	DESCRIPTION	(JOB COST	- EXPEND	- PEND EXP	= AVAIL)	REM
HHH:MM								
AAABB	TRTRD	02M131		0000	000	000	000	
S ABCDE	TRTRD	02M131	ABSENCE CO	3472	578	144	2749	
ACCCD	TRTRD	02M131	PROFESSION	5788	289	144	5353	
BBBDC	TRTRD	02M131	ABSENCE CO	4051	723	000	3328	
CCCZZ	TRTRD	02M131	ABSENCE CO	46304	6139	2604	37560	
DDWWR	CLSWF	02M131	GUIDANCE P	29839	2061	3829	23948	590:50
ZYXXX	TRTRD	02M131	ABSENCE CO	24598	6511	3906	14180	

ENTER-PROCESS    F3-MENU    F5-PREV    F7-BACKWARD    F8-FORWARD  
 F9-PREV LOC    F10-NEXT LOC    F11-PREV TITLE    F12-NEXT TITLE    CLEAR-EXIT

Step 6a

DATA LOOKUP SCREEN

A CODE	DESCRIPTION
. MENT	MENTOR
. PEAK	PEAK LOAD
. STAFF	STAFF DEVELOPMENT
. TEST	TESTING
S VACY	VACANCY
.	
.	
.	
.	
.	
.	

ENTER-PROCESS    F3-RETURN    F7-BACK    F8-NEXT

**Step 5:**Type the Job ID code in the JOB field.

OR

**5a: Press F1** for a pop-up list of JOB IDs. **Type an S** to select the appropriate Job, then **Press ENTER**.

**Step 6: Type** the EIS ID of the absentee being replaced.

OR

**6a: Press F1** for a pop-up list of coverage codes. **Type an S** to select the appropriate code, then **Press ENTER**.

**Step 7: Type** the appropriate time code in the CD field.

**P** for partial day coverage, then continues to Step 8;

**F** for a full day coverage, then continues to Step 9;

**H** for a half day coverage, then continue to Step 9.

**Step 8:Type** the number of hours and minutes that the substitute employee worked.

**Step 9:Press** Enter.

**Step 10: Type Y** to confirm and **Press** Enter. RECORD(S) UPDATED is displayed.

**Step 11: Press F3** to return to the Timekeeping Menu.

You have just confirmed time and attendance for a per diem substitute. This action requires supervisory approval.

**Special Instructions:**

**LOC:** This field allows the Timekeeper to notify D97 when a substitute reports for service to cover Hearing of Vision classes. The Timekeeper who generates the attendance record types in the REPL ID of the absentee, the time CD (and HH:MM) and the D97 location of the absentee. When the action is confirmed it moves the substitute to the appropriate Daily Log and Per Diem Timekeeping screen of District 97. The District 97 Timekeeper will enter the JOB ID and confirm pay.

There are four possible LOC codes for District 97. They are 97E670, 97E753,97V670 and 97V753.



```

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08
12/01/2006  11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0123456  LOC :      PAYROLL PERIOD: 11 16 2006 - 11 30 2006
SOCSEC: 123456789 NAME: ADAMS      ,JOE      CAR: 00 00 00

```

A	DATE	JOB	LOC	REPL ID	ST	CD	HH:MM	E	PD	TIME	EE	FD	EVENT	TOT	HH:MM
	11 16	ABCDE	02M031	0765432	O	F	06 50							O:	41
	11 17													Z:	
	11 18													F:	
	11 19													LU:11/30/06	
	11 20													ENTER-PROC	
	11 21	ABCDE	02M031	0765432	O	F	06 50							F1-LOOKUP	
	11 22	ABCDE	02M031	0765432	O	F	06 50							F2-SHOW ALL	
	11 23													F3-MENU	
	11 24													F4-REPL ID	
	11 25													F5-PREV SCR	
	11 26													F6-ERRORS	
	11 27													F7-BACK	
	11 28	ABCDE	02M031	0654321	O	F	06 50							F8-FORWARD	
	11 29	ABCDE	02M031	0654321	O	F	06 50							F11-PREV PD	
	11 30	ABCDE	02M031	0654321	O	F	06 50							F12-NEXT PD	

CONFIRM:

**B**

**D**

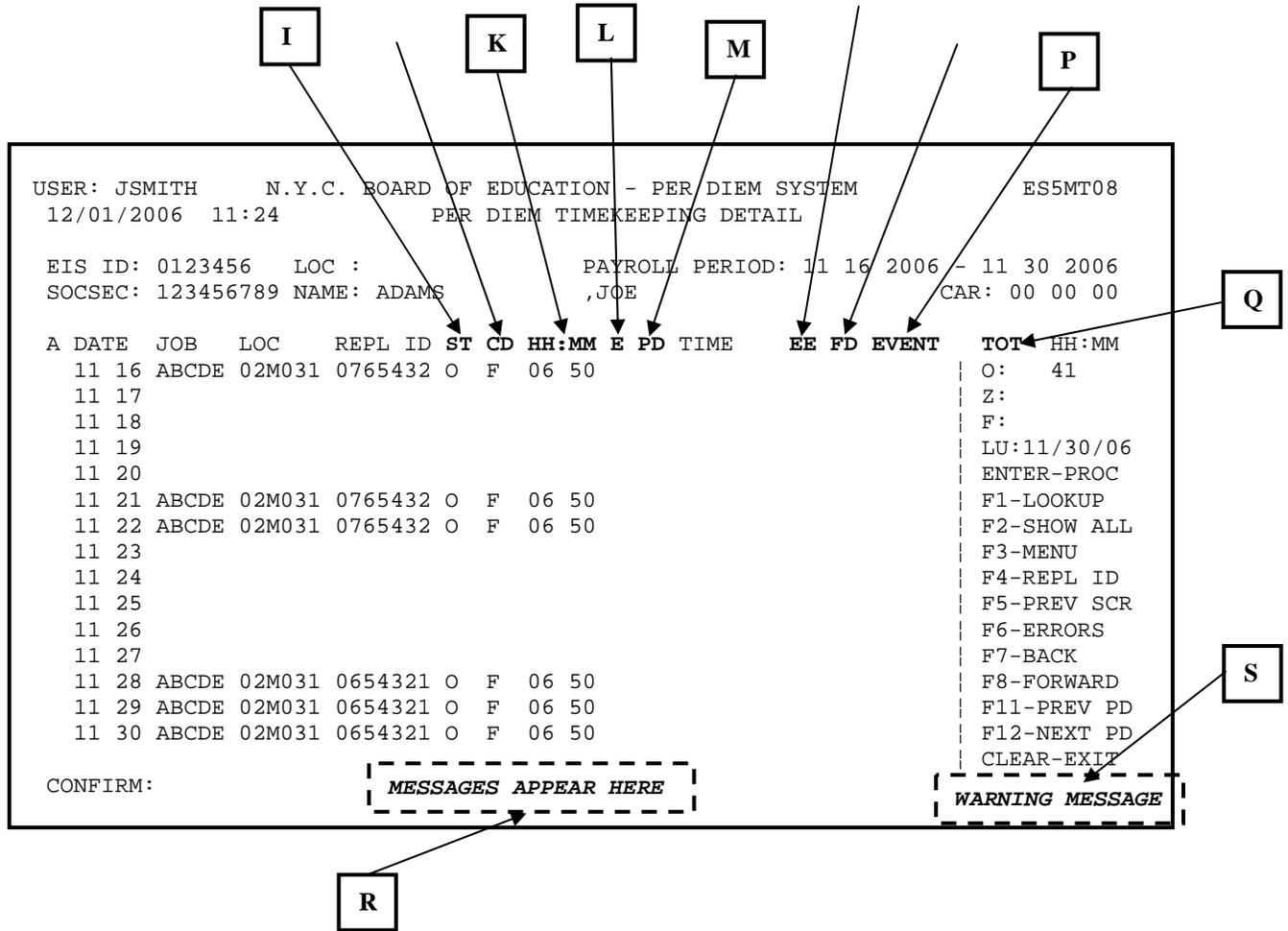
**E**

**F**

**G**

**H**





- I** **ST:** Status of substitute employee:  
**O**-Occasional  
**Z**-Long term  
**F**-Fixed schedule part time
- J** **CD:** The Time Code field is use to indicate the portion of the day the substitute worked:  
**F** -Full day  
**H**- Half day  
**P**-Partial day; anything other than full and half day depending on the title.
- K** **HH:MM** Hours and Minutes are automatically recorded for Full and Half days. An entry is required for Partial days.
- L** **E:** for Evening High School use only. **Type** an **E** in this field to indicate Per Diem service in an Evening High School.
- M** **PD:** The Prep Period field allows the entry of the number of prep periods covered.
- N** **EE:** a **W** in the Employee Eligibility field indicates a warning. A message will also appear on the screen. An employee may serve with a warning.
- O** **FD:** An **F** means Funding is frozen on that Job ID. Following procedures set up in your school to respond to this issue. Time may be entered and approved **but this employee will not be paid** until the funding issue is resolved.
- P** **EVENT:** Codes used for timekeeping events other than service. **Press F1** with the cursor in the EVENT field to view the list of event codes.
- Q** **TOT:** Reflects the total number of hours and minutes served in the pay period.
- R** Error and processing messages appear here.
- S** Employee Eligibility warning messages appear here. Refer to N.



- T** **F Keys** automatically link you to a specific task.
- F1-LOOKUP:** Place the cursor on a field and press **F1** to view a pop-up list of appropriate codes with descriptions.
- F2-SHOW ALL:** Use this key to view time entered in all locations for this period. Press **F2** again to continue processing.
- F3- MENU:** This key takes you back to the Per Diem Timekeeping Menu. This enables you to choose other functions.
- F4-REPL ID:** Pressing **F4** with the cursor in the Replace ID field will link you to the Name Look-Up Screen. This enables you to retrieve the absentee EIS ID or name of the absentee.
- F5-PREV SCR:** Use this key to return to the Previous Screen.
- F6-ERRORS:** Repeated pressing of this key will scroll through the data entry errors that prevent the successful update of the screen.
- F7-BACK:** **F7** is used to page Back to previous data.
- F8-FORWARD:** **F8** is used to page Forward for additional data.
- F11- PREV PD:** **F11** is use to scroll through Previous Payroll Periods.
- F12-NEXT PD:** **F12** is used to scroll to the Next Payroll Period.

Service displayed on this screen is the result of entries made on the Substitute Roster and the Daily Log. On this screen, you may also add, change or delete service.

Step 1

```

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08
12/01/2006 11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0123456   LOC : 02M031      PAYROLL PERIOD: 11 16 2006 - 11 30 2006
SOCSEC: 123456789 NAME: ADAMS      ,JOE      CAR: 00 00 00

A DATE  JOB   LOC   REPL ID ST CD HH:MM E PD TIME   EE FD EVENT   TOT  HH:MM
11 16
11 17
11 18
11 19 →ABCDE 02M031      F 06 50
11 20
11 21
11 22
11 23
11 24
11 25
11 26
11 27
11 28
11 29
11 30

CONFIRM:

```

LU:11/30/06  
ENTER-PROC  
F1-LOOKUP  
F2-SHOW ALL  
F3-MENU  
F4-REPL ID  
F5-PREV SCR  
F6-ERRORS  
F7-BACK  
F8-FORWARD  
F11-PREV PD  
F12-NEXT PD  
CLEAR-EXIT

Step 2

Step 3

Step 4

Step 5

Step 2a

```

USER: PMOY      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5M001
12/01/2006 11:29      BULK JOB INQUIRY

LOCATION: 02M031      TITLE:

A JOB  TITLE  LOC  DESCRIPTION (JOB COST - EXPEND - PEND EXP = AVAIL)  REM
S AAAB TRTRD 02M131 0000 000 000 000
ABCDE TRTRD 02M131 ABSENCE CO 3472 578 144 2749
ACCCD TRTRD 02M131 PROFESSION 5788 289 144 5353
BBBDC TRTRD 02M131 ABSENCE CO 4051 723 000 3328
CCCZZ TRTRD 02M131 ABSENCE CO 46304 6139 2604 37560
DDWWR CLSWF 02M131 GUIDANCE P 29839 2061 3829 23948 590:50
ZYXXX TRTRD 02M131 ABSENCE CO 24598 6511 3906 14180

ENTER-PROCESS      F3-MENU      F5-PREV      F7-BACKWARD      F8-FORWARD
F9-PREV LOC      F10-NEXT LOC  F11-PREV TITLE  F12-NEXT TITLE  CLEAR-EXIT

```

**PURPOSE:** To record an absence for a Per Diem Substitute.

On the Timekeeping Menu, **Type 04** and the location to access the Per Diem Timekeeping Detail Screen.

**Step 1:** **Type** the substitute's EIS ID, **Press** ENTER

**Step 2:** **Type** the Job ID next to the date of the absence  
OR

**2a:** **Press F1** with the cursor in the JOB ID field for a pop-up list of JOB IDs.  
**Type** an **S** to select the appropriate Job, then **Press** ENTER.

**Step 3:** **Type** the school location code in the LOC field.

**Step 4:** **Type** the appropriate Time code in the CD field.

**P-** for a Partial day absence, then continue to **Step 5**

**F-** for a Full day absence, then continue to **Step 6**

**H-** for a Half day absence, then continue to **Step 6**

**Step 5:** **Type** the number of hours and minutes, in the HH:MM field, that the substitute was absent.

```

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08
12/01/2006 11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0123456   LOC : 02M031      PAYROLL PERIOD: 11 16 2006 - 11 30 2006
SOCSEC: 123456789 NAME: ADAMS      ,JOE      CAR: 00 00 00

A DATE  JOB   LOC   REPL ID ST CD HH:MM E PD TIME   EE FD EVENT   TOT  HH:MM
11 16
11 17
11 18
11 19 ABCDE 02M031 0765432 O  F  06 50
11 20
11 21
11 22
11 23
11 24
11 25
11 26
11 27
11 28
11 29
11 30

CONFIRM: Y

```

**Step 6** → 50AAB  
**Step 7** → ENTER-PROC  
**Step 9** → F3-MENU  
**Step 8** → CONFIRM: Y

```

LU:11/30/06
ENTER-PROC
F1-LOOKUP
F2-SHOW ALL
F3-MENU
F4-REPL ID
F5-PREV SCR
F6-ERRORS
F7-BACK
F8-FORWARD
F11-PREV PD
F12-NEXT PD
CLEAR-EXIT

```

**Step 6a**

```

DATA LOOKUP SCREEN

A CODE      DESCRIPTION
. 28000     PREP PERIOD
. 28001     PREP PERIOD - Q742
. 41BNE     MED CERT ABS-DEDUCT CAR
. 44A00     JURY DUTY ABS F/Z
. 46ALD     APPROVED LINE OF DUTY ABS
. 46DLD     DISAPPROVED LINE OF DUTY ABS
. 46PLD     PENDING LINE OF DUTY ABSENCE
s 50AAB     UNPAID NON-ATTEND, PEND Z STAT
.
.
.

ENTER-PROCESS  F3-RETURN  F7-BACK  F8-NEXT

```

**Step 6:** Type the absence event code.

OR

**6a: Press F1** for a pop-up list of EVENT codes. **Type an S** to select the appropriate Event, then **PRESS ENTER.**

**Step7: Press Enter.**

**Step8: Type Y** to confirm, Press ENTER. RECORDS ADDED is displayed.

**Step9: Press F3** to return to the Per Diem Timekeeping Menu.

You have recorded an absence. This action requires supervisory approval.

Step 1

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT08  
12/01/2006 11:24 PER DIEM TIMEKEEPING DETAIL

EIS ID: **0987654** LOC : 02M013 PAYROLL PERIOD: 11 16 2006 - 11 30 2006  
SOCSEC: 987645321 NAME: SMITH ,DOE CAR: 00 00 00

A	DATE	JOB	LOC	REPL ID	ST	CD	HH:MM	E	PD	TIME	EE	FD	EVENT	TOT	HH:MM
	11 16													O:	
	11 17													Z:	
	11 18													F:	
	11 19													LU:11/30/06	
	11 20	DEFGH	02M013	MENT		O	H	03	10					ENTER-PROC	
	11 21													F1-LOOKUP	
	11 22													F2-SHOW ALL	
	11 23													F3-MENU	
	11 24													F4-REPL ID	
	11 25													F5-PREV SCR	
	11 26													F6-ERRORS	
	11 27													F7-BACK	
	11 28													<b>F8-FORWARD</b>	
	11 29													F11-PREV PD	
	11 30													F12-NEXT PD	
														CLEAR-EXIT	

CONFIRM:

Step 2

**PURPOSE:** To add multiple entries for the same day.  
For example, entering any combination of Jobs, Replace IDs, or events.

On the Timekeeping Menu, **Type 04** and the location to access the Per Diem Timekeeping Detail Screen.

NOTE: To add entries for a prior period, change the PAYROLL PERIOD start date.

**Step 1:**Type the substitute's EIS ID and **Press** ENTER.

**Step 2: Press F8.**

**Pressing F8** will bring you forward to a **second page**.  
Additional entries for the same date can only be added on the **second page**.

See next page for Step 3.



**Step 3:**Type the date (MM DD) of the service or event.

**Step 4:**Type the JOB ID.

OR

**4a:** Press **F1** with the cursor in the JOB ID field for a pop-up list of JOB IDs  
Type an S to select the appropriate JOB. Press ENTER.

**Step 5:**Type the school location code.

**Step 6:**Type the EIS ID of the absentee being replaced

OR

**6a:** Press **F1** with the cursor in the REPL ID field for a pop-up list of reasons for the substitute coverage. The EIS ID of the absentee is the most commonly used entry. Other coverage codes are:

**MENT**-Mentor

**PEAK**-Peak Load

**STAFF**-Staff Development

**TEST**-Testing

**VACY**-Vacancy

Type an S to select the appropriate code. Then Press ENTER.

**Step 7:**Type the appropriate Time code in the CD field.

**P**- for Partial day absence, then continue to **Step 8** **H**-for a Half day absence, then continue to **Step 9**

**Step 8:** Type the number of hours and minutes, in the HH:MM, field that the employee worked.

Press ENTER.

**Step 9:** Type **Y** to confirm, and Press ENTER. RECORDS ADDED is displayed.

**Step 10:** Press **F3** to return to the Per Diem Timekeeping Menu.

You have added Multiple Entries for the same date.

Step 1

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT08  
12/01/2006 11:24 PER DIEM TIMEKEEPING DETAIL

EIS ID: **0987654** LOC : 02M013 PAYROLL PERIOD: 11 16 2006 - 11 30 2006  
SOCSEC: 987645321 NAME: SMITH ,DOE CAR: 00 00 00

A	DATE	JOB	LOC	REPL	ID	ST	CD	HH:MM	E	PD	TIME	EE	FD	EVENT	TOT	HH:MM
	11	16													O:	
	11	17													Z:	
	11	18													F:	
	11	19													LU:11/30/06	
	11	20	DEFGH	02M013	MENT		O	F	06	20					ENTER-PROC	
	11	21													F1-LOOKUP	
	11	22													F2-SHOW ALL	
	11	23													F3-MENU	
	11	24													F4-REPL ID	
	11	25													F5-PREV SCR	
	11	26													F6-ERRORS	
	11	27													F7-BACK	
	11	28													<b>F8-FORWARD</b>	
	11	29													F11-PREV PD	
	11	30													F12-NEXT PD	
															CLEAR-EXIT	

CONFIRM:

Step 2

**PURPOSE:** To enter Preparation Period (Prep) coverage.

All Preps are recorded on the **second page**. Preps can only be added after service has been confirmed for that date.

NOTE: On the Timekeeping Menu, **Type 04** and the location to access the Per Diem Timekeeping Detail screen.

**Step 1:** **Type** the substitute's EIS ID and **Press** ENTER.

**Step 2:** **Press F8**.

**Pressing F8** will bring you forward to a **second page**. Preps can only be added on the second page.

See next page for Step 3.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08  
 12/01/2006 11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0987654    LOC : 02M013      PAYROLL PERIOD: 11 16 2006 - 11 30 2006  
 SOCSEC: 987645321 NAME: SMITH      ,DOE      CAR: 00 00 00

A	DATE	JOB	LOC	REPL ID	ST	CD	HH:MM	E	PD	TIME	EE	FD	EVENT	TOT	HH:MM
	11 20	ZYXXX	02M013		O	P	00 00			1			28000	O:	06 20

Z:  
 F:  
 LU:11/30/06  
**ENTER-PROC**  
 F1-LOOKUP  
 F2-SHOW ALL  
**F3-MENU**  
 F4-REPL ID  
 F5-PREV SCR  
 F6-ERRORS  
 F7-BACK  
 F8-FORWARD  
 F11-PREV PD  
 F12-NEXT PD  
 CLEAR-EXIT

CONFIRM: Y

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 11

Step 9

Step 10

Step 4a

USER: EMOY      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5M001  
 12/01/2006 11:29      BULK JOB INQUIRY

LOCATION: 02M031      TITLE:

A	JOB	TITLE	LOC	DESCRIPTION (JOB COST - EXPEND - PEND EXP = AVAIL)	REM	HHH:MM
	AA	ABB	TRTRD	02M131	0000    000    000    000	000
	AB	CDE	TRTRD	02M131	ABSENCE CO    3472    578    144	2749
	AC	CCD	TRTRD	02M131	PROFESSION    5788    289    144	5353
	BB	BDC	TRTRD	02M131	ABSENCE CO    4051    723    000	3328
	CC	ZZ	TRTRD	02M131	ABSENCE CO    46304    6139    2604	37560
	DD	WWR	CLSWF	02M131	GUIDANCE P    29839    2061    3829	23948 590:50
	S	ZYXXX	TRTRD	02M131	ABSENCE CO    24598    6511    3906	14180

ENTER-PROCESS    F3-MENU    F5-PREV    F7-BACKWARD    F8-FORWARD  
 F9-PREV LOC    F10-NEXT LOC    F11-PREV TITLE    F12-NEXT TITLE    CLEAR-EXIT

**Step 3:** Type the date (MM DD) of the prep coverage.

**Step 4:** Type the JOB ID.

OR

**4A:** Press **F1** with the cursor in the JOB ID field for a pop-up list of JOB IDs.

Type an **S** to select the appropriate Job, then Press **ENTER**.

**Step 5:** Type the school location code.

**Step 6:** Type **P** for Partial day coverage.

**Step 7:** Type the number of Preps, in the PD field, that the employee worked.

**Step 8:** Type 28000 in the EVENT field.

**Step 9:** Press **ENTER**.

**Step 10:** Type **Y** to confirm, and Press **ENTER**. RECORD (S) ADDED is displayed.

**Step 11:** Press **F3** to return to the Per Diem Timekeeping Menu.

You have added a Prep Period.

The **second page** appears without dates to enable the Timekeeper to enter dates as needed.

Step 1

Step 2

```

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08
12/01/2006 11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0345678   LOC : 02M013      PAYROLL PERIOD: 11 16 2006 - 11 30 2006
SOCSEC: 111111222 NAME: JONES      ,MARY      CAR: 00 00 00

A DATE  JOB   LOC   REPL ID ST CD HH:MM E PD TIME   EE FD EVENT   TOT  HH:MM
11 16                                     O:   06 20
11 17                                     Z:
11 18                                     F:
11 19                                     LU:11/30/06
11 20  DEFGH 02M013 VACY   O  F  06 20      ENTER-PROC
11 21                                     F1-LOOKUP
11 22                                     F2-SHOW ALL
11 23                                     F3-MENU
11 24                                     F4-REPL ID
11 25                                     F5-PREV SCR
11 26  CCCZZ 02M013 VACY   O  F  06 20      F6-ERRORS
11 26  ABCDE 02M013 TEST   O  F  06 20      F7-BACK
11 27                                     F8-FORWARD
11 30                                     F11-PREV PD
                                           F12-NEXT PD
                                           CLEAR-EXIT

CONFIRM:

```

Step 3

Step 4

Step 5

New Entries

Old Entries

Step 3a

Step 5a

```

USER: PMOY      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5M001
12/01/2006 11:29      BULK JOB INQUIRY

LOCATION: 02M031      TITLE:

A JOB  TITLE  LOC  DESCRIPTION (JOB COST - EXPEND - PEND EXP = AVAIL)  REM
AAAB  TRTRD 02M131 0000 000 000 000
ABDE  TRTRD 02M131 ABSENCE CO 3472 578 144 2749
ACCD  TRTRD 02M131 PROFESSION 5788 289 144 5353
BBDC  TRTRD 02M131 ABSENCE CO 4051 723 000 3328
S CCCZ  TRTRD 02M131 ABSENCE CO 46304 6139 2604 37560
DDWR  CLSWF 02M131 GUIDANCE P 29839 2061 3829 23948 590:50
ZYXX  TRTRD 02M131 ABSENCE CO 24598 6511 3906 14180

ENTER-PROCESS F3-MENU F5-PREV F7-BACKWARD F8-FORWARD
F9-PREV LOC F10-NEXT LOC F11-PREV TITLE F12-NEXT TITLE CLEAR-EXIT

```

```

DATA LOOKUP SCREEN

A CODE  DESCRIPTION
. MENT MENTOR
. PEAK PEAK LOAD
. STAFF STAFF DEVELOPMENT
. TEST TESTING
S VACY VACANCY
.
.
.
.
.
.
.
.
.
.
ENTER-PROCESS F3-RETURN F7-BACK F8-NEXT

```

**PURPOSE:** To process a correction for one or more timekeeping records.

On the Timekeeping Menu, **Type 04** and Location to access the Per Timekeeping Detail screen.

**Step 1:** **Type** the substitute's EIS ID.

**Step 2:** **Type** the date to be corrected (MM-DD-YYYY), and **Press** ENTER. The Payroll Period for that date will be displayed.

**Step 3:** **Type** the correct Job ID.

OR

**3a. Press F1** for a screen of JOB IDs. **Type** an **S** to select the appropriate Job, then **Press** ENTER to return to the detail screen.

**Step 4:** **Type** the school location code.

**Step 5:** **Type** the EIS ID of the absentee.

OR

**5a: Press F1** for a pop-up list of coverage codes. **Type** an **S** to select the appropriate code, then **Press** ENTER to return to the detail screen.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT08  
12/01/2006 11:24      PER DIEM TIMEKEEPING DETAIL

EIS ID: 0345678    LOC : 02M013      PAYROLL PERIOD: 11 16 2006 - 11 30 2006  
SOCSEC: 111111222 NAME: JONES      ,MARY      CAR: 00 00 00

A	DATE	JOB	LOC	REPL	ID	ST	CD	HH:MM	E	PD	TIME	EE	FD	EVENT	TOT	HH:MM
	11 16														O:	06 20
	11 17														Z:	
	11 18														F:	
	11 19														LU:11/30/06	
	11 20	DEFGH	02M013	VACY		O	F	06 20							<b>ENTER-PROC</b>	
	11 21														F1-LOOKUP	
	11 22														F2-SHOW ALL	
	11 23														<b>F3-MENU</b>	
	11 24														F4-REPL ID	
	11 25														F5-PREV SCR	
	11 26	CCCZZ	02M013	VACY		O	H	03 10							F6-ERRORS	
	11 26	ABCDE	02M013	TEST		O	F	06 20							F7-BACK	
	11 29														F8-FORWARD	
	11 30														F11-PREV PD	
															F12-NEXT PD	
															CLEAR-EXIT	

CONFIRM: Y

Step 6

Step 7

New Entries

Step 8

Step 10

Old Entries

Step 9

**Step 6:**Type the appropriate Time code in the CD field.

**P-** for a Partial day absence, then continue to **Step 7**

**F-** for a Full day absence, then continue to **Step 8**

**H-**for a Half day absence, then continue to **Step 8**

**Step 7:**Type the correct number of hours and minutes that the substitute worked.

**Step 8:**Press ENTER.

**Step 9:**Type **Y** to confirm, and **Press** ENTER. RECORD (S) UPDATED will be displayed.

**Step 10:** Press **F3** to return to the Timekeeping Menu.

You have corrected a time and attendance record. Supervisory approval is required for this action.

**NOTE:** If approved service needs to be corrected, the approval must first be removed by the Regional Operations Center (ROC) or designated supervisor. The correction must then be approved by the supervisor.

If a prep period or a second entry for a date needs to be changed, that can only be done on the **second page**.



**PURPOSE:** To delete service for a current or prior payroll period.

On the Timekeeping Menu, **Type 04** and the location to access the Timekeeping Detail screen.

**Step 1:**Type the substitute's EIS ID.

**Step 2:**Type the date of service to be deleted (MM-DD-YYYY) and **Press ENTER**.  
The Payroll Period for that date will be displayed.

**Step 3:**Type **D** the date of service you wish to delete.

**Step 4:**Press **ENTER**

**Step 5:**Type **Y** to confirm and **Press ENTER**. **RECORD(S) DELETED** will be displayed.

**Step 6:**Press **F3** to return to the Timekeeping Menu.

You have deleted a time and attendance record. Supervisory approval is required for this action.

**NOTE:** If the service to be deleted is already approved, the approval must first be removed by the Regional Operations Center (ROC) or designated supervisor.

If a prep period or a second event for a date needs to be deleted, **Press F8** to access the **second page**. Then continue with **Step 3**.

A
B
E
F
C

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT05  
 12/19/2006 16:03      PER DIEM TIMEKEEPING ROSTER/APPROVAL

LOC : 02M031      PAYROLL PERIOD: 12 01 2006 - 12 15 2006  
 EIS ID:      SOCSEC:      FUND:

A NAME	EIS ID	SVC END	TRAN	JOB	LOC	DD	H:MM PD	EE	FD	TT	CF	AP
BEESCH	,K 0789123	12/15/06	ADD	GGGC	M031	1				1	1	1
BERBERIAN	,M 0765432	12/15/06	ADD	GGGC	M031	6				6	6	6
		12/31/06	ADD	GGGC	M031	3				3	3	
A CHAN	,Y 0743211	12/15/06	ADD	G5555	M031	1				1	1	1
		12/15/06	ADD	G5599	M031	1				1	1	1
		12/15/06	ADD	GG595	M031	3				3	3	3
		12/15/06	ADD	GHHHC	M031	6				6	6	6
		12/31/06	DEL	GG595	M031	2				2	2	
HOUSE	,K 0699999	11/30/06	CHG	GNNN0	M031					2	2	2
		12/15/06	ADD	GNNN0	M031	1				1	1	1
		12/15/06	ADD	G5222	M031	1				1	1	1
		12/15/06	ADD	G5225	M031	2				2	2	2
		12/15/06	DEL	GHHHC	M031	1				1	1	1

MORE NEXT PG

APPROVAL MEANS YOU VERIFIED SERVICE... LU DT: 12/15/2006      APP PG:      CONF:

ENTER-PROC      F1-LOOKUP      F3-MENU      F5-PREV SCR  
 F7-BACK      F8-FORWARD      F9-PREV LOC      F10-NEXT LOC      CLEAR-EXIT

D
G
H

*Highlighted service entries require your attention.*



USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT05  
 12/19/2006 16:03      PER DIEM TIMEKEEPING ROSTER/APPROVAL

LOC : 02M031      PAYROLL PERIOD: 12 01 2006 - 12 15 2006  
 EIS ID:      SOCSEC:      FUND:

A NAME	EIS ID	SVC END	TRAN	JOB	LOC	DD	H:MM	PD	EE	FD	TT	CF	AP
BEESCH	,K 0789123	12/15/06	ADD	GGGGC	M031	1					1	1	1
BERBERIAN	,M 0765432	12/15/06	ADD	GGGGC	M031	6					6	6	6
		12/31/06	ADD	GGGGC	M031	3					3	3	
A CHAN	,Y 0743211	12/15/06	ADD	G5555	M031	1					1	1	1
		12/15/06	ADD	G5599	M031	1					1	1	1
		12/15/06	ADD	GG595	M031	3					3	3	3
		12/15/06	ADD	GHHHC	M031	6					6	6	6
		12/31/06	DEL	GG595	M031	2					2	2	
HOUSE	,K 0699999	11/30/06	CHG	GNNN0	M031						2	2	2
		12/15/06	ADD	GNNN0	M031	1					1	1	1
		12/15/06	ADD	G5222	M031	1					1	1	1
		12/15/06	ADD	G5225	M031	2					2	2	2
		12/15/06	DEL	GHHHC	M031	1					1	1	1

MORE NEXT PG

APPROVAL MEANS YOU VERIFIED SERVICE . . . LU DT: 12/15/2006 . . . APP PG: Y CONF:

ENTER-PROC      F1-LOOKUP      F3-MENU      F5-PREV SCR  
 F7-BACK      F8-FORWARD      F9-PREV LOC      F10-NEXT LOC

CLEAR-EXIT

K

I

J

M

L

**I** **TT:** Total Transactions reflect the number of transactions that have been summarized into this line. Specific details regarding the transactions may be viewed on the Approval Detail screen.

**J** **CF:** Confirm Field displays the number of transactions confirmed by the Timekeeper.

**K** **AP:** Approval displays the number of transactions that have Supervisory Approval.

If the **CF** and **AP** counts are not equal to the **TT** counts, records need to be reviewed and acted upon. To reconcile the CF transactions, **Type T** in the Action field for quick access to the Timekeeping Detail Screen. Delete or complete the entries. To reconcile the **AP** transactions, **Type S** in the Action field for quick access to the Detail Approval Screen. Approve or reverse entries.

**L** **APP PG:** **Type Y** in Approve Page field to approve all confirmed entries on the page.

**M** **F keys** are designed to assist you in specific tasks.

**F1-Look-up:** Place the cursor on a field and **Press F1** to view a pop-up list of appropriate codes with descriptions.

**F3-Menu:** This key takes you back to the Per Diem Timekeeping menu. This enables you to choose other functions.

**F5-Prev Scr:** This key returns you to the Previous Screen.

**F7- Back:** This key is used to page Back to previous data.

**F8- Forward:** This key is used to page forward for additional data.

**F9-Prev Loc:** Allows the Regional Operations Center (ROC) to scroll to Previous Locations.

**F10-Next Loc:** Allows the Regional Operations Center (ROC) to scroll to the Next Location.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT06  
 12/20/2006 09:46 TIMEKEEPING APPROVAL DETAIL

LOC: 02M031 ID: 0699999 NAME: HOUSE ,K PPD: 12 01 2006 - 12 15 2006

----- ADDS -----								----- DELETES -----									
A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT
	12-01-06		M031	GNNNO	6:50		O			12-08-06		M031	GHHHC	6:50		O	
	12-04-06		M031	G5222	6:50		O										
	12-05-06		M031	G5225	6:50		O										
	12-06-06		M031	G5225	6:50		O										

N

**Example 1**

**Example 2**

-----NEW-----								CHANGES								-----OLD-----								
A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT
	11-20-06		M031	GNNNO	3:25		O			11-20-06		M031	GG595	6:50		O		11-30-06		M031	GG595	6:50		O
	11-30-06		M031	GNNNO*	6:50		O																	

**Example 3**

APPROVAL MEANS YOU VERIFIED SERVICE.... LAST UPDATE: 12/15/2006 CONFIRM:  
 ENTER-PROC F1-LOOKUP F3-MENU F5-PREV SCR F7-BACK F8-FORWARD CLEAR-EXIT

**Example 3b**

**Example 3a**

*Highlighted service entries require your attention.*

The Approval Detail screen displays all of the Timekeeping entries for an individual that are summarized on the Roster screen.

The Approval screen is primarily used for the purpose of Supervisory approval and reversing entries.

Deletes and changes apply to *paid* records only. In order for any actions to take effect, they must be approved.

N
---

**A:** Use the Action codes to:

**A-** Approve Adds, Changes and Deletes

**U-** Unapprove Adds and Undo Changes and Deletes

**Example 1** **ADDS:** This section displays service added for the current or prior payroll period. This example illustrates one day of service and an event for a prep period. Approval can take place on either the Roster or Detail screen.

**Example 2** **DELETES:** The Delete section displays the details of previously **paid** service that has been deleted. Approving a deleted entry will result in a payroll deduction. Reversing a deleted entry will restore the service to its paid status. This example illustrates the deletion of one day of service originally paid in a prior period.

**Example 3** **CHANGES:** This section displays the details of corrected **paid** service showing old and new entries. Approving a corrected entry will allow the change to be processed. Reversing a changed entry will restore the service to its paid status.

**Example 3a** This example illustrates a reduction in the hours of service from a full day of paid service to a half day. Approval of this example will result in a payroll deduction of a half day.

**Example 3b.** An \* (asterisk) after the Job ID field signifies that a change was made in the Replace ID field. This change can only be viewed on the Timekeeping History screen. See the chapter on Timekeeping History.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT05  
12/20/2006 16:03 PER DIEM TIMEKEEPING ROSTER/APPROVAL

LOC : 02M031 PAYROLL PERIOD: 12 01 2006 - 12 15 2006  
EIS ID: SOCSEC: FUND:

A NAME	EIS ID	SVC END	TRAN	JOB	LOC	DD	H:MM	PD	EE	FD	TT	CF	AP
BEESCH	,K 0789123	12/15/06	ADD	GGGGC	M031	1					1	1	1
BERBERIAN	,M 0765432	12/15/06	ADD	GGGGC	M031	6					6	6	6
		12/31/06	ADD	GGGGC	M031	3					3	3	
A CHAN	,Y 0743211	12/15/06	ADD	G5555	M031	1					1	1	1
		12/15/06	ADD	G5599	M031	1					1	1	1
		12/15/06	ADD	GG595	M031	3					3	3	3
		12/15/06	ADD	GHHHC	M031	6					6	6	6
		12/31/06	DEL	GG595	M031	2					2	2	
S HOUSE	,K 0699999	11/30/06	CHG	GNNN0	M031						2	2	2
		12/15/06	ADD	GNNN0	M031	1					1	1	1
		12/15/06	ADD	G5222	M031	1					1	1	1
		12/15/06	ADD	G5225	M031	2					2	2	2
		12/15/06	DEL	GHHHC	M031	1					1	1	1

Step 1

APPROVAL MEANS YOU VERIFIED SERVICE.... LU DT: 12/15/2006 APP PG: Y CONF:  
ENTER-PROC F1-LOOKUP F3-MENU F5-PREV SCR  
F7-BACK F8-FORWARD F9-PREV LOC F10-NEXT LOC CLEAR-EXIT

Step 2

## Approving Time and Attendance

**Purpose:** To process Supervisory approval of confirmed time and attendance. This screen serves to identify exactly what is being approved for payment. This includes current and prior service, deletions and changes.

On the Per Diem Timekeeping Menu, **Type 03** and the Location to access the Timekeeping Roster/Approval Screen.

**Step1: Type S** next to the employee whose time you wish to approve.

**Step 2: Press ENTER** and the Per Diem Timekeeping Approval/Reset Detail screen will appear.

**Security Note:** The Supervisory approval must be performed by the designated supervisor in a school or Regional Operations Center (ROC).

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT06  
12/20/2006 09:46 TIMEKEEPING APPROVAL DETAIL

LOC: 02M031 ID: 0699999 NAME: HOUSE ,K PPD: 12 01 2006 - 12 15 2006

----- ADDS -----								----- DELETES -----									
A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT
	12-01-06	M031	GNNN0		6:50		O		A	12-08-06	M031	GHHHC		6:50		O	
	12-04-06	M031	G5222		6:50		O										
	12-05-06	M031	G5225		6:50		O										
A	12-06-06	M031	G5225		6:50		O										

Step 3

-----NEW-----								CHANGES								-----OLD-----								
A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT
	11-20-06	M031	GNNN0		3:25		O			11-20-06	M031	GG595		6:50		O		11-30-06	M031	GNNN0*		6:50		O
	11-30-06	M031	GNNN0*		6:50		O			11-30-06	M031	GG595		6:50		O								

Step 5

APPROVAL MEANS YOU VERIFIED SERVICE.... LAST UPDATE: 12/15/2006 CONFIRM: Y  
ENTER-PROC F1-LOOKUP F3-MENU F5-PREV SCR F7-BACK F8-FORWARD CLEAR-EXIT

Step 4

Step 7

Step 6

**Step 3:** Type **A** next to the entry to be approved.

**Step 4:** Press **ENTER**.

**Step 5:** Type **Y** to confirm and Press **ENTER**. RECORD (S) APPROVED will be displayed.

**Step 6:** Press **F5** to return to the Timekeeping Roster/Approval Screen. The number of records approved will be displayed in the AP field.

**Step 7:** Press **F3** to return to the Timekeeping Menu.

You have completed an approval of time and attendance.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT05  
12/20/2006 16:03 PER DIEM TIMEKEEPING ROSTER/APPROVAL

LOC : 02M031 PAYROLL PERIOD: 12 01 2006 - 12 15 2006  
EIS ID: SOCSEC: FUND:

A NAME	EIS ID	SVC	END	TRAN	JOB	LOC	DD	H:MM	PD	EE	FD	TT	CF	AP
BEESCH	,K 0789123	12/15/06	ADD	GGGGC	M031	1						1	1	1
BERBERIAN	,M 0765432	12/15/06	ADD	GGGGC	M031	6						6	6	6
		12/31/06	ADD	GGGGC	M031	3						3	3	
A CHAN	,Y 0743211	12/15/06	ADD	G5555	M031	1						1	1	1
		12/15/06	ADD	G5599	M031	1						1	1	1
		12/15/06	ADD	GG595	M031	3						3	3	3
		12/15/06	ADD	GHHHC	M031	6						6	6	6
		12/31/06	DEL	GG595	M031	2						2	2	
S HOUSE	,K 0699999	11/30/06	CHG	GNNN0	M031							2	2	2
		12/15/06	ADD	GNNN0	M031	1						1	1	1
		12/15/06	ADD	G5222	M031	1						1	1	1
		12/15/06	ADD	G5225	M031	2						2	2	2
		12/15/06	DEL	GHHHC	M031	1						1	1	1

MORE NEXT PG

APPROVAL MEANS YOU VERIFIED SERVICE.... LU DT: 12/15/2006 APP PG: Y CONF: Y  
ENTER-PROC F1-LOOKUP F3-MENU F5-PREV SCR  
F7-BACK F8-FORWARD F9-PREV LOC F10-NEXT LOC CLEAR-EXIT

A

C

B

**Time and Attendance Approval Options**

- A** To approve all confirmed entries on the entire summary line, **Type A** in the Action field and **Press ENTER**.
- B** To approve all confirmed entries on the entire page, **Type Y** in APP PG field and **Press ENTER**. Then **Type Y** in the Confirm field and **Press ENTER**.
- C** For all options, the number of records approved is displayed in the AP field.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT05  
12/20/2006 16:03 PER DIEM TIMEKEEPING ROSTER/APPROVAL

LOC : 02M031 PAYROLL PERIOD: 12 01 2006 - 12 15 2006  
EIS ID: SOCSEC: FUND:

A NAME	EIS ID	SVC END	TRAN	JOB	LOC	DD	H:MM	PD	EE	FD	TT	CF	AP
BEESCH	,K 0789123	12/15/06	ADD	GGGGC	M031	1					1	1	1
BERBERIAN	,M 0765432	12/15/06	ADD	GGGGC	M031	6					6	6	6
		12/31/06	ADD	GGGGC	M031	3					3	3	
U CHAN	,Y 0743211	12/15/06	ADD	G5555	M031	1					1	1	1
		12/15/06	ADD	G5599	M031	1					1	1	1
		12/15/06	ADD	GG595	M031	3					3	3	3
		12/15/06	ADD	GHHHC	M031	6					6	6	6
		12/31/06	DEL	GG595	M031	2					2	2	
S HOUSE	,K 0699999	11/30/06	CHG	GNNN0	M031						2	2	2
		12/15/06	ADD	GNNN0	M031	1					1	1	1
		12/15/06	ADD	G5222	M031	1					1	1	1
		12/15/06	ADD	G5225	M031	2					2	2	2
		12/15/06	DEL	GHHHC	M031	1					1	1	1

MORE NEXT PG

APPROVAL MEANS YOU VERIFIED SERVICE.... LU DT: 12/15/2006 APP PG: A CONF:

**ENTER-PROC** F1-LOOKUP F3-MENU F5-PREV SCR  
F7-BACK F8-FORWARD F9-PREV LOC F10-NEXT LOC CLEAR-EXIT

A

Step 1

Step 2

**PURPOSE:** To reverse the Time and Attendance entries and approvals.

**Step 1:** Type **S** next to the employee whose time you wish to disapprove.

**Step 2:** Press **ENTER**. The Approvals Detail screen will appear.

**A** Reversing approvals of actions on each summary line is possible on this screen. Type **U** and Press **ENTER**. Type **Y** to confirm and Press **ENTER**.

**SECURITY NOTE:** This chapter refers to Supervisory approval only.

USER: JSMITH                    N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM                    ES5MT06  
12/20/2006 09:46                    TIMEKEEPING APPROVAL DETAIL

LOC: 02M031 ID: 0699999 NAME: HOUSE                    ,K PPD: 12 01 2006 - 12 15 2006

----- ADDS -----								----- DELETES -----									
A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT
		12-01-06	M031	GNNN0	6:50		O										
		12-04-06	M031	G5222	6:50		O										
		12-05-06	M031	G5225	6:50		O										
U		12-06-06	M031	G5225	6:50		O										

**Step 3**

-----NEW-----								-----CHANGES-----								-----OLD-----								
A	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT	SVC	DT	LOC	JOB	HH:MM	PD	S	EVENT
		11-20-06	M031	GNNN0	3:25		O																	
		11-30-06	M031	GNNN0*	6:50		O																	

**Step 5**

APPROVAL MEANS YOU VERIFIED SERVICE.... LAST UPDATE: 12/15/2006    **CONFIRM: Y**  
**ENTER-PROC**    F1-LOOKUP    **F3-MENU**    **F5-PREV SCR**    F7-BACK    F8-FORWARD    CLEAR-EXIT

**Step 4**

**Step 6**

**Step 7**

**Step 3:**Type **U** next to the approved service or entry that requires reversal.

**Step 4:**Press **ENTER**.

**Step 5:**Type **Y** to confirm and **Press ENTER**.

**Step 6:**Press **F5**. This will return you to the Timekeeping Roster/Approval screen.

**Step 7:**Press **F3** to return to the Timekeeping Menu.

### **Results of Reversing Entries or Approvals**

**ADD:** The approval from the **ADD** service entry is removed and the record reverts to confirmed status only.

This entry will **NOT** be paid.

**CHANGE:** The reversal of a **CHANGE** action restores the service to the latest **PAID** entry.

**DELETE:** The reversal of a **DELETE** action restores the service to the latest **PAID** entry.

A

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT04  
12/20/2006 11:59 "O" TO "Z" STATUS SCREEN

LOC: 02 EFF Z: APPV: PD:

ACT	LOC	EIS ID	NAME	DAYS	EFF Z	APPV	PD	Z	END DT
	M031	0876543	BELLO	,R	21	01/09/2007			
	M031	0765432	BAOTISTI	,J	20	01/04/2007			
	M555	0890123	WERTERN	,J	24	01/04/2007			
	M123	0456789	BEER	,S	23	01/03/2007		Y	12/29/06
	M432	0787654	CATAQIMO	,J	41	11/30/2006			
	M321	0767890	DOUMAMR	,A	43	11/28/2006	A	Y	
	M654	0687654	QEMINA	,E	20	11/20/2006	U		

B

C

D

LAST UPDATE DT: 12/19/2006 CONFIRM:  
ENTER-PROCESS F1-LOOKUP F3-MENU F5-PREV SCR F7-BACK F8-FWD  
F9-PREV LOC F10-NEXT LOC CLEAR-EXIT

The **O to Z Status** screen is used by the Regional Operations Center (ROC) or Designated Supervisor. This screen displays employees with over 20 days of continuous O service covering for the same absentee. Once an employee has served 30 days of continuous O service, their status will change to Z. Z status employees are paid at a higher rate. Retroactive payment for this salary upgrade will be automatically generated and will be calculated from the first day of the continuous service.

**SECURITY NOTE:** This screen is used to monitor a substitutes Status change from O to Z. Once service is verified, it can be approved or disapproved. See B for more details. Z status that is not disapproved will be automatically paid.

- A** Entering information in one or more of the following fields allows you to select different combinations of data.
  - LOC:** The Location code is required and allows you to select records by school or district.
  - EFF Z:** Allows you to select records for a specific Effective date.
  - APPV:** Entering an **A** or **U** allows you to retrieve records that have been Approved or disapproved.
  - PD:** Entering a **Y** allows you to view records Paid as Z status.
  
- B** **ACT:** Use the Action field to:
  - A-** Approve
  - U-** Disapprove
  - T-** to access the Timekeeping Detail screen.

**Approve:** Entry of the approval code indicates that the service has been reviewed and verified.

**Disapprove:** Entry of the disapproval code restricts the employee from receiving Z status. The Disapproval may be reversed by entering an **A** in the Action field to allow payment.
  
- C** **DAYS:** This field displays the number of continuous days an O status substitute employee has served covering the same absentee.
  
- D** **EFF Z:** This is the date when the substitute reached Z Status.

**E**

**F**

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT04  
 12/20/2006 11:59      "O" TO "Z" STATUS SCREEN

LOC: 02      EFF Z:      APPV:      PD:

ACT	LOC	EIS ID	NAME	DAYS	DAYS	EFF Z	APPV	PD	Z	END DT
	M031	0876543	BELLO	,R	21	01/09/2007				
	M031	0765432	BAOTISTI	,J	20	01/04/2007				
	M555	0890123	WERTERN	,J	24	01/04/2007				
	M123	0456789	BEER	,S	23	01/03/2007		Y		12/29/06
	M432	0787654	CATAQIMO	,J	41	11/30/2006				
	M321	0767890	DOUMAMR	,A	43	11/28/2006	A	Y		
	M654	0687654	QEMINA	,E	20	11/20/2006	U			

G

H

-----LAST\_UPDATE\_DT: 12/19/2006-----CONFIRM:-----  
 ENTER-PROCESS      F1-LOOKUP      F3-MENU      F5-PREV SCR      F7-BACK      F8-FWD  
 F9-PREV LOC      F10-NEXT LOC      CLEAR-EXIT

**E** **APPV:** Indicates whether this employee has been Approved, **A**, or disapproved **U**, to achieve Z status. An **A** or blank in the field will allow the system to automatically process the Z status on the 30<sup>th</sup> day.

**F** **PD:** A **Y** in the **Paid** field indicates that this employee has been paid as a Z status.

**G** **Z END DT:** This is the date on which the substitute was no longer eligible for Z status. If the count is broken while Z status is pending, the individual will be removed from the O to Z screen.

**H** **F keys** automatically link you to a specific task.

**F1-DATA LKUP:** Place the cursor on a field and press **F1** to view a pop up list of appropriate codes with descriptions.

**F3 MENU:** This key takes you back to the Timekeeping menu. This enables you to choose other functions.

**F5-PREV SCR:** Use this key to return to the Previous Screen.

**F7-BACK:** **F7** is used to page Back to previous data.

**F8-FWD:** **F8** is use to page Forward for additional data.

**F9-PREV LOC:** Allows the Regional Operations Center (ROC) to scroll to Previous Locations.

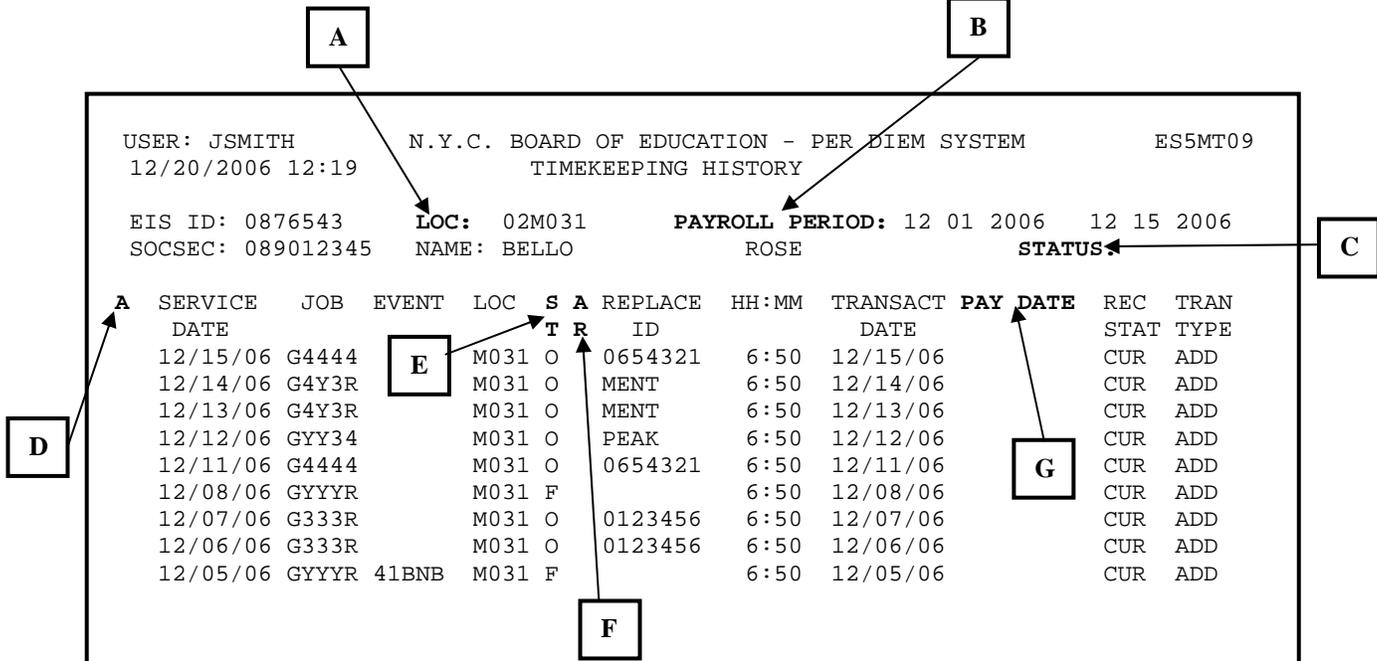
**F10-NEXT LOC:** Allows the Regional Operations Center (ROC) to scroll to the Next Location.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MT09  
 12/20/2006 12:19 TIMEKEEPING HISTORY

EIS ID: 0876543 LOC: 02M031 PAYROLL PERIOD: 12 01 2006 12 15 2006  
 SOCSEC: 089012345 NAME: BELLO ROSE STATUS

A	SERVICE DATE	JOB	EVENT	LOC	S	A	REPLACE ID	HH:MM	TRANSACTION DATE	PAY DATE	REC	TRAN STAT	TYPE
	12/15/06	G4444		M031	O		0654321	6:50	12/15/06			CUR	ADD
	12/14/06	G4Y3R		M031	O		MENT	6:50	12/14/06			CUR	ADD
	12/13/06	G4Y3R		M031	O		MENT	6:50	12/13/06			CUR	ADD
	12/12/06	GY34		M031	O		PEAK	6:50	12/12/06			CUR	ADD
	12/11/06	G4444		M031	O		0654321	6:50	12/11/06			CUR	ADD
	12/08/06	GY3R		M031	F			6:50	12/08/06			CUR	ADD
	12/07/06	G333R		M031	O		0123456	6:50	12/07/06			CUR	ADD
	12/06/06	G333R		M031	O		0123456	6:50	12/06/06			CUR	ADD
	12/05/06	GY3R 41BNB		M031	F			6:50	12/05/06			CUR	ADD

ENTER-PROCESS F1-LOOKUP F3-MENU F4-REPL ID F5-PREV SCR F7-BACK F8-FWD  
 F9-PREV LOC F10-NEXT LOC F11-PREV PERIOD F12-NEXT PERIOD CLEAR-EXIT



The Timekeeping History screen displays, by payroll period, the history of all timekeeping transactions for an individual. An EIS ID or Social Security number is required.

- A** **LOC:** This field allows you to select data for an individual by specific school or by district. Leaving this field blank allows you to view data in all Locations.
- B** **PAYROLL PERIOD:** The time frame used to identify a period of service. This screen defaults to the current period. To view another payroll period, enter a date here.
- C** **STATUS:** You may view data by Per Diem status when you **Type** an **O**, **F** or **Z** at the top of the screen in the STATUS field. Leaving this field blank allows you to view all service.
- D** **A:** Use the Action codes for quick access to other functions.  
**T** will access the Timekeeping Detail screen.  
**L** will access the Daily Attendance Log screen.
- E** **ST:** This column will display the Per Diem Status Type: O, F, or Z.
- F** **AR:** The Arrears field displays a value of A if this entry was processed for a prior period.
- G** **PAY DATE:** This reflects the date the entry was paid.

H

USER: JSMITH                    N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM                    ES5MT09  
12/20/2006 12:19                    TIMEKEEPING HISTORY

EIS ID: 0876543                    LOC: 02M031                    PAYROLL PERIOD: 12 01 2006                    12 15 2006  
SOCSEC: 089012345                    NAME: BELLO                    ROSE                    STATUS:

I

A	SERVICE	JOB	EVENT	LOC	S	A	REPLACE	HH:MM	TRANSACT	PAY DATE	REC	TRAN
	DATE				T	R	ID		DATE		STAT	TYPE
	12/15/06	G4444		M031	O		0654321	6:50	12/15/06		CUR	ADD
	12/14/06	G4Y3R		M031	O		MENT	6:50	12/14/06		CUR	ADD
	12/13/06	G4Y3R		M031	O		MENT	6:50	12/13/06		CUR	ADD
	12/12/06	GYY34		M031	O		PEAK	6:50	12/12/06		CUR	ADD
	12/11/06	G4444		M031	O		0654321	6:50	12/11/06		CUR	ADD
	12/08/06	GYYR		M031	F			6:50	12/08/06		CUR	ADD
	12/07/06	G333R		M031	O		0123456	6:50	12/07/06		CUR	ADD
	12/06/06	G333R		M031	O		0123456	6:50	12/06/06		CUR	ADD
	12/05/06	GYYR 41BNB		M031	F			6:50	12/05/06		CUR	ADD

J

```

ENTER-PROCESS    F1-LOOKUP            F3-MENU    F4-REPL ID    F5-PREV SCR    F7-BACK    F8-FWD
F9-PREV LOC       F10-NEXT LOC       F11-PREV PERIOD       F12-NEXT PERIOD       CLEAR-EXIT

```

**H** **REC STAT:** The Record Status field displays the status of the transaction, either Current (CUR) or History (HIS).

**I** **TRAN TYPE:** This field displays the type of Transaction, either Add (ADD), Change (CHG) or Delete (DEL).

**Fields H and I** are read together for a service date.  
CUR/ADD and CUR/CHG records are those that remain valid.

HIS/ADD, HIS/CHG and HIS/DEL records are no longer valid. They have been corrected or deleted.

A record becomes HISTORY when you process a change or delete for the same service date.

**J** **F Keys** automatically link you to a specific task.

**F1- LOOKUP :** Place the cursor on a field and press **F1** to view a pop-up list of appropriate codes with descriptions.

**F3-MENU:** This key takes you back to the Per Diem Timekeeping Menu. This enables you to choose other functions.

**F4-REPL ID:** Pressing **F4** with the cursor in the Replace ID field will link you to the Name Look-Up screen. This enables you to retrieve the absentee EIS ID or name of the absentee.

**F5-PREV SCR:** Use this key to return to the Previous Screen.

**F7- BACK:** **F7** is used to page Back to previous data.

**F8-FWD:** **F8** is used to page Forward for additional data.

**F9-PREV LOC:** Allows the Regional Operations Center (ROC) to scroll to Previous Locations.

**F10-NEXT LOC:** Allows the Regional Operations Center to scroll to the Next Location.

**F11-PREV DT:** **F11** is used to scroll to Previous Service Dates.

**F12-NEXT DT:** **F12** is used to scroll to the Next Service Date.

A

B

USER: JSMITH  
12/20/2006 12:56

N.Y.C. PUBLIC SCHOOLS - PER DIEM SYSTEM  
ABSENCE COVERAGE CODE SUMMARY

ES5MT07

LOC: 02M031

C

D

E

F

G

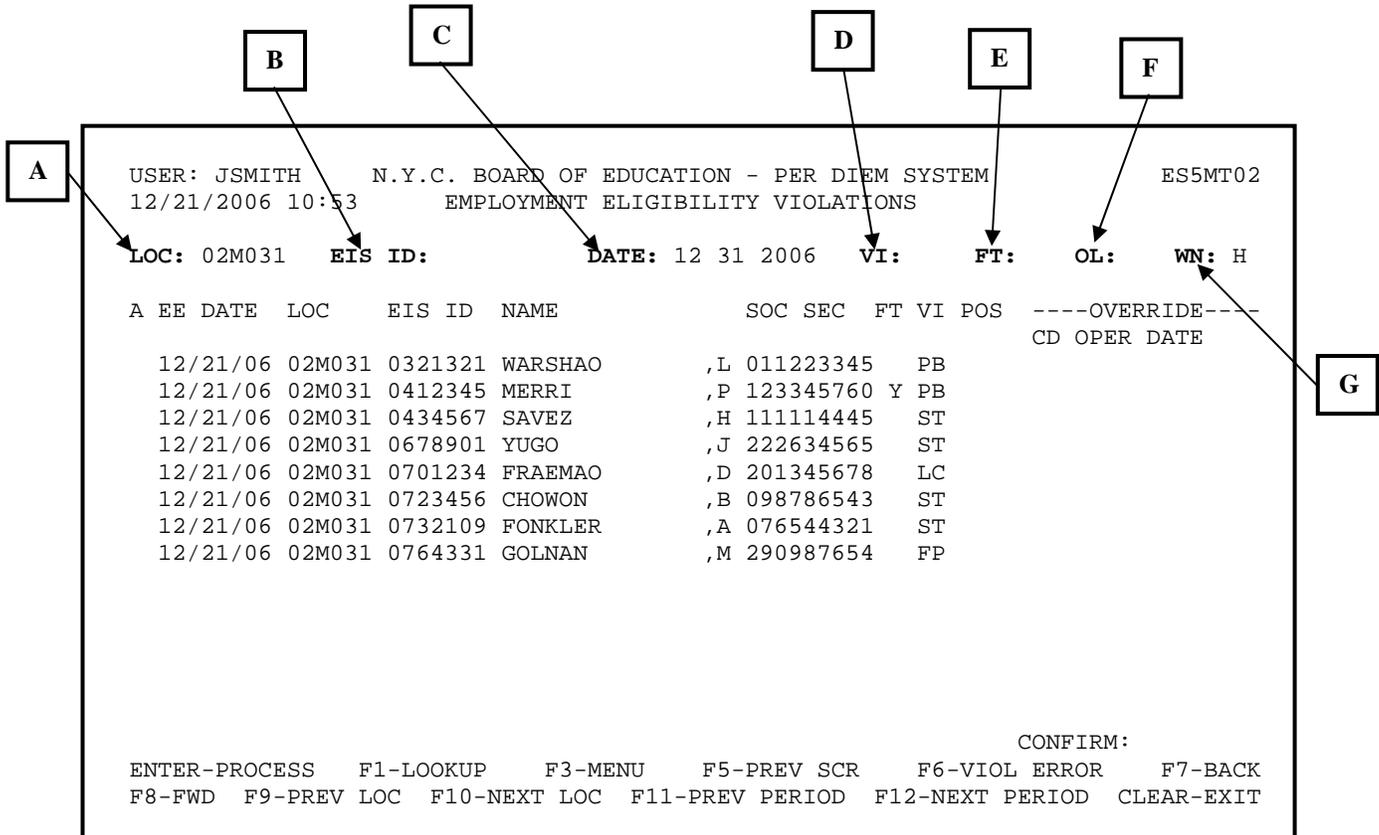
H

A MONTH	COVERAGE CODES:		C STAFF	D VAC	E PEAK	F MENT	G TEST	H NO EVENT
	ABSENCE	CONF						
JAN	18	22		2				
FEB	17	25						
MAR	26	25						
APR	23	21	5		1	5		
MAY	37	49						
JUN	37	58						
JUL								
AUG								
SEP								
OCT	36	38					1	2
NOV	12	25					1	
DEC								

PF11 - NO EVENT DETAIL FOR LOCATION OR PF11 + "S" (SELECT) FOR SPECIFIC MONTH  
ENTER-PROCESS F3-MENU F5-PREV SCR F9-PREV LOC F10-NEXT LOC CLEAR-EXIT

**Absence Coverage Code Summary** provides a count of the occurrences of substitute coverage in each category. The monthly counts can be displayed by school or district.

- A** **ABSENCE:** Displays the number of days that substitutes replaced absent employees for reasons other than attending a conference.
- B** **CONF:** Displays the total number of days that substitutes replaced absent employees attending a Conference or out on official business.
- C** **STAFF:** Displays the number of days substitutes were hired to cover employees that attend Staff Development.
- D** **VAC:** Displays the number of days substitutes were hired to cover Vacancies.
- E** **PEAK:** Displays the number of days substitutes were hired for the purpose of Peak Load.
- F** **MENT:** Displays the number of days substitutes were hired to Mentor or cover employees serving as mentors.
- G** **TEST:** Displays the number of days substitutes were hired to cover Testing.
- H** **NO EVENT:** The number of days the Replace ID does not have a corresponding event code recorded in EIS.



The **EE Violations** screen enables the Division of Human Resources (DHR) and the Regional Operations Center (ROC) to monitor substitute employees with eligibility violations who attempt to serve as Per Diem substitutes. It also gives DHR the capability to override the violation if, after reviews, it is determined that the employee may work on a specific date.

Timekeepers Purpose: Timekeepers may use this screen to view whether or not an approval code has been entered for an individual. Once an approval is given, the timekeeper may generate time for that date on the Substitute Roster or enter time directly on the Timekeeping Detail Screen for the appropriate payroll period.

The fields A go G allow the selection of different combinations of data.

- A** **LOC:** Selection may be made for a school location or a district. Entering a location will display data from the current payroll period.
- B** **EIS ID:** **Type** an EIS ID to bring up records for that individual in the location selected.
- C** **DATE:** The current payroll period is displayed. Entering a date in this field will access another payroll period.
- D** **VI:** A Violation code may be typed in this field to view employees with that violation. Multiple violation codes will be displayed in priority order.
- E** **FT:** **Type a Y** in the First Time field to view first time violations for a substitute. First time refers to the first time in a location with a specific violation.
- F** **OL:** **Type a Y** in the On Line field to view violations that have been entered on-line after the nightly EE check.
- G** **WN:** The Warning indicator field will always default to **H**old. To view warnings in addition to violations, remove the H. The **H** will reappear when the location is changed. Warnings indicate service discrepancies against which service may be paid.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MT02  
12/21/2006 10:53      EMPLOYMENT ELIGIBILITY VIOLATIONS

LOC: 02M031    EIS ID:                      DATE: 12 31 2006    VI:      FT:      OL:      WN: H

A	EE	DATE	LOC	EIS ID	NAME	SOC	SEC	FT	VI	POS	-----OVERRIDE-----	CD	OPER	DATE
		12/21/06	02M031	0321321	WARSHAO	,L	011223345			PB				
		12/21/06	02M031	0412345	MERRI	,P	123345760	Y		PB				
		12/21/06	02M031	0434567	SAVEZ	,H	111114445			ST				
		12/21/06	02M031	0678901	YUGO	,J	222634565			ST				
		12/21/06	02M031	0701234	FRAEMAO	,D	201345678			LC				
		12/21/06	02M031	0723456	CHOWON	,B	098786543			ST				
		12/21/06	02M031	0732109	FONKLER	,A	076544321			ST				
		12/21/06	02M031	0764331	GOLNAN	,M	290987654			FP				

CONFIRM:

ENTER-PROCESS    F1-LOOKUP    F3-MENU    F5-PREV SCR    F6-VIOL ERROR    F7-BACK  
F8-FWD    F9-PREV LOC    F10-NEXT LOC    F11-PREV PERIOD    F12-NEXT PERIOD    CLEAR-EXIT

- H** **A:** the Action field is for DHR use only.
- I** **FT:** A **Y** displayed indicates that this is the first time a violation of this type occurred at this location for this substitute.
- J** **VI:** Displays the violation code.  
**PB-** Problem code  
**FP-** Fingerprint  
**LC -** License  
**ST-**Status

Repeated **Pressing** of **F6** will display error message(s) and multiple violations.

- K** **OVERRIDE CD:** The approval code, **A**, or disapproval, **U**, is displayed here after an update by DHR. The operator and date of entry are also displayed.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM  
12/21/2006 12:19 PER DIEM MENU

ES5M001

FUNCTION	DESCRIPTION
01	TIMEKEEPING MENU
02	PAYROLL MENU
03	UTILITY MENU

Step 2

FUNCTION: 02

ENTER-PROCESS F3-PREV MENU CLEAR-EXIT

Step 3

## Per Diem Menu

**Purpose:** Sign On to the Payroll Menu

**Step 1:** Access the Per Diem Menu from the PDPS menu on DB2.

**Step 2:** Type **02** in the FUNCTION field to access the Payroll Menu.

**Step 3:** Press ENTER. The Per Diem Payroll Menu will appear.

USER: JSMITH                    N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM                    ES5MP00  
12/21/2006 12:25                    PAYROLL MENU

- |                          |                              |
|--------------------------|------------------------------|
| 01 SERVICE SUMMARY       | 07 JOURNAL ENTRY             |
| 02 CHECK LISTING         | 08 ADJUSTMENT LIST           |
| 03 PAY DETAIL HISTORY    | 09 TIME NOT APPROVED SUMMARY |
| 04 SALARY HISTORY/UPDATE | 10 RATE TABLES               |
| 05 SERVICE ACCUMULATORS  | 11 BULK JOB INQUIRY          |
| 06 CAR ACCRUAL AND USAGE | 12 RECONCILIATION            |

**Step 1**

**FUNCTION:**  
SSN:

**Step 2**

**EIS ID:**  
LOCATION:

**ENTER-PROCESS**    F3-PREV MENU

CLEAR-EXIT

**Step 3**

## Per Diem Payroll Menu

After performing all of the Sign On steps, you will arrive at the Per Diem Payroll Menu.

The functions available from this menu will assist in resolving payroll inquiries for Per Diem employees.

FUNCTIONS **01** through **06** are accessed for individual employees.

**Step 1:** **Type** the number of the selected function in the FUNCTION field.

**Step 2:** **Type** the EIS ID of the employee in the EIS ID field.

**Step 3:** **Press** ENTER. The screen for the selected function will appear.

USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5MP01  
 12/21/2006 13:05      SERVICE SUMMARY

EIS ID: 0701234      LOC:      PAY END DT:      CHECK DT:  
 SOC SEC: 112233445      NAME: BARBERIA      , M PAY ST:      ST:

**A**

**H**

ACT	PAY END DT	LOC	TL/EV	DESC	DD	HH:MM	ST	PAY	EE	FD	CHECK DT
	12/31/06	02M031	CLSWF		003	00:00	F	C			12/31/99
	12/15/06	02M031	CLSWF		006	00:00	F	A			12/31/99
	10/30/06	02M031	CLSWF		006	00:00	F	P			12/05/06
	10/15/06	02M031	CLSWF		007	00:00	F	P			12/05/06

**B**

**C**

**D**

**E**

**F**

**G**

ENTER-PROCESS      F1-DATA LOOKUP      F3-MENU      F5-PREV SCR      F7-BACK      F8-FWD  
 F11-PREV PERIOD      F12-NEXT PERIOD      CLEAR-EXIT

The Service Summary displays a summary of an individual's service by pay period and location. Use this screen to answer payroll inquiries for an employee. Information can be selected by location, payroll status, per diem status, or check date. Searches can be performed using single or multiple criteria. The data is updated nightly.

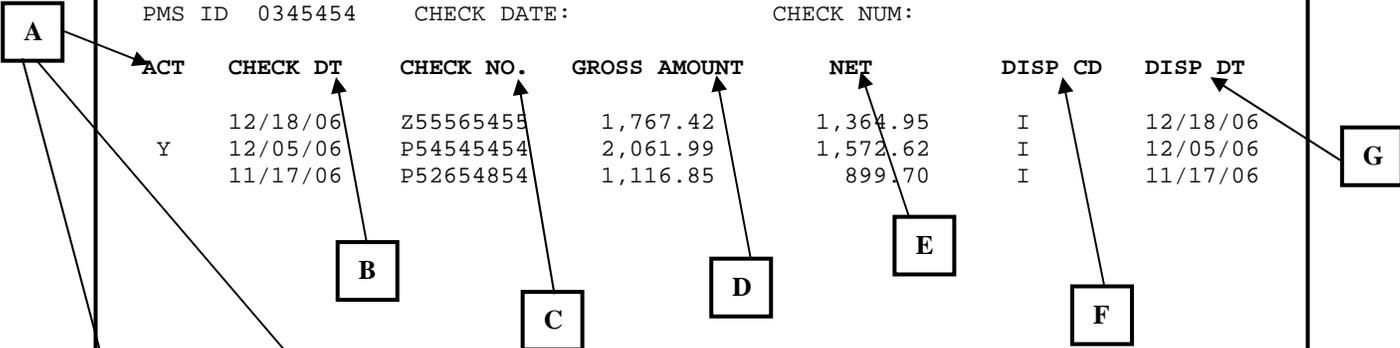
- A** **ACT:** In the Action field, codes are used as a quick access to other functions.  
T- Timekeeping detail  
K-Check listing  
Y-Salary History  
P-Pay Detail
- B** **PAY END DT:** Displays the Payroll End Date for each pay record.
- C** **TL/EV:** Displays the Title code of the position or the Event code from the timekeeping entry.
- D** **DESC:** Displays a short Description or 3 the Event code.
- E** **ST:** The Per Diem Status, whether the service was **O**, **Z** or **F** status.
- F** **PAY:** Payroll Record Status displays the payment and approval status of the entry:  
C- Timekeeper Confirmation  
A- Approved  
P- Paid
- G** **FD:** An **F** in the Funding Status indicates a funding freeze that is preventing payment. The record status could be approved while waiting for the funding problem to be addressed. Once the problem is resolved, the code will be removed and payment will occur on the next payroll.
- H** **CHK DT:** Displays the Date the Check was issued.

A service line will reflect a negative transaction by the placement of a minus sign before the DD HH: MM field.

USER: JSMITH N.Y.C. DEPARTMENT OF EDUCATION PER DIEM SYSTEM ES5MP02  
12/21/2006 14:14 CHECK LISTING

EIS ID 0754321 SOCSEC: 112233445 NAME: BARBER MARY  
PMS ID 0345454 CHECK DATE: CHECK NUM:

ACT	CHECK DT	CHECK NO.	GROSS AMOUNT	NET	DISP CD	DISP DT
	12/18/06	Z55565455	1,767.42	1,364.95	I	12/18/06
Y	12/05/06	P54545454	2,061.99	1,572.62	I	12/05/06
	11/17/06	P52654854	1,116.85	899.70	I	11/17/06



ENTER-PROCESS F1-LOOKUP F3-MENU F5-PREV SCR CONFIRM:  
F9-CHK REGISTER F10-CHK STUB CLEAR-EXIT F7-BACK F8-FWD

The Check Listing provides a listing of all checks that have been issued to an individual. The check listing screen is the only access you have to the Check Stub Detail and the Check Register. You can search for a check by **Typing** the Check Number or Check Date in the fields provided near the top of the screen.

**A**

**ACT:** Action codes give your quick access to other functions.

**P-** Type a **P** for Pay Detail History and **Press Enter**

**Y-Type** a **Y** to select a check and then **Press F9** to view the Check Register, or **F10** to view the Check Stub Detail.

**B**

**CHECK DT:** Displays the Date the Check was issued.

**C**

**CHECK NO. :** A 9 digit code with a leading alpha character of **P** (Paper check) or **Z** (Direct Deposit).

**D**

**GROSS AMOUNT:** Displays the gross amount paid on the specified date.

**E**

**NET:** Displays the net amount paid on the specified date.

Net is the gross amount, minus withholding for taxes and other deductions.

**F**

**DISP CD:** Disposition Codes identify the status of the check

**I** -Check issued

**S**-Paper stop has been placed on the check

**H**-Hold check

**C**- Pending cancellation of check

**W**-Finalized cancellation sent to PMS (NYC Payroll Management System)

**M**- Released check to employee by mail

**R**- Released check to employee

**G**

**DISP DATE:** The effective date of the Disposition.

USER: JSMITH N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM ES5MP03  
12/21/2006 14:32 CHECK REGISTER

NAME: BARBER , MARY EIS ID: 0754321 SOCSEC: 112233445  
ADDR: 16 SCHOOL LANE APT: CHECK NO: P54545454 DATE: 12/05/2006  
COURT PLAZA , NJ 00031 DISP CD: I DISP REASON: CHECK ISSUED  
FED M ST/EX: B/00 STATE M ST/EX: B/00 CITY M ST/EX: B/00

-----DEDUCTION INFORMATION-----

CODE	DESCRIPTION	AMT	CODE	DESCRIPTION	AMT
6010	FICA TX EMP	127.84	6012	MDICARE-EMP	29.90
6015	FED WTHD	228.26	6020	ST WTHD	103.37

TOTAL DD HH:MM: 07 00:00 GROSS: \$ 2,061.99 NET: \$ 1,572.62 DED: \$ 489.37

F3-MENU F5-PREV SCR F10-CHECK STUB F11-CHECK LISTING CLEAR-EXIT

The CHECK REGISTER screen displays the paycheck data and deductions withheld.

The Check Register displays the specific check selected from the CHECK LISTING (Function **02** on the PAYROLL MENU).

To access the CHECK STUB, **Press F10.**

To return to the CHECK LISTING, **Press F11.**

The Check Register displays the tax status codes that the tax deduction calculations are based on. It also displays the address to which the check was mailed.

USER: PMOY  
12/21/2006 14:57

N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM  
CHECK STUB DETAIL

ES5MP04

NAME: BARBER, MARY  
ADDR: 16 SCHOOL LANE  
COURT PLAZA

APT: , NJ 00031  
CHECK NO: P54545454

EIS ID: 0754321  
SOCSEC: 112233445  
DATE: 12/05/2006

-----SERVICE DETAIL-----

ACT	LOC	ADJ	RATE	DD	HH:MM	AMT	EARNED PD
P	02M031		294.57	05	000:00	1,472.58	11/15/06
	02M031		294.57	01	000:00	294.57	10/31/06
	79M555		294.57	01	000:00	294.57	11/15/06

A

B

C

ENTER-PROCESS  
F9-CK REGISTER

F1-LKUP  
F11-CK LISTING

F3-MENU  
CLEAR-EXIT

F5-PREV SCR

F7-BACK

F8-FWD

The Check Stub displays the data on the pay stub of a specific check. It contains payment details for each location where an employee worked. Information is summarized by the time earned within a pay period, the location and the rate.

- A** **ACT:** Action codes allow quick access to other screens.  
**P**-Pay Detail History
  
- B** **ADJ:** Adjustments are displayed by location. The lump sum amount of the payment is displayed under the AMT column.  
**DIF**- differential  
**GRV**-grievance  
**INT**-interest  
**PRP**-Preparation period payment  
**VAC**-Vacation payment  
**ADJ**-misc.  
**OTH**-other, collapsed data greater than 15 lines
  
- C** **AMT:** Amount displays either the amount earned based on the Pay Details, or the adjustment amount.

USER: JSMITH  
 12/21/2006 15:21

N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM  
 PAY DETAIL HISTORY

EIS ID 0754321  
 DISP DATE:

SOCSEC: 112233445  
 NAME: BARBER, MARY  
 CHECK NUM: P54545454

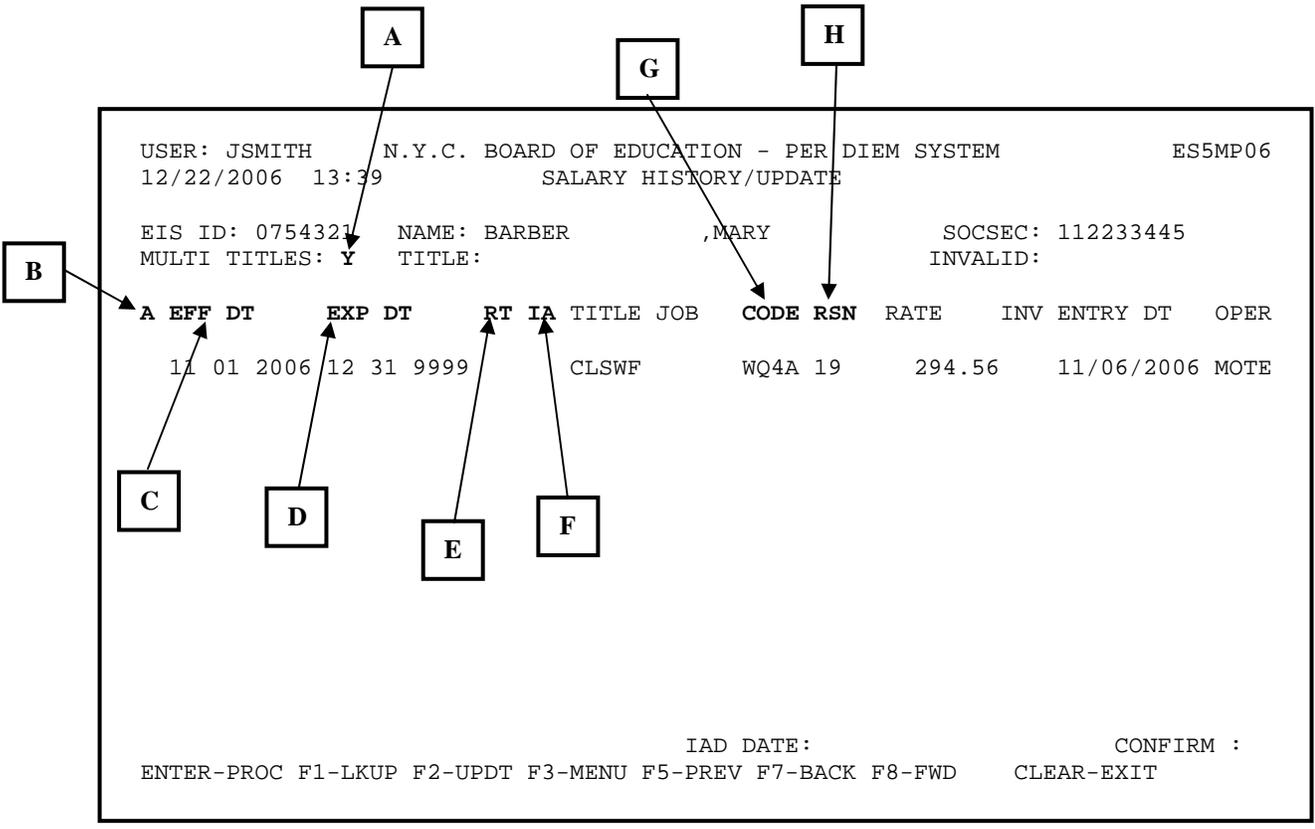
PMS

ES5MP05

A	B	C	D	E	F	G							
CHECK NUM	SVC	DATE	EVNT	LOC	TITLE	JOB	EVENT	ST	AMT	ADJ	DS	DISP	DT
P54545454		11/01/06	1095	02M031	CLSWF	G6633	F	\$	294.57	I		12/05/06	
P54545454		11/02/06	1095	02M031	CLSWF	G6633	F	\$	294.57	I		12/05/06	
P54545454		11/07/06	1095	02M031	CLSWF	G6633	F	\$	294.57	I		12/05/06	
P54545454		11/08/06	1095	02M031	CLSWF	G6633	F	\$	294.57	I		12/05/06	
P54545454		11/09/06	1095	02M031	CLSWF	G6633	F	\$	294.57	I		12/05/06	
TOTAL GROSS PAY :									\$	2061.99			

ENTER-PROCESS    F1-LKUP    F3-MENU    F5-PREV SCR    F7-BACK    F8-FWD    CLEAR-EXIT





Salary History/Update displays the current and prior titles, salary codes and salary rates for each **F** and **Z** status employee. This screen also identifies differentials earned by **O** status Per Diem employees. This information will be applied when the employees serves in a full time position.

- A** **MULTI TITLES:** A **Y** in this field indicates that salary data for Multiple Titles is displayed. You may search for a specific Job Title by **Typing** that title code in the TITLE field near the top of the screen.
- B** **A:** Action codes allow for quick access to other screens.  
**M** – Service accumulator
- C** **EFF DT:** The Effective Date of salary update.
- D** **EXP DT:** The Expiration Date of a salary record (12/31/9999 indicates current data).
- E** **RT:** A Retroactive indicator shows that a Retroactive payment was made for salary update.
- F** **IA:** An Interest indicator shows that Interest was paid for a salary update.
- G** **CODE:** This Code identifies both the employee’s salary code and salary step.
- H** **RSN:** The Reason field indicates why there has been a salary update

- |   |  |
|---|--|
| <b>GV</b> - Grievance                                 | <b>OP</b> -Refund to correct overpayment deduction   |
| <b>11</b> -Arrears for salary differential            | <b>12</b> -Contract arrears                          |
| <b>13</b> -Arrears for salary increment               | <b>16</b> -Arrears for vacation allowance            |
| <b>19</b> -Arrears due to understatement              | <b>39</b> -Deduction to correct overpayment          |
| <b>81</b> -Prior year arrears for salary differential | <b>82</b> -Contract arrears prior year               |
| <b>83</b> -Prior year arrears for salary increment    | <b>86</b> -Prior year arrears for vacation allowance |
| <b>89</b> -Prior year arrears due to understatement   |  |

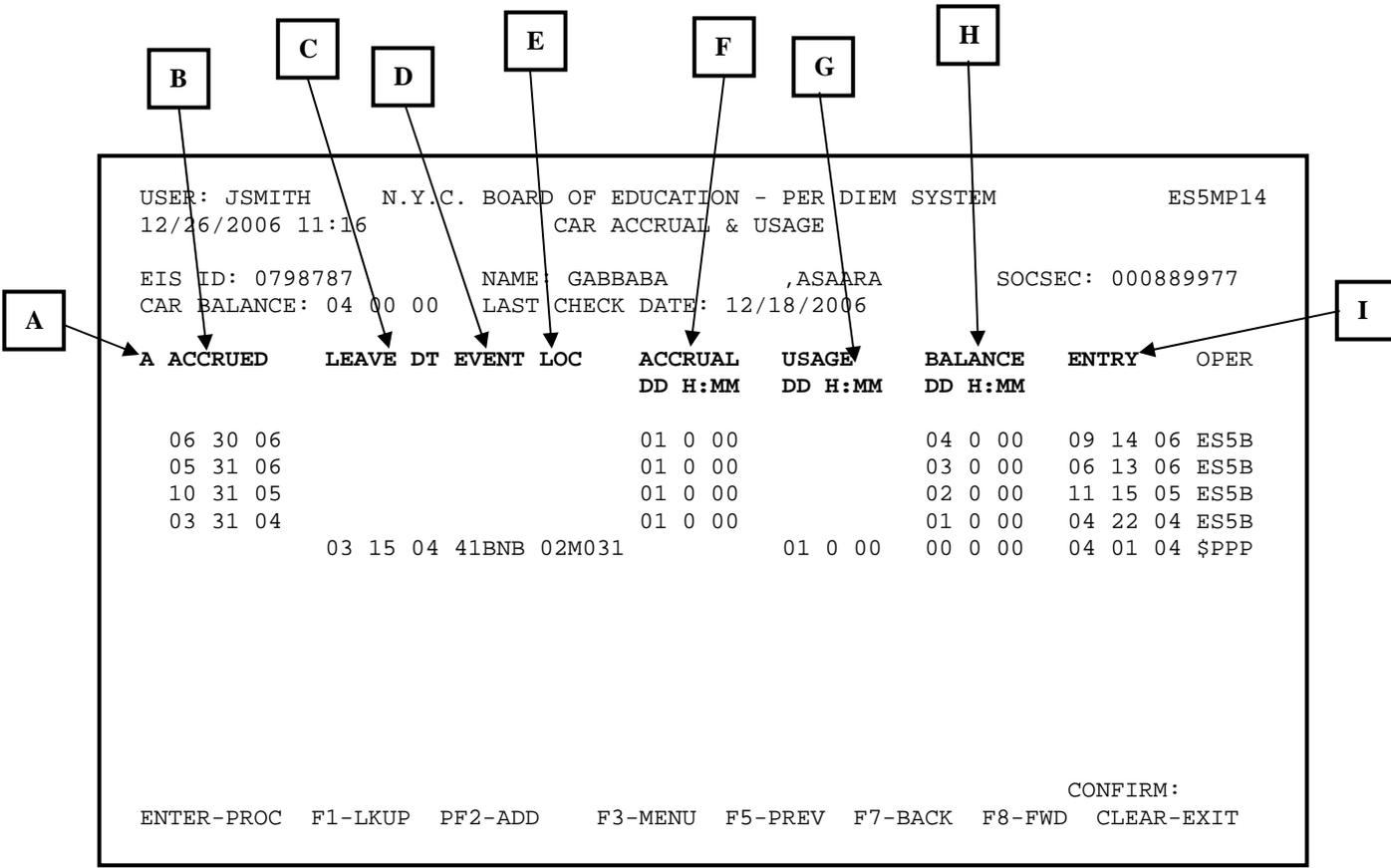


## Learn About Service Accumulators

Payroll Function 05

The Service Accumulators screen displays the counts of the days worked by an employee. The counts are used to process Step increments for **F** and **Z** Per Diem and regular substitutes. It can display counts for up to four titles. Press the **F9** key to access the Monthly Accumulator Screen.

- A** **LAST CHECK DATE:** Displays the date of the last check paid to a Per Diem employee.
- B** **CAR BALANCE:** Displays Cumulative Absence Reserve balances from the CAR ACCRUAL AND USAGE screen. This CAR balance applies to **F** and **Z** status only.
- C** **POS GROUP:** The Position Group indicates the title of service.
- D** **SALARY CODE:** Displays the employee's latest salary code on the Per Diem payroll.
- E** **SALARY STEP:** Displays the employee's latest salary step on the Per Diem payroll.
- F** **INC COUNTER:** Displays the number of days, hours and minutes of substitute service accrued toward the 175 days for a step Increment. When an Increment is granted, the counter is reset to zero. If the substitute is at the maximum step for their title, an increment is not given, and the counter continues to accumulate time.
- G** **LAST INC DATE:** Is the Date of the latest Increment.
- H** **PREVIOUS INC DT:** Displays the Date the previous Increment was granted.
- I** **O STAT COUNTER:** Displays the days, hours and minutes of O Status service.  
O Status service is not applicable to the calculation of increments.
- J** **MONTHLY COUNTS:** Press **F9** to access the Monthly Counts screen (not shown).  
This is a count of days by month worked by an employee as **O**, **F** and/or **Z** status.



The Cumulative Absence Reserve (CAR) screen displays the accrual, usage and balance of CAR calculated from paid Per Diem service. CAR is applicable to **F** and **Z** status employees only, and is combined across all titles.

- A**: Action codes allow quick access to other functions.  
**T**-Timekeeping detail.
- B** **ACCRUED**: Displays the effective dates of each accrual of CAR.
- C** **LEAVE DT**: Displays the Dates of CAR usage.
- D** **EVENT**: Displays the code explaining the absence.
- E** **LOC**: Is the Location where the accrual or usage of CAR occurred.
- F** **ACCRUAL DD HH:MM**: Is the amount of accrued time.
- G** **USAGE DD HH:MM**: Is the amount of CAR used.
- H** **BALANCE DD HH:MM**: Is the balance of accrued time.
- I** **ENTRY**: Is the date of each entry.

A → USER: JSMITH  
 B → DIST: 02  
 C → REQ CONF  
 D → REQ APR  
 E → FUND FRZN

ACT	ORG UNIT	REQ CONF	REQ APR	EE SUSP	FUND FRZN
	02M077	2	0	1	0
	02M086	4	0	0	1
	02M089	0	3	0	0
	02M104	0	2	1	0
	02M111	0	0	0	0
	02M114	0	1	0	0
	02M116	0	7	0	0
	02M124	2	11	0	0
	02M126	0	0	0	0
	02M130	0	31	0	1
	02M131	0	0	2	0
	02M150	0	4	0	0
	02M151	0	0	0	0
	02M158	1	22	0	0

ENTER-PROCESS    F1-LOOKUP    F2-ALT VIEW    F3-MENU    F5-PREV SCR  
 F6-NXT PD    F7-BACK    F8-FWD    F9-PRIOR LOC    F10-NEXT LOC    CLEAR-EXIT

The Time Not Approved screen provides supervisors with a tool to monitor the number of timekeeping transactions per school **THAT WILL NOT BE PAID**. The data includes pending actions from current and prior payroll periods.

- A** **ACT:** Type an **O** in this Action field and **Press** ENTER for quick access to the Timekeeping Roster/Approval Screen. You can then view the details of time not approved and take appropriate action.
- B** **REQ CONF:** Transactions that have been generated but have not been Confirmed by the timekeeper.
- C** **REQ APP:** Confirmed transactions that lack the Required supervisory Approval.
- D** **EE SUSP:** Transactions Suspended because Employment Eligibility Violations exist after time was generated.
- E** **FUND FRZN:** Transactions where Funding is Frozen (not available).  
Entries may be confirmed and/or approved but will not be paid until the funding issue is resolved.

A     B     C     D     E     F     G     H

```

USER: JSMITH     N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM     ES5M001
12/26/2006     12:13     BULK JOB INQUIRY

LOCATION: 02M031     TITLE:

A JOB     TITLE     LOC     DESCRIPTION (JOB COST - EXPEND - PEND EXP = AVAIL)     REM
HHH:MM
G5GGG TRTRD 02M031     0000     000     000     000
G5432 TRTRD 02M031 ABSENCE CO     3472     578     144     2749
G5987 TRTRD 02M031 PROFESSION     5788     434     723     4630
G5967 TRTRD 02M031 ABSENCE CO     4051     723     434     2894
G5988 TRTRD 02M031 ABSENCE CO     46304     7296     4051     34955
G6HHH CLSWF 02M031 GUIDANCE P     29839     3829     2651     23359 604:30
G68AA TRTRD 02M031 ABSENCE CO     24598     9839     6366     8392

ENTER-PROCESS     F3-MENU     F5-PREV     F7-BACKWARD     F8-FORWARD
F9-PREV LOC     F10-NEXT LOC     F11-PREV TITLE     F12-NEXT TITLE     CLEAR-EXIT
  
```

I

The Bulk Job screen is a tool used to monitor the expenditures for Per Diem service. The initial Job Cost is established in EIS when the Job is created. This screen provides a summary of not only the paid expenditures, but the pending expenditures from the current timekeeping as well. It computes the available funding and remaining hours. The data is updated nightly. A district may access all the locations in their district or specify a school.

- A** **JOB:** Displays the Job ID as created in EIS or Galaxy.
- B** **TITLE:** Displays the Title associated with the job.
- C** **LOC:** Location code associated with the Job ID.
- D** **DESCRIPTION:** Displays the short Description of the job.
- E** **JOB COST:** Displays the cost of the Job.
- F** **EXPEND:** Expenditures reflects paid service.
- G** **PEND EXP:** Pending Expenditures reflects time recorded (confirmed and approved) but not yet paid.
- H** **AVAIL:** Available funding is calculated by subtracting the expenditures and pending expenditures from the job cost.
- I** **HRS:** Reflects the remaining Hours calculated for this bulk job, based on the **O** status rate.

This screen may also be accessed from the timekeeping screens. Place the cursor on the Job ID field and **Press** the **F1** key.

You can search for a Location or a Job title by **Typing** a LOCATION code and/or Job TITLE code in the appropriate field near the top of the screen. **Press** ENTER to process the search.



## Name Lookup

**PURPOSE:** To search for employee information by name, EIS ID or Social Security number. A search will display NAME, EIS ID, SOCSEC (Social Security number) and Telephone Number. It will also display the last date and location of Per Diem service.

On the Timekeeping Menu, **Type 04** and the Location to access the Per Diem Timekeeping Detail Screen.

**Step 1:** With the cursor in the EIS ID field, **Press F1, LOOKUP**, to access the NAME LOOKUP screen.

NAME LOOKUP can be accessed from any screen when you **Press** the **F1** key with the cursor in the EIS ID search field near the top of the screen. You can also access the Name Lookup Function 01 on the Utility Menu (03 on the Per Diem Menu).

Step 2

```
USER: JSMITH      N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM      ES5M002
12/27/2006 10:36      NAME LOOKUP

LAST NAME: SMIR      INITIAL :
EIS ID   :           SOC SEC  :
```

A	LAST NAME	FIRST	EIS ID	SOC SEC	PHONE	LAST LOC	LAST SVC
	SMIRIGLIO	SALVATORE	0444321	099999777	9146660505		
S	SMIRK	CHRISTINE	0777666	088557711	2126899985		
	SMIRNIOTIS	ANGELA	0886622	123454545	7182740000		
	SMIRNOFF	RITA	0645321	163636377	9144788882		
	SMIRTI	DONALD	0645000	116644455	7184444947		

ENTER-PROCESS F3-CANCEL CLEAR-EXIT F7-BACKWARD F8-FORWARD

Step 3

Step 4

Name Lookup, cont.

**Step 2: Type** the employee's last name in the NAME field, and **Press** ENTER.

This function allows the use of partial or incomplete spellings, and will display all names beginning with those letters. To limit the search, the first initial may be entered in the INITIAL field.

**Step 3: Type** an S in the Action field to select the appropriate employee.

**Step 4 : Press** ENTER. This action will return you to the previous screen (for example, Timekeeping Detail) and will display the EIS ID for that person.

**Step 5: Press** ENTER to continue processing for this employee.

Addendum: Department of Education Title Codes for Q746 Per Diem Payroll

Titles ending in **D**  
are used for **O** and **Z** status  
day to day substitutes.

Titles ending in **F**  
are used for the Scheduled/  
Part Time substitutes.

O and Z Status Day to Day substitutes

F Status Scheduled/Part Time  
Substitutes

Title      Description

AETRD Per Diem- Adult Educator

CLSPD Per Diem- School Psychologist

CLSWD Per Diem- School Social Worker

GCGCD Per Diem- Guidance Counselor

LBLAD Per Diem- Lab Specialist/Asst

SYSYD Per Diem- Secretary

TRHBD Per Diem Tchr- Homebound

TRTRD Per Diem Tchr- General Ed.

TRTSD Per Diem Tchr- Special Ed.

TRVCD Per Diem Tchr- Vocational

Title      Description

CLSPF Per Diem- School Psychologist

CLSWF Per Diem- School Social Worker

GCGCF Per Diem- Guidance Counselor

LBLAF Per Diem- Lab Specialist/Asst.

SUAPF Per Diem –Assistant Principal

SUPLF Per Diem- Principal

SUSUF Per Diem-Supervisor

SYSYF Per Diem- Secretary

TREVF Per Diem Tchr.-Ed. Evaluator

TRTRF Per Diem Tchr. – General Ed.

TRTSF Per Diem Tchr.- Special Ed.

TRVCF Per Diem Tchr.- Vocational