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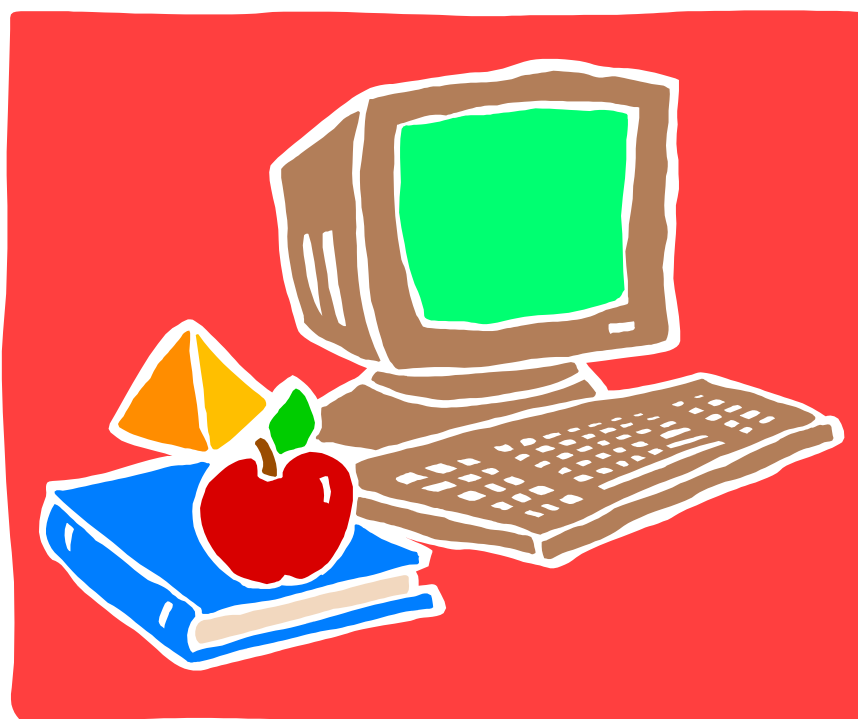
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**DIVISION OF FINANCIAL OPERATIONS**

**ADMINISTRATIVE/SUPPORT PAYROLL**

# ***Administrative Payroll System***

## **(APRL)**





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**ADMINISTRATIVE/SUPPORT PAYROLL**

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## **Chapter I: Introduction**





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## **INTRODUCTION**

The following is an updated version of the comprehensive **Administrative Payroll System's (APRL) Manual** for administrative employees on payroll bank H740 (Annual Administrative, Daily Administrative and Hourly Administrative Employees). This manual was created to guide and inform Personnel Directors, Timekeepers, Payroll Secretaries, and all other payroll and/or personnel staff on the different procedures involved in the accurate processing of payroll transactions.

The processes discussed in this manual are supported by the appropriate screen print from the APRL system and other payroll documents.

Understanding these payroll procedures and the calculations involved will help you respond to the inquiries from timekeepers, payroll secretaries and employees.

This will also help you effectively and efficiently perform your tasks that will ultimately improve the accuracy and timeliness of your processes and the employee's payroll check.





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## **Chapter II: APRL Overview**





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## **APRL OVERVIEW**

Administrative Payroll Systems (APRL) is the computer system that processes personnel and payroll transactions for Administrative Annual (H Bank) and Hourly (Z Bank) employees.

Personnel transactions are processed in APRL using the 9902 screen, which is selection '08' from APRL's main menu.

Payroll transactions processed in APRL include overtime pay, deductions, jury duty, etc. In addition, additional compensation for eligible employees are also processed in APRL. This includes longevity, both pensionable and non-pensionable, also, educational differentials which is triggered by a 9902 transaction. All are executed in APRL.

APRL as discussed is used to track annual/hourly payment history and daily activity.

In essence, your detailed training on Administrative Payroll processing and the system in particular will provide you with the necessary tools to retrieve and process information that can better serve the DOE employees, specifically for those whom you are responsible.

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## A. Accessing APRL

### LOGGING ON APRL

NEW YORK CITY PUBLIC SCHOOLS					
NYC PUBLIC SCHOOL Native Services		NYS Services		CITYNET Services	
-----		-----		-----	
T	-TSO/ISPF	RP	-RMDS PROD	VM41 -SED	Z -FISA
P	-CICS PROD	RT	-RMDS TEST	SEDU -SED UNISYS	CSC -CSC
C	-CICS TEST	EM	-EMAIL	(AXUSYS)	COM -COMPTROLLER
CQ	-CICSQA	OMS	-OUTPUT MGMT	DOL -NYS DOL	
K	-KEY/MASTER	XP	-XPTR		
I	-IDMS PROD	ATS	NYCBOE-ATS PRD		
S	-IDMS SYSTEST	OMSHS-	H.S. OMS		
U	-IDMS UNITTEST				
DU	-CICS/DB2 UNIT				
DR	-CICS/DB2 TRAIN	UAPC Services			
PP	-PASSPORT PROD	-----			
PR	-PASSPORT TRAIN	UA	-UAPCNET		

For assistance, including EIS password resets, call the Support Center at (718) 488-3950. For PASSPORT help call (718) 391-6248.  
 To Refresh the Screen hit CLEAR then ENTER.  
 For TSO enter Service followed by a blank and then userid.  
 Service Desired ==>P

From the New York City Board of Education Main menu, Type in 'P' and press enter.



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APRL

On the blank screen, type in 'APRL' and press enter. This will bring you to the APRL Bulletin Board.

```
FIN70001                NEW YORK CITY BOARD OF EDUCATION                APRLMSB
                        ADMINISTRATIVE PAYROLL/PERSONNEL BROADCAST SCREEN
ENTER PASSWORD          DEPT CODE

ENTER=MENU PF6=NEXT PAGE CLEAR=END SESSION
PF9=CLEAR SCREEN PF10=CREATE MESSAGE PF11=EDIT MESSAGE PF12=DELETE MESSAGE
```

Press Enter to go to the APRL Main Menu.





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### B. 08 Screen - Position Control for Annual and Hourly Personnel

```

08/27/02                ADMINISTRATIVE PAYROLL SYSTEM                APRLM01
FIN70005                MENU                                        APRLMS1

                FUNCTION CODES

01 - ADM PAYROLL        - BROWSE            11 - PENDING            - INQUIRY/UPD
02 - MASTER FILE        - INQUIRY/UPD    12 - DP2001            - ADD/UPD/DEL
03 - EMPLOYEE ID        - UPDATE         13 - EQUITY/LONGEVITY  - INQ/AUTHORIZE
04 - RETIREMENT         - INQUIRY/UPD    14 - Z-BANK DAILY HIST - INQUIRY
05 - HISTORY FILE       - BROWSE/CHANGE  15 - PERSONNEL DATA   - INQUIRY
06 - APPT AND TITL DT   - UPDATE         16 - PROBLEM FILE      - INQUIRY/UPD
07 - TABLE FILE        - INQUIRY/UPD    17 - H-Z CHECK REGISTER
08 - 9902                - BROWSE         18 - TRS ANNUITY PAYMENTS
09 - Z BANK HOURS       - INQUIRY/UPD    19 - FUNDING MENU
10 - OVERTIME/DEDUCT    - BRW/INQ/UPD    20 - NURSES AND THERAPISTS SUBSYSTEM

                ENTER PASSWORD                AND
                DEPT CODE

                FUNCTION CODE: 08                EMPLOYEE ID:

                ENTER ==> ACCESS REQUESTED SCREEN    CLEAR ==> END SESSION
  
```

Enter '08' as the Function Code to go to the Position Control for Administrative Annual and Hourly Personnel Screen.

```

NEW YORK CITY BOARD OF EDUCATION                APRLM10
POSITION CONTROL FOR ADMINISTRATIVE ANNUAL (H740) AND HOURLY (Z740) PERSONNEL
BROWSE SELECT AND ADD SCREEN

NAME                SOC SEC    ENTRY-DT    SQ    PER-AP-DT    PR-ACC-DT    TRCD    ST
DUMMY REC                000-00-0000    00                00    D
RYDER                J    000-00-0000    04/03/95    01    04/03/95                06    D
RYDER                J    000-00-0000    04/03/95    02    04/03/95                06    D
CROWE                K    000-00-0000    01/22/97    01    01/22/97                12    D
MOORE                M    000-00-0000    09/26/97    01                13    D
COOPER                V    000-00-0000    09/30/97    01    09/30/97                30    D
PEELS                G    000-00-0000    11/24/97    01    11/24/97                06    D
STANCZUK                R    000-00-0000    11/25/97    01    11/25/97                01    D
STANCZUK                R    000-00-0000    11/26/97    01    11/26/97                01    D
TEMPONE                J    000-00-0000    01/20/98    01    01/20/98                30    D
MATHEW                O    000-00-0000    12/28/98    01    12/28/98                06    D
PACKER                J    000-00-0000    01/25/99    01    01/25/99                06    D
IOVINO                M    000-00-0000    02/04/99    01    02/04/99                06    D
MATASSA                F    000-00-0000    02/25/99    01    02/25/99                01    D
SOC SEC:
NAME:
STATUS:                P=PENDING    F=FINALIZED    R=REJECTED    BLANK=ALL
** TO SEL REC ENTER AN (S) IN FRONT OF RECORD NAME. **
ENTER: SEL REC    PF1-13: FORWARD    PF2-14: BACKWARD    PF3-15: ADD RECORD
PF4-16: SEL VCF LOG NO:    PF12: MENU    CLEAR: END SESSION
  
```

This screen allows you to browse or inquire on 9902 transactions for a specific employee. By entering the employee's last name or social security number. Press F1 to inquire. The screen will show all employees with the same social security number or last name you have entered.



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NEW YORK CITY BOARD OF EDUCATION								APRLM10
POSITION CONTROL FOR ADMINISTRATIVE ANNUAL (H740) AND HOURLY (Z740) PERSONNEL								
BROWSE SELECT AND ADD SCREEN								
NAME		SOC SEC	ENTRY-DT	SQ	PER-AP-DT	PR-ACC-DT	TRCD	ST
		999-88-8777	03/21/96	01	03/21/96	03/26/96	12	F
		999-88-8777	04/08/99	01	04/08/99	04/12/99	42	F
		999-88-8777	03/01/95	01	03/01/95	03/13/95	12	F
		999-88-8777	04/04/88	01	04/04/88	04/05/88	06	F
		999-88-8777	01/10/91	01	01/10/91	01/15/91	26	F
s		999-88-8777	04/08/92	01	04/08/92		06	D
		999-88-8777	04/09/92	01			06	D
		999-88-8777	04/09/92	02	04/09/92	04/14/92	06	F
		999-88-8777	04/09/92	03	04/09/92	04/14/92	29	F
		999-88-8777	05/05/94	01	05/05/94	05/09/94	26	F
		999-88-8777	05/05/94	02	05/05/94	05/19/94	13	F
		999-88-8777	05/05/94	03	05/05/94	05/19/94	08	F
		999-88-8777	05/05/94	04	05/05/94	05/26/94	16	F
		999-88-8777	06/27/94	01	06/27/94	06/28/94	26	F

SOC SEC:  
NAME: SMITH  
STATUS: P=PENDING F=FINALIZED R=REJECTED BLANK=ALL  
\*\* TO SEL REC ENTER AN (S) IN FRONT OF RECORD NAME. \*\*  
ENTER: SEL REC PF1-13: FORWARD PF2-14: BACKWARD PF3-15: ADD RECORD  
PF4-16: SEL VCF LOG NO: PF12: MENU CLEAR: END SESSION

Select the appropriate employee by entering an 'S' next to the record and pressing enter.



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**Position Control Screen - 9902**

02/11/05	NEW YORK CITY BOARD OF EDUCATION	APRLM11
	DIVISION OF PERSONNEL	SEGMENT 00
POSITION CONTROL FOR ADMINISTRATIVE ANNUAL (H740) AND HOURLY (Z740) PERSONNEL		
SOCIAL SECURITY: 000 00 0000	LNAME: DUMMY REC	FN MI
ST:	CITY:	ZIP:
ACTION TYPE: 0	TRANS CODE: 00	TC-SUFF:
BACTS TYPE: 0	VCF NUMBER:	RULE NO:
EFFECTIVE DATE:		
T.A.I. DATE: 00 00 00	CURR SALARY:	
CURR ACCT CODE:	SALARY:	TAX EXEMPT:
ACCT LOC CD :	CUR TITLE CD	
RESP. CENTER:	TITLE CODE:	LEVEL:
HOURS/WEEK: 00.0	SCH.HOURS: 00.0	TITLE:
	BUDGET CODE	FIN DIST QUICK CODE LINE NO. POSITION NO.
CURRENT		
PROPOSED		
COMMENTS:		
		OPID:
9902 ENTRY DATE: 00/00/00	STARS REJECT DATE: / /	
PERSONNEL APPROVAL DATE: / /	DELETE DATE: / /	
PAYROLL ACCESSED DATE : / /	STATUS: D	
PF2 UPDATE RECORD	PF4 ADD RECORD	PF5 DELETE RECORD
PF9 NOTEPAD	PF12 MENU	CLEAR END SESSION
		PF6 BROWSE 9902
		PF13 LOC INQ

By entering an 'S' next to the transaction you have selected and pressing enter, APRL brings you to the 9902 screen. This screen provides you all the details for the transaction. The following are some of the information this screen provides:

- Employee's name
- Social security number
- Address
- Transaction code
- Effective date
- Salary (current and new)
- Current titled code
- Title
- Distribution Code
- Comments



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FIN70047	DEPARTMENT OF EDUCATION	APRMS47
02/25/05 16:27	ADMINISTRATIVE PAYROLL SYSTEM	APRMP47
SSN: 000000000	TRAN CODE: 00	OPID: ____
		ENTRY DATE: ____
		UPDATE DATE: ____
1		
2		
3		
4		
5		
6		
7		
NO INFORMATION FOR DELETED RECORDS		
PF3=9902	PF7=UPDATE	PF8=ADD
		PF12=RETURN

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



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**C. 02 Screen - Master File**

```

08/27/02      ADMINISTRATIVE PAYROLL SYSTEM      APRLM01
FIN70005      MENU      APRLMS1
              FUNCTION CODES

01 - ADM PAYROLL      - BROWSE      11 - PENDING      - INQUIRY/UPD
02 - MASTER FILE      - INQUIRY/UPD    12 - DP2001      - ADD/UPD/DEL
03 - EMPLOYEE ID      - UPDATE      13 - EQUITY/LONGEVITY - INQ/AUTHORIZE
04 - RETIREMENT      - INQUIRY/UPD    14 - Z-BANK DAILY HIST - INQUIRY
05 - HISTORY FILE      - BROWSE/CHANGE  15 - PERSONNEL DATA - INQUIRY
06 - APPT AND TITL DT - UPDATE      16 - PROBLEM FILE - INQUIRY/UPD
07 - TABLE FILE      - INQUIRY/UPD    17 - H-Z CHECK REGISTER
08 - 9902      - BROWSE      18 - TRS ANNUITY PAYMENTS
09 - Z BANK HOURS      - INQUIRY/UPD    19 - FUNDING MENU
10 - OVERTIME/DEDUCT - BRW/INQ/UPD    20 - NURSES AND THERAPISTS SUBSYSTEM

              ENTER PASSWORD      AND
              DEPT CODE

FUNCTION CODE: 02      EMPLOYEE ID:
ENTER ==> ACCESS REQUESTED SCREEN      CLEAR ==> END SESSION
    
```

Type in 02 for function code and/or the social security number for the Master File Screen and press Enter.

```

02/11/05 ADMINISTRATIVE PAYROLL SYSTEM      9902-TRAN-CD ___      APRLMS5
EMPLOYEE ID      H740B1      PASSWORD      TRANS CODE _      EFF DATE _____
-----MASTER-----      TRANS      -----MASTER-----      TRANS      CVSR ST      _
FIN DIST..      _      APPT DATE...      _____      OPID
BUD CD....      _____      YONKERS TAX.      _      DATE
QUICK CD..      _____      FED EXEMPT..      ___      WWK      SCH
LINE NO...      _____      STATE CITY..      ___      L ST DATE PEN
ACCT LOC      _____      FICA CLS....      -      _____
CHK DIST..      _____      TX EXCL CD..      -      ORG: _____
TITLE NO..      _____      ADD FED TAX.      -      PGM: _____
PAY CLASS.      -      ADD ST TAX..      -      ORG DUES      ___
SAL-RATE..      _____      TIME HR-MIN.      ___ - ___      FLAG
PAY GRADE.      ___      REMARK CODE.      ___      SUP: _      APPR _
POS NO....      _____      TITLE ENTRY.      _____      HTH: ___
VCF LOG ..      _____      NAME..      _____      WAIVR _

***** ADDITIONAL COMP *****      ***** PAYROLL ADJUSTMENTS *****
----MASTER----- ----TRANS-----      CODE      AMOUNT      TYP      DAY      HR      MN      SALARY      DATE
CD      AMT      CD _      AMT      _____      -      -      -      -      -      -      -
CD      AMT      CD _      AMT      _____      -      -      -      -      -      -      -
CD      AMT      CD _      AMT      _____      -      -      -      -      -      -      -
CD      AMT      CD _      AMT      _____      -      -      -      -      -      -      -

PF1=INQ  2=DTE-UPD  3=BROWSE  4=APPR  5=PENS.INQ-UPD  6=EMPID.UPD  7=UPDATE
PF8=ADD NEW 9=ACCT UPD 10=LOC INQ  12=MENU 15=DEL 16=9902-PERS 20=9902-BYPAS
    
```



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```

02/11/05 ADMINISTRATIVE PAYROLL SYSTEM          9902-TRAN-CD  _  APRLMS5
EMPLOYEE ID      H740B1  PASSWORD      TRANS CODE  _  EFF DATE  _____
-----MASTER-----  TRANS      -----MASTER-----  TRANS  CVSR ST  _
FIN DIST..      _          APPT DATE...      _          OPID
BUD CD....      _          YONKERS TAX..      _          DATE
QUICK CD..      _          FED EXEMPT..      _          WWK      SCH
LINE NO...      _          STATE CITY..      _          L ST DATE PEN
ACCT LOC        _____  FICA CLS....      -          _____
CHK DIST..      _____  TX EXCL CD..      -          ORG: _____
TITLE NO..      _____  ADD FED TAX..      -          PGM: _____
PAY CLASS..      -          ADD ST TAX..      -          ORG DUES  _
SAL-RATE..      _____  TIME HR-MIN..      _ - _  FLAG
PAY GRADE..      _____  REMARK CODE..      _ SUP:  _  APPR  _
POS NO....      _____  TITLE ENTRY..      _____  HTH:  _
VCF LOG ..      _____  NAME..            _ _ _ _ _  WAIVR  _

***** ADDITIONAL COMP *****  ***** PAYROLL ADJUSTMENTS *****
----MASTER-----  ----TRANS-----  CODE  AMOUNT  TYP  DAY  HR  MN  SALARY  DATE
CD  AMT      CD  _  AMT  _____  _____  -  -  -  -  -  _____
CD  AMT      CD  _  AMT  _____  _____  -  -  -  -  -  _____
CD  AMT      CD  _  AMT  _____  _____  -  -  -  -  -  _____
CD  AMT      CD  _  AMT  _____  _____  -  -  -  -  -  _____

PF1=INQ  2=DTE-UPD  3=BROWSE  4=APPR  5=PENS.INQ-UPD  6=EMPID.UPD  7=UPDATE
PF8=ADD NEW  9=ACCT UPD  10=LOC INQ  12=MENU  15=DEL  16=9902-PERS  20=9902-BYPAS
    
```

Type in the social security number, bank number (H740 or Z740), status and press 'F1' to inquire.

If you only know the social security number, press 'F3' to Browse by social security number.

Select the record you would like to retrieve by entering 's' next to the record and pressing 'F2'



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```

02/11/05 ADMINISTRATIVE PAYROLL SYSTEM          9902-TRAN-CD  __  APRLMS5
EMPLOYEE ID      H740B1  PASSWORD      TRANS CODE  _  EFF DATE  _____
-----MASTER-----  TRANS      -----MASTER-----  TRANS  CVSR ST  _
FIN DIST..      _          APPT DATE...      _____  OPID
BUD CD....      _____  YONKERS TAX..      _          DATE
QUICK CD..      _____  FED EXEMPT..      _____  WWK      SCH
LINE NO...      _____  STATE CITY..      _____  L ST DATE PEN
ACCT LOC        _____  FICA CLS....      _          _____
CHK DIST..      _____  TX EXCL CD..      _          ORG: _____
TITLE NO..      _____  ADD FED TAX..      _          PGM: _____
PAY CLASS..      _          ADD ST TAX..      _          ORG DUES  ___
SAL-RATE..      _____  TIME HR-MIN..      _____  FLAG
PAY GRADE..      _____  REMARK CODE..      _____  SUP:  _  APPR  _
POS NO....      _____  TITLE ENTRY..      _____  HTH:  _
VCF LOG ..      _____  NAME..            _____  WAIVR  _

***** ADDITIONAL COMP *****      ***** PAYROLL ADJUSTMENTS *****
-----MASTER-----  -----TRANS-----  CODE  AMOUNT  TYP  DAY  HR  MN  SALARY  DATE
CD  AMT      CD  _  AMT  _____  _____  -  -  -  -  -  _____
CD  AMT      CD  _  AMT  _____  _____  -  -  -  -  -  _____
CD  AMT      CD  _  AMT  _____  _____  -  -  -  -  -  _____
CD  AMT      CD  _  AMT  _____  _____  -  -  -  -  -  _____

PF1=INQ  2=DTE-UPD  3=BROWSE  4=APPR  5=PENS.INQ-UPD  6=EMPID.UPD  7=UPDATE
PF8=ADD NEW  9=ACCT UPD 10=LOC INQ  12=MENU 15=DEL 16=9902-PERS 20=9902-BYPAS
    
```

The master file screen will provide you the current payroll record for the employee. The following are some of the information available on this screen:

- Employee’s Name
- BACIS District
- Accounting Information for the employee. It lists the quick code, line number, location the employee’s payrolls are charged.
- Employee’s distribution code
- Title Code
- Pay Class
- Salary
- Civil Status
- Appt Date
- Tax information
- Longevity, if any.



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## **D. Distribution of Checks (H and Z Bank) Check Return Procedure**

### **H/Z BANK CHECK RETURN PROCEDURE**

Timekeepers are responsible for ensuring that paychecks are only distributed to those employees who are entitled to a paycheck. You must follow the procedure for Check Returns, if you are in possession of a paycheck for an employee who is not entitled to receive one.

There are several reasons why an employee is not entitled to a paycheck or to the full amount of the check. In these circumstances timekeepers must take the appropriate action to ensure that checks are not issued or released to an employee.

**Exhausted Time Balance** is when an employee has used all his/her time balance. When this occurs, the District/FMC must change an employee's payclass to 'H'. This is accomplished by following the steps listed below.

### **PAYCLASS CHANGE TO 'H'**

From the main menu of the APRL system, enter your password, dept., 02 (for the screen number) and press enter.

On the 02 Screen in APRL, enter the employee's social security number and press F1. Enter your password, the transaction code (g), and the effective date of the change. The effective date is the first date for which the employee should not be paid or Sunday's date if the first date is a Saturday or Monday.

Change the payclass to 'H'  
Press F7 to update the record.

After placing an employee on an 'H' payclass, the timekeeper must complete and submit a 9902 to the Division of Human Resources (DHR). This 9902 must state the reason for the employee going off payroll or the reason why the employee was placed on an 'H' payclass.

If payroll has closed, the FMC must fax a request to the Office of Administrative/Support Payrolls requesting the change of the employee's payclass to 'H'. This request must also state the days the employee is entitled to be paid (if any) within the current payroll period. Upon receipt of this letter, the Administrative/Support Payrolls will process this request.

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If there is an overpayment, a Notice of Overpayment is prepared by the payroll officer assigned to your District/FMC. This Notice of Overpayment is sent to the District/FMC and the employee. The Overpayment Notice delineates the overpayment amount, reason for overpayment, percentage rate of recoupment, the recoupment installment amount and schedule. It also states the payroll check date of the first recoupment installment will be recouped from.

**Cessation of services** occurs upon termination of one's employment, resignation or death of an employee. The District/FMC must follow the procedure listed below in regards to exhausted time balance for employees who are no longer working for the Board.

The District/FMC must complete and forward a 9902 to the DHR.

Once this 9902 is processed and entered by the DHR in APRL, the Administrative Payroll Officer reviews the accuracy of the 9902 data entered in APRL. Upon completion of this review, the payroll officer must process this 9902 in APRL.

If there is an overpayment, a Bill of Collection is prepared by the Administrative Payroll officer. This Billing of Collection Form is sent to the Division of Financial Operations' Office of Receivable Accounting (ORA). ORA creates a billing form, which is sent to the employee for collection.

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

**Procedure for Check Returns**

All Checks must be returned to the Division of Financial Operation's Check Management Unit as soon as the District/FMC determines that the employee is not entitled to the check or if the employee cannot be located.

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

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

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The District/FMC must place the employee on an 'H' payclass upon returning three consecutive checks for the employee to Check Management for cancellation. Changing the employee's payclass stops the issuance of a check for that employee.

The Administrative Payroll Officer assigned to the District/FMC will change the payclass of the employee to 'H' if the District/FMC has returned 3 consecutive checks and failed to change the employee's payclass to 'H'.

To ensure that an employee is not overpaid, the District/FMC must ensure that the appropriate change in payclass is processed in a timely manner.

After changing the payclass, the District/FMC must complete and submit a 9902 to DHR to remove the employee from the payroll or change the employee's status to inactive.

Please refer to the Board's Standard Operations Procedural Manual for more information regarding your responsibilities for the returning and safeguarding of payroll checks. This is also available at the DFO's Website ([www.nycenet.edu/dfo](http://www.nycenet.edu/dfo))

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ADMINISTRATIVE/SUPPORT PAYROLL

**Chapter III: Overtime/Deduction**

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### Overtime for Parent Coordinators

This section discusses the Accessing of APRL's overtime and Deduction Menu and the different types of transactions processed through this screen. This includes overtime and deductions. This material also clarifies the components of overtime and deductions.

Note: Parent Coordinators who work overtime for cash are entitled to receive time and a half for hours worked in excess of 40 hours per week. The first 5 hours will be paid in comp time.

#### A. Accessing APRL's Overtime and Deduction Menu

From the APRL Main Menu, enter your password, department code and '10' for the Overtime/Deduction screen for function and press enter.

08/27/02	ADMINISTRATIVE PAYROLL SYSTEM	APRLM01
FIN70005	MENU	APRLMS1
FUNCTION CODES		
01 - ADM PAYROLL	- BROWSE	11 - PENDING - INQUIRY/UPD
02 - MASTER FILE	- INQUIRY/UPD	12 - DP2001 - ADD/UPD/DEL
03 - EMPLOYEE ID	- UPDATE	13 - EQUITY/LONGEVITY - INQ/AUTHORIZE
04 - RETIREMENT	- INQUIRY/UPD	14 - Z-BANK DAILY HIST - INQUIRY
05 - HISTORY FILE	- BROWSE/CHANGE	15 - PERSONNEL DATA - INQUIRY
06 - APPT AND TITL DT	- UPDATE	16 - PROBLEM FILE - INQUIRY/UPD
07 - TABLE FILE	- INQUIRY/UPD	17 - H-Z CHECK REGISTER
08 - 9902	- BROWSE	18 - TRS ANNUITY PAYMENTS
09 - Z BANK HOURS	- INQUIRY/UPD	19 - FUNDING MENU
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	20 - NURSES AND THERAPISTS SUBSYSTEM
ENTER PASSWORD AND		
DEPT CODE f		
FUNCTION CODE: 10 EMPLOYEE ID:		
ENTER ==> ACCESS REQUESTED SCREEN CLEAR ==> END SESSION		



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Overtime/Deduction Menu

```

02/25/05                ADMINISTRATIVE PAYROLL SYSTEM                APRLM70
                        OVERTIME AND DEDUCTION MENU

FUNCTION CODE          DESCRIPTION
=====              =====

01 ..... ACTIVE  BROWSE OVERTIME-DEDUCTION-SHIFT

02 ..... ACTIVE  INQUIRE-UPDATE OVERTIME-DEDUCTION-SHIFT

03 ..... ACTIVE  APPROVE OVERTIME-DEDUCTION-SHIFT

04 ..... HISTORY BROWSE OVERTIME-DEDUCTION-SHIFT

05 ..... HISTORY INQUIRE OVERTIME-DEDUCTION-SHIFT

06 ..... OVERTIME WAIVER CAP ENTRY

FUNCTION CODE ==>  _      EMPLOYEE ID ==>  _____H740B1

PF2=BROWSE EMPL  PF3=INQUIRE EMPL  PF12=MENU CLEAR=END

```

From the Overtime/Deduction Menu, you can select the appropriate function by typing the function code, entering the employee's social security number and pressing enter for functions 4 and 5. For Functions 2 and 3 leave the field for social security blank.



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## **B. Processing Overtime for Parent Coordinators**

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

**1. Monetarily**

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

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

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

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

The overtime is calculated as follows:

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

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

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

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



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**2. Comp Time**

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

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

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

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

**C. Supper Money**

There is a 5% salary limit on overtime earnings per calendar year. APRL automatically calculates the limit based on an employee's salary. APRL will not allow approval of overtime beyond 5% of an employee's salary. However, a waiver, approved by the head of the office may be submitted to Administrative Payroll. Upon receipt of the waiver, Administrative Payroll will approve the overtime, which will allow the timekeeper to enter and approve future overtime for the employee. Attached is a sample of a waiver approved by the Head of the Office.

Effective July 1, 2004, the salary cap for overtime earnings was increased to \$61,985.00. Any employee whose annual gross, including differentials, premium pay and overtime exceeds the cap will not be eligible to receive cash payment for overtime.

Employees who have reached the overtime cap receive compensatory time in lieu of cash payments.



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**Entering Overtime in APRL**

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

- From the New York City Board of Education’s Main Menu, type “P” and press enter.
- Clear the screen. On the blank screen, type in “APRL” and press enter.
- Enter your password & Dept. Type “10” for function and press enter.
- From APRL’s Overtime and Deduction Menu, type “02” for Active Inquire-Update Overtime-Deduction Shift and press enter.
- Enter the employee’s social security number and press “PF8”.
- Type in the week ending date and enter “C” for record type and press “PF8” to Add.
- Please type in regular hours and overtime hours and press “PF8” to add.
- Type in your password and press “PF8” to add.
- Once the record has been added. The transaction needs to be approved.

Approval of overtime must be done by timekeeping supervisors by pressing ‘PF5’.

```

02/25/05                ADMINISTRATIVE PAYROLL SYSTEM                APRLM70
                        OVERTIME AND DEDUCTION MENU

FUNCTION CODE           DESCRIPTION
=====
01 ..... ACTIVE BROWSE OVERTIME-DEDUCTION-SHIFT

02 ..... ACTIVE INQUIRE-UPDATE OVERTIME-DEDUCTION-SHIFT

03 ..... ACTIVE APPROVE OVERTIME-DEDUCTION-SHIFT

04 ..... HISTORY BROWSE OVERTIME-DEDUCTION-SHIFT

05 ..... HISTORY INQUIRE OVERTIME-DEDUCTION-SHIFT

06 ..... OVERTIME WAIVER CAP ENTRY

FUNCTION CODE ==>  _ EMPLOYEE ID ==>  _____H740B1
PF2=BROWSE EMPL PF3=INQUIRE EMPL PF12=MENU CLEAR=END
    
```



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**ADMINISTRATIVE/SUPPORT PAYROLL**

08/27/02		ADMINISTRATIVE PAYROLL SYSTEM				APRLM72	
OVERTIME AND DEDUCTION DATA ENTRY							
EMPLOYEE ID :	999888777H740B1	WEEK ENDING :	05 25 02	RECORD TYPE :	O		
SHIFT I :	0	SHIFT K :	0	SHIFT S :	0		
PASSWORD :		DATA CODE :	O266P	TRANS CODE :	G		
WAIVER WARNING		APPROVAL DATE :	00 00 00	APPROVE CODE :	N		
NAME :	NICHOLAS	TITLE :	SCHOOL FOOD SERV MG				
DAY	DATE	REGULAR HOURS	OVERTIME HOURS		TOTAL HOURS	TOTAL AMOUNTS	
SU	05/19/02	00 00	00 00				
MO	05/20/02	07 00	02 00	HALF TIME ==>	000 00	00000.00	
TU	05/21/02	07 00	00 30	STRAIGHT TIME ==>	003 00	00000.00	
WE	05/22/02	07 00	00 00	TIME AND A HALF ==>	000 00	00000.00	
TH	05/23/02	07 00	01 30	DOUBLE TIME ==>	000 00	00000.00	
FR	05/24/02	07 00	00 00				
SA	05/25/02	07 00	00 00	DEDUCT THIS =====>	003 00	00050.51	
					=== ==	=====	
		035 00	03 00				
PF1 INQ NEXT PF5 APPROVE PF7 UPDATE PF9 BROWSE PF11 INQ EMP							
PF2 INQ PREV PF6 DELETE PF8 ADD PF10 CANCEL PF12 MENU CLEAR END							



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### Deductions

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

Timekeepers are reminded that deductions should not be entered for employees who go on a leave of absence. In these cases the employee's pay class must be changed to H. In the event that the payroll has closed, timekeepers should contact Administrative Payroll so that the employee's payclass is changed and overpayment may be avoided.

The following is the procedure for processing deductions in the Administrative Payroll System (APRL).

- From the Board's Main Menu, Type "P" and press enter.
  - Clear the screen and type in "APRL" and press enter.
  - Enter your password and Dept. Type "10" for the Overtime/Deduction screen.
  - From the APRL Overtime/Deduction menu, type "02" for Active –  
Inquire/Update Overtime/Deduction shift and press enter.
  - Enter the employee's social security # and press "PF8".
  - Type in the week ending date and enter "D" for record type and press "PF8" to Add.
  - Please type in deduction hours under the column for regular hours and press "PF8" to add.
  - Type in your password and press "PF8" to add.
  - Transaction must be approved. Press "PF5" to approve.
-



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```

08/27/02                ADMINISTRATIVE PAYROLL SYSTEM                APRLM72
                        OVERTIME AND DEDUCTION DATA ENTRY

EMPLOYEE ID : 999888777H740B1  WEEK ENDING : 05 25 02  RECORD TYPE: D
SHIFT I      : 0                SHIFT K      : 0                SHIFT S      : 0
PASSWORD    :                  DATA CODE   : O266P           TRANS CODE: G
WAIVER WARNING APPROVAL DATE: 00 00 00  APPROVE CODE N
NAME: NICHOLAS                TITLE       : SCHOOL FOOD SERV MG

                REGULAR  OVERTIME                TOTAL      TOTAL
                HOURS   HOURS                HOURS      AMOUNTS
DAY   DATE      HOURS   HOURS                HOURS      AMOUNTS
SU   05/19/02   00 00   00 00
MO   05/20/02   00 00   00 00   HALF TIME    ==> 000 00   00000.00
TU   05/21/02   00 00   00 00   STRAIGHT TIME ==> 000 00   00000.00
WE   05/22/02   00 00   00 00   TIME AND A HALF ==> 000 00   00000.00
TH   05/23/02   00 00   00 00   DOUBLE TIME   ==> 000 00   00000.00
FR   05/24/02   00 16   00 00
SA   05/25/02   00 00   00 00   DEDUCT THIS =====> 000 16   00004.49
                                     === ==  =====
                                000 16  000 00

PF1 INQ NEXT  PF5 APPROVE  PF7 UPDATE  PF9 BROWSE  PF11 INQ EMP
PF2 INQ PREV  PF6 DELETE   PF8 ADD     PF10 CANCEL PF12 MENU   CLEAR END
    
```



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**ADMINISTRATIVE/SUPPORT PAYROLL**

**IV. Payroll Register**

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## Administrative Payroll Register

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

To access the Payroll Register, from the APRL Main Menu, type in your password, dept. cod and '17' for function. Press Enter.

02/15/05	ADMINISTRATIVE PAYROLL SYSTEM	APRLM01
FIN70005	MENU	APRLMS1
FUNCTION CODES		
01 - ADM PAYROLL	- BROWSE	11 - PENDING
02 - MASTER FILE	- INQUIRY/UPD	12 - DP2001
03 - EMPLOYEE ID	- UPDATE	13 - ADDITIONAL COMPENSATIONS
04 - RETIREMENT	- INQUIRY/UPD	14 - Z-BANK DAILY HIST - INQUIRY
05 - HISTORY FILE	- BROWSE/CHANGE	15 - PERSONNEL DATA - INQUIRY
06 - APPT AND TITL DT	- UPDATE	16 - PROBLEM FILE - INQUIRY/UPD
07 - TABLE FILE	- INQUIRY/UPD	17 - H-Z CHECK REGISTER
08 - 9902	- BROWSE	18 - TRS ANNUITY PAYMENTS
09 - Z BANK HOURS	- INQUIRY/UPD	19 - FUNDING MENU
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	20 - NURSES AND THERAPISTS SUBSYSTEM
ENTER PASSWORD AND DEPT CODE		
FUNCTION CODE: 17	EMPLOYEE ID:	H740B1
PF7 ==> REPORT SUBMISSION PF3 ==> EMPL ID PF8 ==> 9902 REPORT SUBMISSION		
ENTER ==> ACCESS REQUESTED SCREEN CLEAR ==> END SESSION		



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Type in the employee's social security number and press F1

```

HB10C23                N. Y. C. BOARD OF EDUCATION                HB1MS23
02/15/05                NON-PEDAGOGIC CHECK REGISTER
SOC-SEC-NO  777888999          JOB CD  _          EMPLOYEE ID: _____
NAME
CHK-DATE    CHK-NO    GR-PAY    DEDUC    NET    RG-SUP    CAN    R-CD    DD

FRWD/BKWD: 2005-2002=PF1/PF2, OTHER YRS=PF3/PF4  PF9=HELP PF12=MENU CLEAR=EXIT
PLEASE ENTER SOC-SEC-NO OR EMPL ID AND PRESS PF1
    
```

To view adjustment details of a check select the check date, type 'A' and press 'F7'.

```

HB10C23                N. Y. C. BOARD OF EDUCATION                HB1MS23
NON-PEDAGOGIC CHECK REGISTER
SOC-SEC-NO                JOB CD  1          EMPLOYEE ID:
NAME
CHK-DATE    CHK-NO    GR-PAY    DEDUC    NET    RG-SUP    CAN    R-CD    DD
A 02/11/05  Z-31781791  1630.75  706.12  924.63  REG          D
01/28/05  Z-31639688  1851.77  779.94  1071.83  REG          D
01/14/05  Z-31497190  1630.75  706.12  924.63  REG          D
12/30/04  Z-31353844  1620.23  707.18  913.05  REG          D
12/17/04  Z-31209457  1525.50  670.31  855.19  REG          D
12/03/04  Z-31065753  1525.50  676.28  849.22  REG          D
11/19/04  Z-30922641  1525.50  670.31  855.19  REG          D
11/05/04  Z-30779485  1525.50  670.32  855.18  REG          D
10/22/04  Z-30636635  1525.50  670.31  855.19  REG          D
10/08/04  Z-30494241  1860.45  782.19  1078.26  REG          D
09/24/04  Z-30352453  1533.75  673.06  860.69  REG          D
09/10/04  Z-30213078  1495.58  660.55  835.03  REG          D
08/27/04  Z-30074443  1536.83  674.31  862.52  REG          D
08/13/04  Z-29935148  2997.56  1221.90  1775.66  REG          D
07/30/04  Z-29795842  1452.01  645.98  806.03  REG          D

FRWD/BKWD: 2005-2002=PF1/PF2, OTHER YRS=PF3/PF4  PF9=HELP PF12=MENU CLEAR=EXIT
SELECT "P" FOR PER.DET  "D" FOR DED.DET  "A" FOR ADJ. DET  PRESS PF7
*** PF1 OR PF3 TO VIEW ADDITIONAL CHECKS ***
    
```



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

```

FIN70034                N. Y. C. BOARD OF EDUCATION                APRLM33
                        H-Z BANK PAYROLL REGISTER

SSN                    CH DST CD 00G810      NAME      BROWN
PEN NO  000000        PEN DG  Z                PEN TIER
MAR ST  B            FED DEP 00          ST/CITY  00
AN SAL      42,516.00  CHK NUM Z 31781791  CK DATE  02/11/05

GROSS PAY =  1,630.75  TOT DED =    706.12  TOTAL NET =    924.63

EV-CD  DESCRIPTION          UNIT      AMOUNT    DATE
0100  REC REG GROSS        70:00    1,630.75  02/05/05

PF1-FRWD  PF2-BKWD  PF4-PER      PF5-DED  PF6-ADJ
          PF7-REG  PF12 MENU  PF13 LOC INQ  CLEAR EXIT
          NO CHECK ISSUED
    
```

To view deduction details of the paycheck, type 'D' and press 'F7'.

```

HB10C23                N. Y. C. BOARD OF EDUCATION                HB1MS23
02/15/05                NON-PEDAGOGIC CHECK REGISTER
SOC-SEC-NO              JOB CD  1      EMPLOYEE ID:
NAME                    BROWN
CHK-DATE  CHK-NO      GR-PAY  DEDUC    NET    RG-SUP  CAN  R-CD  DD
D 02/11/05 Z-31781791  1630.75  706.12    924.63  REG                D
01/28/05 Z-31639688    1851.77  779.94   1071.83  REG                D
01/14/05 Z-31497190    1630.75  706.12    924.63  REG                D
12/30/04 Z-31353844    1620.23  707.18    913.05  REG                D
12/17/04 Z-31209457    1525.50  670.31    855.19  REG                D
12/03/04 Z-31065753    1525.50  676.28    849.22  REG                D
11/19/04 Z-30922641    1525.50  670.31    855.19  REG                D
11/05/04 Z-30779485    1525.50  670.32    855.18  REG                D
10/22/04 Z-30636635    1525.50  670.31    855.19  REG                D
10/08/04 Z-30494241    1860.45  782.19   1078.26  REG                D
09/24/04 Z-30352453    1533.75  673.06    860.69  REG                D
09/10/04 Z-30213078    1495.58  660.55    835.03  REG                D
08/27/04 Z-30074443    1536.83  674.31    862.52  REG                D
08/13/04 Z-29935148    2997.56  1221.90   1775.66  REG                D
07/30/04 Z-29795842    1452.01  645.98    806.03  REG                D

FRWD/BKWD: 2005-2002=PF1/PF2, OTHER YRS=PF3/PF4  PF9=HELP PF12=MENU CLEAR=EXIT
SELECT "P" FOR PER.DET  "D" FOR DED.DET  "A" FOR ADJ. DET  PRESS PF7
*** PF1 OR PF3 TO VIEW ADDITIONAL CHECKS ***
    
```



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

FIN70034	N. Y. C. BOARD OF EDUCATION				APRLM33		
H-Z BANK PAYROLL REGISTER							
SSN	118-58-2724-1	CH DST CD	00G810	NAME	A J BROWN		
PEN NO	000000	PEN DG	Z	PEN TIER			
MAR ST	B	FED DEP	00	ST/CITY	00		
AN SAL	42,516.00	CHK NUM	Z 31781791	CK DATE	02/11/05		
GROSS PAY = 1,630.75		TOT DED = 706.12		TOTAL NET = 924.63			
EV-CD	DESCRIPTION	AMOUNT	UNIT	EV-CD	DESCRIPTION	AMOUNT	UNIT
7111	GHI-CBP (EMPLOY	7.92		6010	FICA TX EXMP	100.62	
6012	MEDICARE EMPLOY	23.53		6015	FED WITHHOLDING	169.19	
6020	STATE W/HOLDING	76.74		6030	NYC WITHHOLDING	46.16	
7010	MCU	260.06		7801	LOCAL 0154 DC 3	21.90	
0100	REC REG GROSS	1630.75	70:00			.00	
PF1-FRWD PF2-BKWD PF4-PER PF5-DED PF6-ADJ PF7-REG PF12 MENU PF13 LOC INQ CLEAR EXIT							

To view the details of the check, type 'P' next to check date and press 'F7' or from the adjustment or deductions screens, press 'F4'.

HB10C23	N. Y. C. BOARD OF EDUCATION				HB1MS23			
02/15/05	NON-PEDAGOGIC CHECK REGISTER							
SOC-SEC-NO	JOB CD 1		EMPLOYEE ID:					
NAME	BROWN							
CHK-DATE	CHK-NO	GR-PAY	DEDUC	NET	RG-SUP	CAN	R-CD	DD
<b>P</b> 02/11/05	Z-31781791	1630.75	706.12	924.63	REG			D
01/28/05	Z-31639688	1851.77	779.94	1071.83	REG			D
01/14/05	Z-31497190	1630.75	706.12	924.63	REG			D
12/30/04	Z-31353844	1620.23	707.18	913.05	REG			D
12/17/04	Z-31209457	1525.50	670.31	855.19	REG			D
FRWD/BKWD: 2005-2002=PF1/PF2, OTHER YRS=PF3/PF4 PF9=HELP PF12=MENU CLEAR=EXIT								
SELECT "P" FOR PER.DET "D" FOR DED.DET "A" FOR ADJ. DET PRESS PF7								
*** PF1 OR PF3 TO VIEW ADDITIONAL CHECKS ***								



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

FIN70034	N. Y. C. BOARD OF EDUCATION		APRLM33
H-Z BANK PAYROLL REGISTER			
SSN	118-58-2724-1	CH DST CD 00G810	NAME A J BROWN
PEN NO	000000	PEN DG Z	PEN TIER
MAR ST	B	FED DEP 00	ST/CITY 00
TX EX CD	A	FICA CL H	WK-UNIT 0604
BUD-CD	0731	BUD-LN 4081	JOB SEQ 1
LEAVE ST	B	PAY CL A	
TTL CD	60910	LEVEL	
AN SAL	42,516.00	CHK NUM Z 31781791	CK DATE 02/11/05
GROSS PAY =	1,630.75	TOT DED = 706.12	TOTAL NET = 924.63
YTD GROSS AMOUNT =	5,113.27	YTD DEDUCT AMOUNT =	2,192.18
YTD NET AMOUNT =	2,921.09		
PF1-FRWD PF2-BKWD PF4-PER PF5-DED PF6-ADJ PF7-REG PF12 MENU PF13 LOC INQ CLEAR EXIT			



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**ADMINISTRATIVE/SUPPORT PAYROLL**

**V. History File**

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**ADMINISTRATIVE/SUPPORT PAYROLL**

## The History File

The History File provides you the employees history for salary, distribution code.

To access the History File, choose function code '05' at the menu screen, use the employee's social security number and press Enter.

02/15/05	ADMINISTRATIVE PAYROLL SYSTEM	APRLM01
FIN70005	MENU	APRLMS1
FUNCTION CODES		
01 - ADM PAYROLL	- BROWSE	11 - PENDING
02 - MASTER FILE	- INQUIRY/UPD	12 - DP2001
03 - EMPLOYEE ID	- UPDATE	13 - ADDITIONAL COMPENSATIONS
04 - RETIREMENT	- INQUIRY/UPD	14 - Z-BANK DAILY HIST - INQUIRY
05 - HISTORY FILE	- BROWSE/CHANGE	15 - PERSONNEL DATA - INQUIRY
06 - APPT AND TITL DT	- UPDATE	16 - PROBLEM FILE - INQUIRY/UPD
07 - TABLE FILE	- INQUIRY/UPD	17 - H-Z CHECK REGISTER
08 - 9902	- BROWSE	18 - TRS ANNUITY PAYMENTS
09 - Z BANK HOURS	- INQUIRY/UPD	19 - FUNDING MENU
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	20 - NURSES AND THERAPISTS SUBSYSTEM
ENTER PASSWORD AND		
DEPT CODE		
FUNCTION CODE: 05		EMPLOYEE ID: 777888999H740B1
PF7 ==> REPORT SUBMISSION	PF3 ==> EMPL ID	PF8 ==> 9902 REPORT SUBMISSION
ENTER ==> ACCESS REQUESTED SCREEN	CLEAR ==> END SESSION	



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**ADMINISTRATIVE/SUPPORT PAYROLL**

This screen provides you with history of salary and distribution code.

ADMINISTRATIVE PAYROLL HISTORY INQUIRY		APRHMS0	
(BROWSE)			
EMPLOYEE:	H740	GO DIRECTLY TO PAY DATE: MM/DD/YY	
(TO CHANGE: TYPE ID, PRESS ENTER)			
SOC SEC NUMBER	NAME	PAY DATE	B L J TITLE CHK TRN
			K S C CODE DS/C SALARY FLG
777-88-8999	BROWN,	- 1/28/05	H U 1 60910 00G810 \$42,516 PMS
777-88-8999	BROWN,	- 1/28/05	H B 1 60910 00G810 \$42,516 PER
777-88-8999	BROWN,	- 12/30/04	H B 1 60910 00G810 \$42,516 PER
777-88-8999	BROWN,	- 10/08/04	H U 1 12158 00G810 \$39,772 PMS
TO SELECT RECORDS, FIND SCREEN CONTAINING RECORD, MOVE CURSOR TO LINE, THEN PRESS PF KEY (PF10 FOR PRIMARY, PF9 TO COMPARE WITH IF OTHER THAN PREVIOUS REC)			
CLEAR: SIGN OFF ENTER: ID/DATE			
PF1: PERSONNEL	PF2: PAYROLL	PF3: ADJUSTMENTS	PF4: PENSION
PF6: CLEAR CHOICES	PF7: SCROLL FORWARD	PF8: SCROLL BACK	PF9: EARLIER REC
PF10: PRIMARY REC	PF12: MENU	PF13: CHANGE	

To view personnel data for the employee, select the record, press 'F10' and then press 'F1'.

ADMINISTRATIVE PAYROLL HISTORY INQUIRY		APRHMS1	
(PERSONNEL DATA)			
EMPLOYEE ID:	H740	PREVIOUS SS: 000-00-0000	
NAME:			
===== PAY DATE 2/11/05 =====			
JOB CODE: 1	FINAN DISTRICT: 96	1	FINAN DISTRICT: 96
CHK DSB/CODE: 03M244 MS 244M COLUMBUS MIDDLE 03M244 MS 244M COLUMBUS MIDDLE			
DATE: 000000 (NO LEAVE CH DATE)			
PER TRN CODE:			
TITLE: 60910 RESEARCH ASST		60910 RESEARCH ASST	
CIV SRV STAT: J 551 - FILL PRM VAC NO LST J 551 - FILL PRM VAC NO LST			
POSITION NO: 049396		049396	
SALARY: \$36,858		\$36,858	
PAY CLASS: A ANNUAL ADMINISTRATIVE		A ANNUAL ADMINISTRATIVE	
PAY GRADE:			
LEAVE STATUS: U		B ACTIVE	
WORK WEEK: 35.0		35.0	
ORG CODE: AG EMPL LOCAL 0154		AG EMPL LOCAL 0154	
VC LOG NUM: 65364		65364	
PF2: PAYROLL	PF3: ADJUSTMENTS	PF4: PENSION	
CLEAR: SIGN OFF	PF5: LOC INQ	PF11: BACK TO BROWSE	PF12: MENU



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**ADMINISTRATIVE/SUPPORT PAYROLL**

Press 'F2' to view the payroll data.

ADMINISTRATIVE PAYROLL HISTORY INQUIRY		APRHMS2	
(PAYROLL DATA)			
EMPLOYEE ID:	H740	PREVIOUS SS:	000-00-0000
NAME:	,		
	===== PAY DATE 2/11/05 =====	===== PAY DATE 2/11/05 =====	
JOB CODE:	1	FINAN DISTRICT:	96
CHK DSB/CODE:	03M244	MS 244M COLUMBUS MIDDLE	03M244 MS 244M COLUMBUS MIDDLE
DATE:	000000	(NO LEAVE CH DATE)	
BUD/QUICK/LN:	1872 01872 4081		1872 01872 4081
IND HRS + MN:	000 00		000 00
REJ HRS + MN:	000 00	SR (REJECT CODE)	(REJECT CODE)
CUM HRS + MN:	0000 00		0000 00
SALARY:	\$36,858		\$36,858
MARITAL/EXM:	C 08 SINGLE FEMALE		C 08 SINGLE FEMALE
CITY MAR EXM:	C 08 YONKERS FLAG:		YONKERS FLAG:
FICA CLASS:	H	FED TAX E CD:	A
ADDITION TAX:	(FED) (STATE)		(FED) (STATE)
FISA TR CODE:			G SHORT TRANSACTION
REMARKS CODE:			
ADDITL COMP:			
PF1: PERSONNEL		PF3: ADJUSTMENTS	PF4: PENSION
CLEAR: SIGN OFF	PF5: LOC INQ	PF11: BACK TO BROWSE	PF12: MENU



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**ADMINISTRATIVE/SUPPORT PAYROLL**

To view pension data, press 'F4'.

ADMINISTRATIVE PAYROLL HISTORY INQUIRY	APRHMS5	
(PENSION DATA)		
EMPLOYEE ID: 103-74-7537	H740 PREVIOUS SS: 000-00-0000	
NAME: LADINO, R		
===== PAY DATE 2/11/05 =====		
JOB CODE: 1	FINAN DISTRICT: 96	
CHK DSB/CODE: 03M244 MS 244M COLUMBUS MIDDLE		
APPT DATE: 11/12/03		
PER TRN CODE:		
PENSION NUMBER: 000000	NORMAL PENSION RATE: .0000	
SALARY: \$368.58	VARIABLE ANNUITY:	
FICA CLASS: H		
PENSION DESIGNATORY: Z	LOAN INSTALLMENTS:	
I.T.H.P:	LOAN AMOUNT:	
WAIVER:		
50 PERCENT:	ARREARS RATE:	
	ARREARS INSTALLMENTS:	
TAX DEFERRED ANNUITY CODE:	AMOUNT IN ARREARS:	
TAX DEFERRED ANNUITY RATE:		
PF1: PERSONNEL	PF2: PAYROLL	PF3: ADJUSTMENTS
CLEAR: SIGN OFF	PF5: LOC INQ	PF11: BACK TO BROWSE PF12: MENU



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**ADMINISTRATIVE/SUPPORT PAYROLL**

**VI. Hourly (Z Bank ) Processing**

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**ADMINISTRATIVE/SUPPORT PAYROLL**

## Hourly (Z Bank) Processing

### Data Entry of Z Bank Hours

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

02/15/05	ADMINISTRATIVE PAYROLL SYSTEM	APRLM01
FIN70005	MENU	APRLMS1
FUNCTION CODES		
01 - ADM PAYROLL	- BROWSE	11 - PENDING
02 - MASTER FILE	- INQUIRY/UPD	12 - DP2001
03 - EMPLOYEE ID	- UPDATE	13 - ADDITIONAL COMPENSATIONS
04 - RETIREMENT	- INQUIRY/UPD	14 - Z-BANK DAILY HIST - INQUIRY
05 - HISTORY FILE	- BROWSE/CHANGE	15 - PERSONNEL DATA - INQUIRY
06 - APPT AND TITL DT	- UPDATE	16 - PROBLEM FILE - INQUIRY/UPD
07 - TABLE FILE	- INQUIRY/UPD	17 - H-Z CHECK REGISTER
08 - 9902	- BROWSE	18 - TRS ANNUITY PAYMENTS
09 - Z BANK HOURS	- INQUIRY/UPD	19 - FUNDING MENU
10 - OVERTIME/DEDUCT	- BRW/INQ/UPD	20 - NURSES AND THERAPISTS SUBSYSTEM
ENTER PASSWORD AND DEPT CODE		
FUNCTION CODE: 09	EMPLOYEE ID:	H740B1
PF7 ==> REPORT SUBMISSION	PF3 ==> EMPL ID	PF8 ==> 9902 REPORT SUBMISSION
ENTER ==> ACCESS REQUESTED SCREEN	CLEAR ==> END SESSION	



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**ADMINISTRATIVE/SUPPORT PAYROLL**

Enter the distribution code for the hourly employee and press 'F1'.

FIN70065	N.Y.C BOARD OF EDUCATION							APRLS65	
	Z-BANK PAYROLL SYSTEM								
DIST-CODE	00G816		PAY PERIOD		02 12 05				
	SUN	MON	TUE	WED	THR	FRI	SAT	WEEK	BI-WK
SO-SEC NO	HR MN	HR MN	HR MN	HR MN	HR MN	HR MN	HR MN	TOT	TOTAL
	0 00	0 00	0 00	0 00	0 00	0 00	0 00	PREV	
	0 00	0 00	0 00	0 00	0 00	0 00	0 00	PREV	50:00
PF1 FRWD PF3 UPDATE PF5 PREV DATES PF7 PRINT PF10 CANCEL PF2 BKWD PF4 MULTI DIST PF6 APPROVAL PF8 ADD PF12 MENU CLEAR EXIT *** LAST RECORD IN DISTRIBUTION CODE ***									

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

If you have more than one distribution code, press 'F4', key in new distribution code and press 'F4' again.

FIN70065	N.Y.C BOARD OF EDUCATION							APRLS65	
	Z-BANK PAYROLL SYSTEM								
DIST-CODE	00G816		PAY PERIOD		02 12 05				
	SUN	MON	TUE	WED	THR	FRI	SAT	WEEK	BI-WK
SO-SEC NO	HR MN	HR MN	HR MN	HR MN	HR MN	HR MN	HR MN	TOT	TOTAL
	0 00	0 00	0 00	0 00	0 00	0 00	0 00	PREV	
	0 00	0 00	0 00	0 00	0 00	0 00	0 00	PREV	50:00
PF1 FRWD PF3 UPDATE PF5 PREV DATES PF7 PRINT PF10 CANCEL PF2 BKWD PF4 MULTI DIST PF6 APPROVAL PF8 ADD PF12 MENU CLEAR EXIT *** LAST RECORD IN DISTRIBUTION CODE ***									



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**ADMINISTRATIVE/SUPPORT PAYROLL**

To update this record, press 'F3'.

```

FIN70065                N.Y.C BOARD OF EDUCATION                APRLS65
                        Z-BANK  PAYROLL SYSTEM
DIST-CODE  00G816      PAY PERIOD  02 12 05
                        SUN    MON    TUE    WED    THR    FRI    SAT    WEEK BI-WK
SO-SEC NO   HR MN  HR MN  HR MN  HR MN  HR MN  HR MN  HR MN  TOT  TOTAL
                        0 00   0 00   0 00   0 00   0 00   0 00   0 00   PREV
                        0 00   0 00   0 00   0 00   0 00   0 00   0 00   PREV  50:00

PF1 FRWD  PF3 UPDATE    PF5 PREV DATES  PF7 PRINT  PF10 CANCEL
PF2 BKWD  PF4 MULTI DIST PF6 APPROVAL    PF8 ADD    PF12 MENU   CLEAR EXIT
*** LAST RECORD IN DISTRIBUTION CODE ***
    
```

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

```

FIN70065                N.Y.C BOARD OF EDUCATION                APRLS65
                        Z-BANK  PAYROLL SYSTEM
DIST-CODE  00G816      PAY PERIOD  02 12 05
                        SUN    MON    TUE    WED    THR    FRI    SAT    WEEK BI-WK
SO-SEC NO   HR MN  HR MN  HR MN  HR MN  HR MN  HR MN  HR MN  TOT  TOTAL
                        0 00   0 00   7 00   7 00   7 00   7 00   0 00   PREV
                        0 00   7 00   7 00   7 00   7 00   7 00   0 00   PREV  50:00

PF1 FRWD  PF3 UPDATE    PF5 PREV DATES  PF7 PRINT  PF10 CANCEL
PF2 BKWD  PF4 MULTI DIST PF6 APPROVAL    PF8 ADD    PF12 MENU   CLEAR EXIT
*** LAST RECORD IN DISTRIBUTION CODE ***
    
```

If the hours are the same, enter 'R' on the left of the social security number of the employee and hit the update key 'F3'. The system will repeat the hours the employee was for in the previous check.

All hours must be approved by the FMC close date. To approve, users with approver access must login to the Z bank hours screen, retrieve and approve the data waiting for approval by pressing 'F6'.



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**ADMINISTRATIVE/SUPPORT PAYROLL**

**Data Entry of Arrears (Z Bank Hours)**

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

FIN70065	N.Y.C BOARD OF EDUCATION							APRLS65
	Z-BANK PAYROLL SYSTEM							
DIST-CODE	00G816		PAY PERIOD		02 12 05			
	SUN	MON	TUE	WED	THR	FRI	SAT	WEEK BI-WK
SO-SEC NO	HR MN	HR MN	HR MN	HR MN	HR MN	HR MN	HR MN	TOT TOTAL
	0 00	0 00	7 00	7 00	7 00	7 00	0 00	PREV
	0 00	7 00	7 00	7 00	7 00	7 00	0 00	PREV 50:00
PF1 FRWD	PF3 UPDATE	PF5 PREV DATES		PF7 PRINT	PF10 CANCEL			
PF2 BKWD	PF4 MULTI DIST	PF6 APPROVAL		PF8 ADD	PF12 MENU	CLEAR EXIT		
*** LAST RECORD IN DISTRIBUTION CODE ***								

Press 'F5' to retrieve the previous date screen so that you can enter the hours to be paid for the previous period.



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**ADMINISTRATIVE/SUPPORT PAYROLL**

FIN70066	N.Y.C BOARD OF EDUCATION		APRLS66
	Z-BANK PREVIOUS HOURS DATA ENTRY		
SOC-SEC-NO ==>	777888999	JOB CODE ==>	1
EMP NAME ==>	HUNTER		
DIST CODE ==>	00Y987	SUPP-IND	_
	DATE	TIME	
	MM DD YY	HRS FRACT	
DATE WORKED ==>	00 00 00	TIME ==>	0 00
DATE WORKED ==>	00 00 00	TIME ==>	0 00
DATE WORKED ==>	00 00 00	TIME ==>	0 00
DATE WORKED ==>	00 00 00	TIME ==>	0 00
PF1 PG FRWD	PF3 ADD REC	PF5 DEL REC	CLEAR = EXIT
PF2 PG BKWD	PF4 UPD REC	PF6 CUR REC	PF10 CANCEL
YOU MAY ADD THIS RECORD * ENTER DATA * PF3 KEY			

Enter the dates to be paid and the hours to be paid for the appropriate day. Press 'F3' to add the record.

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



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**ADMINISTRATIVE/SUPPORT PAYROLL**

**APPENDIX**





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DIVISION OF FINANCIAL OPERATIONS

ADMINISTRATIVE/SUPPORT PAYROLL

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

<u>FIELD</u>	<u>EXPLANATION</u>
* Fed Exempt	Federal Exemptions
- <u>Marital Status Code</u>	<u>Explanation</u>
A	Married Female
B	Married Male
C	Single Female
D	Single Male
U	Undetermined
* State City	State and City Exemptions
	The codes and explanations are the same as federal
* Tax Exclusion Code	Tax Exclusion Code – this code determines an employee’s tax deduction
	<u>Code</u> <u>Explanation</u>
	A      City Resident
	B      Out of City Resident
	R      Yonkers Tax





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**ADMINISTRATIVE/SUPPORT PAYROLL**

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

*	Add Federal Tax	Add Federal tax deductions	
		<u>Code</u>	<u>Amount</u>
		A	\$5.00
		B	\$10.00
		C	\$20.00
		D	\$35.00
		E	\$50.00
		F	\$75.00
		G	\$100.00
		H	\$150.00
*	Add Federal Tax	Additional State tax deductions	
		<u>Code</u>	<u>Amount</u>
		A	\$1.00
		B	\$2.00
		C	\$4.00
		D	\$7.00
		E	\$10.00
		F	\$15.00
		G	\$20.00
		H	\$30.00

Additional tax deductions in the amounts indicated will result when any of these codes are entered to an employees' Master File record.



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**ADMINISTRATIVE/SUPPORT PAYROLL**

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

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

APRL

<u>Leave Status Code</u>	<u>Explanation</u>
A	Inactive
B	Active
C	Workmen's Compensation
L	Leave of absence from permanent title to accept provisional and/or non-competitive assignment or a leave of absence without pay for personal reasons.
M	Military Leave
P	Suspension Without Pay
Q	Maternity Leave or Maternity Leave combined with Child Care Leave.
R	Retirement Pending (No Checks Generated)
S	Leave of Absence Without Pay for personal illness

- 2) PAY CLASS codes identify types of employee categories as follow:

<u>Pay Code</u>	<u>Explanation</u>
A	Annual Administrative
H	No check printed. It is a temporary condition to stop the printing of paychecks.
I	Employees working less than 35 hours per week (School Lunches)
K	Labor Law 220 Employee
X	Hourly Administrative