

NEW YORK CITY DEPARTMENT OF EDUCATION

CYBERSHIFT TIMEKEEPING PROCEDURES – SUMMER PROGRAM

RE: DOE Nurses, Occupational Therapists and Physical Therapists

Instructions for Payroll Secretaries:

Effective July 1, 2013

Please Note:

The District 75 Chapter 683 Program consists of a 6 hour 5 minute schedule plus a 30 minute lunch for a total workday of 6 hours and 35 minutes.

The Summer Program in the CFN schools consists of a 5 hour workday.

All Nurses and Therapists working during the Summer Program are paid on an hourly basis in accordance with the procedures outlined below.

There are significant differences in the timekeeping procedures for the Summer Program from the regular school year. Please note these changes carefully.

TIMEKEEPING PROCEDURES:

1. **All Nurses and Therapists (SUMMER ONLY) – Pay to Schedule.**
 - a. **District 75 Schools:** A time record with a daily schedule of 8:00 a.m. to 2:35 p.m. with a ½ hour unpaid lunch period will be established in CyberShift for all hourly DOE Nurses and Therapists on a pay to schedule basis. This means the payroll secretary will only need to enter exceptions to the daily schedule on the Bubblesheets and approve all time in the Bubblesheets on a biweekly basis.

Examples:

The schedule of the employee is not 8:00 a.m. to 2:35 p.m., but rather 7:30 a.m. to 2:05 p.m.

If the schedule of the program is 7:30 a.m. to 2:05 p.m., the payroll secretary would need to change the start time and end time in CyberShift to reflect the start time of the program (or the actual time of arrival if the employees was late) and departure time as per the time sheet (you do not have to do anything to the pre-programmed lunch period).

A therapist with a schedule of 8:00 a.m. to 2:35 p.m. comes in late at 8:17 a.m.

The Payroll Secretary would adjust the start time to 8:17 a.m. as reflected on the time sheet

A therapist with a schedule of 8:00 a.m. to 2:35 p.m. comes in early at 7:45 a.m.

The Payroll Secretary would not adjust the start time. Employees are not paid for time prior to the start time of the program.

A therapist with a schedule of 8:00 a.m. to 2:35 p.m. leaves at 1:00 p.m.

The Payroll Secretary would adjust the end time to 1:00 p.m. as reflected on the time sheet.

- b. **CFN Schools:** A time record with a daily schedule of 8:00 a.m. to 1:00 p.m. (no lunch period) will be established in CyberShift for all hourly DOE Nurses and Therapists on a pay to schedule basis. This means the payroll secretary will only need to enter exceptions to the daily schedule on the Bubblesheets and approve all time in the Bubblesheets on a biweekly basis.

Examples:

The schedule of the employee is not 8:00 a.m. to 1:00 p.m., but rather 8:30 a.m. to 1:30 p.m.

If the schedule of the program is 8:30 a.m. to 1:30 p.m., the payroll secretary would need to change the start time and end time in CyberShift to reflect the start time of the program (or the actual time of arrival if the employee was late) and departure time as per the time sheet.

A therapist with a schedule of 8:00 a.m. to 1:00 p.m. comes in late at 8:17 a.m.

The Payroll Secretary would adjust the start time to 8:17 a.m. as reflected on the time sheet

A therapist with a schedule of 8:00 a.m. to 1:00 p.m. comes in early at 7:45 a.m.

The Payroll Secretary would not adjust the start time. Employees are not paid for time prior to the start time of the program.

A therapist with a schedule of 8:00 a.m. to 1:00 p.m. leaves at 12:00 p.m.

The Payroll Secretary would adjust the end time to 12:00 p.m. as reflected on the time sheet.

2. The payroll secretary must provide each employee with a standard time sheet for them to record their daily time of arrival and departure Timesheets no longer require the entry of Social Security numbers. The employee ID number (which can be found on the employee's pay stub) **must** be entered instead.
3. If an employee is absent on a particular day, they must write "absent" on the line for that date, followed by the appropriate designation: sick leave (the CyberShift code for this type of absence during the summer is SIC and you will select it from the drop down in the absence code field in CyberShift (**Please refer to the section on accruals below with regards to earning and using sick leave during the summer program.**))
4. Employees arriving late **cannot** work beyond the end of their scheduled work day in order to make up for the lost time. When you change the on time because the employee is late, and save the Bubblesheet, the ABU and LEU (left early unpaid) code will appear in the absences codes' fields. If you want CyberShift staff to change it to LTU (late unpaid) please email the CyberShift Mailbox in Outlook. If the staff leaves early change the off time and save the record and it will be fine. Employees arriving early will not be paid for time prior to the start time of the program.
5. The time sheet must be completed by the employee biweekly (every two weeks corresponding to the pay period) and submitted to the principal for signature and then to the payroll secretary. **This must be done by 9:00 am on the Monday following payday.** You may have the staff give you their time sheets each Monday to facilitate recording any absences or variations to the employee's time in Cybershift if it makes your time entry job easier.
6. The payroll secretary will identify any information that must be entered into CyberShift as exceptions; e.g., absences, lateness, overtime. This must be completed by 10:00 am **Monday** before the CyberShift lockout **every two weeks.**

OVERTIME:

Nurses: Overtime may be authorized, by nursing supervisors, only for service prior to and/or after the regular program schedule. **All** overtime service must have the **prior authorization** of the nursing supervisor. Secretaries needing to enter timekeeping for overtime should adjust the start time and/or end time of the schedule as appropriate, and then scroll over to where the Pay OT column appears, select Yes from the dropdown menu and save the record.

SICK LEAVE ACCRUALS: Summer Program

Annual Employees

1. Annual Nurses and Therapists must be assigned to the summer program within the first five days of the program, and serve the entire month of July, in order to earn the sick leave session for July. An additional sick leave session is earned if the employee works the full August session.
2. Initially, the sick leave session will be paid; a subsequent deduction would be done by CyberShift if the sick leave session is not actually earned.
3. Only one of the paid sick leave sessions may be self-treated—the other **must** be medically certified.
4. At the end of the program any unused sick leave will be in the employee's accrual balance in CyberShift.

Hourly Employees

1. Part-time (hourly) nurses and therapists who work during the summer program will continue to accrue sick leave at the same rate as during the school year, i.e., one (1) hour of sick leave accrual for every twenty (20) hours worked.

2013 Summer Program: Z-Bank Schedule

	Payroll Period Start Date	Payroll Period End Date	Cyber Shift Timekeeping Close (10:00 a.m.)	Check Date
1	06/23/13	07/06/13	07/08/13	07/19/13
2	07/07/13	07/20/13	07/22/13	08/02/13
3	07/21/13	08/03/13	08/05/13	08/16/13
4	08/04/13	08/17/13	08/19/13	08/30/13

Please contact your designated Children First Network (CFN) if you have any questions.

Related and Contractual Services Time Report

Occupational and Physical Therapists

(H/Z-BANK PAYROLL)

SERVICE PERIOD ENDING: ___ / ___ / ___

LAST NAME: _____ FIRST NAME: _____ INITIAL: _____

EMPLOYEE I.D. NO.: _____ TITLE: _____

WORK SCHEDULE: From _____ to _____ LUNCH (30 MIN): From _____ to _____

LOCATION 1: _____ PHONE #: _____ SCHEDULE: SU/ M/ T/ W/ TH/ F/ SA

LOCATION 2: _____ PHONE #: _____ SCHEDULE: SU/ M/ T/ W/ TH/ F/ SA

LOCATION 3: _____ PHONE #: _____ SCHEDULE: SU/ M/ T/ W/ TH/ F/ SA

DAY	DATE	TIME OF ARRIVAL	TIME OF DEPARTURE	Out of Office - Official Business	Out of Office - Personal Reasons	Total Hours	Charge to Sick Leave	Charge to Vested Annual Leave
				Indicate Hours, Location and Purpose	Indicate Hours and Reason			
SUN								
MON								
TUE								
WED								
THR								
FRI								
SAT								
SUN								
MON								
TUE								
WED								
THR								
FRI								
SAT								

I hereby certify that the above time record is a true and accurate record of my attendance, and that I have been actually present in the performance of my official duties for the period, except as indicated above.

SIGNATURE OF EMPLOYEE: _____ DATE: _____

The signature below confirms that the timesheet has been submitted as required.

SIGNATURE OF SUPERVISOR 1: _____ DATE: _____

SIGNATURE OF SUPERVISOR 2: _____ DATE: _____

SIGNATURE OF SUPERVISOR 3: _____ DATE: _____

Office of School Health

Nurse Time Report (H/Z-BANK PAYROLL)

SERVICE PERIOD ENDING: ___ / ___ / ___

LAST NAME: _____ FIRST NAME: _____ INITIAL: _____

EMPLOYEE I.D. NO.: _____ TITLE: _____

WORK SCHEDULE: From _____ to _____ LUNCH (30 MIN): From _____ to _____

LOCATION 1: _____ PHONE #: _____ SCHEDULE: SU/ M/ T/ W/ TH/ F/ SA

LOCATION 2: _____ PHONE #: _____ SCHEDULE: SU/ M/ T/ W/ TH/ F/ SA

LOCATION 3: _____ PHONE #: _____ SCHEDULE: SU/ M/ T/ W/ TH/ F/ SA

DAY	DATE	TIME OF ARRIVAL	TIME OF DEPARTURE	Out of Office - Official Business	Out of Office - Personal Reasons	Total Hours	Charge to Sick Leave	Charge to Vested Annual Leave
				Indicate Hours, Location and Purpose	Indicate Hours and Reason			
SUN								
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TUE								
WED								
THR								
FRI								
SAT								

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SIGNATURE OF EMPLOYEE: _____ DATE: _____

The signature below confirms that the timesheet has been submitted as required.

SIGNATURE OF SUPERVISOR 1: _____ DATE: _____

SIGNATURE OF SUPERVISOR 2: _____ DATE: _____

SIGNATURE OF SUPERVISOR 3: _____ DATE: _____