

PAYROLL ADMINISTRATION MEMORANDUM

2020 - 2021

NO. 15



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 Payroll Administration

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DATE: March 10, 2021
TO: B/C Office Directors (Via Email)
 Principals (Via Principals Weekly)
 Payroll Secretaries (Via Email)
FROM: Kevin Monroe
SUBJECT: Timekeeping for COVID-19 Vaccine Side Effects

New timekeeping event codes have been created to account for absences related to COVID-19 vaccine side effects as outlined in Section C of [Personnel Memorandum No. 2 2020 - 2021](#). The timekeeping event codes are as follows:

Cyber Shift:

VSE – COVID Vaccine Side Effects

EIS:

Code	Absence Description	Applicable Employee Group
51VSE	COVID Vaccine Side Effects	Education Paraprofessionals
41VSE	COVID Vaccine Side Effects	10 Month Pedagogic Titles (e.g. Teachers, Guidance Counselors, Schools Secretaries, 10 Month APs, etc.
61VSE	COVID Vaccine Side Effects	E-Bank Hourly Titles
71VSE	COVID Vaccine Side Effects	CSA 12 Month Titles, except EAs
31VSE	COVID Vaccine Side Effects	Education Administrators

Questions regarding timekeeping related to this memorandum should be emailed to COVIDtimekeeping@schools.nyc.gov

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