PAYROLL ADMINISTRATION MEMORANDUM

2020 - 2021

NO. 15

DATE: March 10, 2021

TO: B/C Office Directors (Via Email)
Principals (Via Principals Weekly)
Payroll Secretaries (Via Email)

FROM: Kevin Monrose

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. 2020 - 2021. The timekeeping event codes are as follows:

Cyber Shift:

VSE – COVID Vaccine Side Effects

EIS:

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

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

C: Richard Carlo
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   Vicki Bernstein
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