



PAYROLL ADMINISTRATION MEMORANDUM

2020 - 2021

NO. 20



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DATE: June 29, 2021
TO: BCO Directors (Via Email)
Principals (Via Principals Weekly)
Payroll Secretaries (Via Email)
FROM: Kevin Monrose
SUBJECT: Summer Processing Procedures for Q744 and E745 Employees

This memorandum is a guide for schools and BCOs for the processing of regular or summer service (July and August 2021) timekeeping and payrolls for the following “Non-Chapter 683” employee groups**:

- Q-Bank, 744 (UFT Paraprofessionals); and
- E-Bank, 745 (Hourly Support Titles).

***Indicates EIS (Employee Information System) appropriate processing.*

Please note that the **EIS rollover will occur on June 26, 2021** in preparation for the establishment of Summer Tables of Organization (TO), as well as the rollover of employees, jobs, schedules, and work locations for Fiscal Year 2022.

As a guide to payroll-related activities during the summer, please give specific attention to the following:

1. Eligibility to Work

In order for an employee to work during the summer, s/he must be active in the EIS database by the last day of the school year. This is applicable to both full-time and part-time employees. If an employee is accepted to serve in a position other than the one held during the school year, s/he must be staffed as per session only, an occasional per-diem, or hourly employee only. If these conditions are not met, the affected employee(s) may not be paid during the summer for any service rendered. Once activated and finalized, and the service is entered and approved, the employee will be paid on the next available check. Paper checks will be mailed to the address that is currently on file. See Section 6 for more information regarding the mailing of paper checks.

2. Bulk Jobs

Unique bulk jobs should be created for the payment of summer service. As with all other bulk jobs, they must be title specific and adhere to all budget related requirements. Please ensure that the dollars that have been assigned to each bulk job will be enough to support all of the intended charges throughout the duration of the summer programs.

3. School Safety Officers

During the summer months, timekeeping for School Safety Officers remains the same. Their jobs and schedules are rolled over with an effective date of July 1, 2021 and an end date of June 30, 2022. Bulk jobs are only required to process overtime.

4. Timekeeper Access to Records

Timekeepers will have access to the records of all employees who are active in EIS. This means that any timekeeper can access all employees' records regardless of the work location.

All summer bulk jobs will have an effective date of June 26, 2021. Bulk job end dates are as follows:

Employee Group	End Date
UFT Paraprofessionals	September 8, 2021
DC37 Family Paraprofessionals	September 7, 2021
All Other DC37 Titles	September 12, 2021

Please note that if the bulk job(s) is/are not adequately funded, timekeeping entries will not be accepted. When the bulk job funds are exhausted they must be replenished before additional hours can be processed.

When creating bulk jobs for the summer programs, please use the following object codes and line numbers:

Employee Group	Object Code	Line Number
Q744 Educational Paraprofessional (Non-Chapter 683)	091	6092
E745 Family Paraprofessional (Non-Chapter 683)	091	6032
All Other E745 Titles	031	Corresponds with position and title
Per Session Only Educational Paraprofessional (PSOEP)	091	6092

5. CAR Accruals and Adjustments

The majority of employees who are paid via the E745 payroll during the summer earn one hour of sick leave (CAR) for every twenty hours paid. Employees hired on or after July 1, 2004 earn one hour for every twenty-four hours paid. These accruals are automatically added to the employees' CAR balances. Since all time is processed via bulk jobs, absences cannot be recorded for the summer months. Timekeepers must process absences as paid hours and then deduct the time from the CAR balance in EIS. Employees cannot use more than the hours they have accrued during the summer months.

For DC37 Family Paraprofessionals, all of the above conditions apply except that EIS will not automatically credit CAR balances. If the hours are not used, a request must be made to have the CAR balance credited. All payroll inquiries should be sent to: PayrollInquiry@schools.nyc.gov. Conversely, if the time is used, no action is required. Please note, if the absences are for non-chargeable days (e.g., workers' compensation, jury duty, etc.), they should be processed as regular pay.

Employees who are paid via the Q744 payroll earn a maximum of two CAR days during the summer months. If the days are used, then no action is required and the conditions described above are applicable to this group. However, instead of requesting adjustments, timekeepers are able to adjust CAR balances (in EIS) to include the unused time. These adjustments should be processed using the "SA" reason code in EIS Option 9.3.1.

6. Check Distribution

Check distribution will be via direct deposit or USPS mail. Online enrollment in the EFT program can be processed via the Payroll Portal at <https://payrollportal.nycboe.net>. Paper checks will be mailed, via the USPS, to the addresses that are on file at the DOE. Employees should ensure that their addresses are up to date and can do so by reviewing the NYCAPS ESS database by clicking [here](#).

7. Verification of Payroll Data

All payroll data will be available for review via the Payroll Portal on the date of the check in question. This option can also be used to verify check distribution codes in the event that a paper check cannot be located. Employees may call the Office of Check Management at (718) 935-2219 to confirm the specific location of his/her check. Check Management can also be reached via email at CheckManagement@schools.nyc.gov. For your convenience, two schedules detailing important dates are attached.

If you have any questions or need further clarification, please call the Hourly Support Payroll team at (718) 935-3030 or email the Hourly Support Payroll group at PayrollInquiry@schools.nyc.gov.

FPC/mw
Attachments

C:	Richard Carlo	Samantha Mark, UFT
	Maria Conklin	D. Arnold, IBT 237
	Francine Perkins-Colón	
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**CALENDAR OF EVENTS
E 745 B Pay Cycle
SUMMER PAYROLL 2021**

PAY PERIOD EARNED	TIMEKEEPING ENTRY DATES	TIMEKEEPING CLOSE DATES	PAY CYCLE	CHECK DATE
06/09/2021 - 06/22/2021	06/16/2021 - 06/29/2021	06/29/2021	B	07/08/2021
06/23/2021 - 07/06/2021	06/21/2021 - 07/13/2021	07/13/2021	B	07/21/2021
07/07/2021 - 07/20/2021	07/14/2021 - 07/27/2021	07/27/2021	B	08/04/2021
07/21/2021 - 08/03/2021	07/28/2021 - 08/10/2021	08/10/2021	B	08/18/2021
08/04/2021 - 08/17/2021	08/11/2021 - 08/24/2021	08/24/2021	B	09/01/2021
08/18/2021 - 08/31/2021	08/25/2021 - 09/07/2021	09/07/2021	B	09/15/2021

**CALENDAR OF EVENTS
Q 744 P Pay Cycle
SUMMER PAYROLL 2021 (SREPP & PER SESSION)**

PAY PERIOD EARNED	TIMEKEEPING ENTRY DATES	TIMEKEEPING CLOSE DATES	PAY CYCLE	CHECK DATE
06/01/2021 - 06/15/2021	06/07/2021 - 06/21/2021	06/21/2021	P	06/30/2021
06/16/2021 - 06/30/2021	06/22/2021 - 07/13/2021	07/13/2021	P	07/16/2021
07/01/2021 - 07/15/2021	07/14/2021 - 07/27/2021	07/27/2021	P	07/30/2021
07/16/2021 - 07/31/2021	07/28/2021 - 08/10/2021	08/10/2021	P	08/13/2021
08/01/2021 - 08/15/2021	08/11/2021 - 08/24/2021	08/24/2021	P	08/27/2021
08/16/2021 - 08/31/2021	08/21/2020 - 09/01/2021	09/01/2021	P	09/15/2021