



PAYROLL ADMINISTRATION MEMORANDUM

2020-2021

NO 02



Francine Perkins Colón  
Deputy Executive Director  
Payroll Administration  
Division of Financial Operations

65 Court Street, Room 1400  
Brooklyn, NY 11201

+1 718 935 2651 tel  
+1 718 935 5638 fax

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**DATE:** July 10, 2020

**TO:** BCO Directors (Via Email)  
Principals (Via Principals' Weekly)  
Payroll Secretaries/Timekeepers (Via Email)

**FROM:** Francine Perkins-Colón

**SUBJECT:** **New Procedures For Filing Final Entitlement, OP44 Termination Pay, and Service Compensation Forms**

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The NYC Department of Education's Office of Payroll Administration has implemented new procedures for the filing of final entitlement, OP44 termination pay, and service compensation forms. These forms can now be completed online and allows for electronic signatures. This new procedure requires that the forms be saved and emailed to the appropriate persons for their electronic signatures.

For example, after a teacher completes and signs his/her OP44 Termination Pay form, it should be saved and emailed to the Payroll Secretary. After the Payroll Secretary reviews, verifies and signs the form s/he should save the form and email same to the Principal for final review, signature and submission to the DOE Office of Payroll Administration via the email address indicated below.

As another example, a UFT paraprofessional will complete and sign the final entitlement form, save and email the form to his/her Payroll Secretary for review and signature. The form must then be saved and forwarded to the Principal for similar action. The Principal will then forward the signed form to the designated person at Borough/Citywide Office for completion/signature and submission to the DOE Office of Payroll Administration via the email address indicated below.

These steps must also be followed for the submission of the Service Compensation and Termination Pay forms for the Hourly DC37 and School Safety Titles.

When ALL signatures are affixed to the form, it should be emailed to the DOE Office of Payroll Administration as follows:

Non – Pedagogic Employees / UFT Paras, DC37 Hourlies / Hourly School Safety Titles: [FinalEntitlementHourlySupport@schools.nyc.gov](mailto:FinalEntitlementHourlySupport@schools.nyc.gov)

Pedagogic Employee: [TerminationUnit@schools.nyc.gov](mailto:TerminationUnit@schools.nyc.gov)

To access the instructions for adding the electronic signature please click [here](#) and follow the steps. **Please download and install Acrobat Reader 11; it is required and is free.** The instructions are applicable to all forms and are being provided to ensure that the user is able to affix his/her electronic signature to the appropriate form.

The links to the final entitlement, OP 44 Termination Pay, and Service Compensation forms for Non-Pedagogic and Pedagogic employees are provided below:

**Non-Pedagogic Employees**

[Final Entitlement - Payment to UFT Paraprofessionals](#)

[Service Compensation Allowance and Termination Pay - DC37 Hourly Non Competitive and Local 372 Employees](#)

[Termination Pay - IBT Local 237, School Safety Officers, District School Guards and DC37 Family Workers](#)

When complete and ALL required signatures are affixed, the form should be emailed to [FinalEntitlementHourlySupport@schools.nyc.gov](mailto:FinalEntitlementHourlySupport@schools.nyc.gov).

**Pedagogic Employees**

[Form OP44 - Application for Termination Pay for Pedagogues](#)

When complete and ALL required signatures are affixed, the form should be emailed to [TerminationUnit@schools.nyc.gov](mailto:TerminationUnit@schools.nyc.gov).

If you have any questions, please call HR Connect at 718 935 4000. You may also email inquiries to [PayrollInquiry@schools.nyc.gov](mailto:PayrollInquiry@schools.nyc.gov).

Thank you for your cooperation.

FPC/mw

C: Richard Carlo  
Maria Conklin  
Kevin Monrose  
Len Rubino  
A. Karasoula  
S. Mark, UFT  
M. Menduina, DC37  
D. Arnold, IBT 237  
Mark Cannizzaro, CSA