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**DATE:** January 22, 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 Volunteer Effort

Pursuant to the City of New York's administration of the COVID-19 vaccine, the City is seeking volunteers from all city agencies to staff COVID-19 Vaccine Hubs. All qualified Department of Education employees can work at the Hubs and, if eligible, be compensated for overtime, or per session, in accordance with the rules governing their individual Collective Bargaining Agreements. For full-time staff, overtime or per session hours for this purpose may only be granted for hours worked outside an employee's normal work schedule.

Timekeeping and Payment

To compensate the volunteers who choose to participate in this effort, please use the appropriate bulk job from the list provided in Appendix A. Once the bulk job has been determined, please note the following:

Q742

These service entries will have to be made in TBNK via the Service Data Entry Screen (01) by entering the following:

- Position symbol;
- Bulk job #; and
- Number of hours worked on each day

The employees will be paid based on the number of hours entered and approved. The rate will be derived based on the position symbol used when entering the service hours. All appropriate Per Session waivers will need to be in place, as applicable.

Q744

Per Session timekeeping information for this group must be entered via EIS screen 9.1.1, Maintain Current Time and Attendance, using option "P" for Pay Cycle ID and "3" as T&A Time Capture Category for per session for UFT Education Paraprofessionals, along with the EIS ID of the employee. On the next screen please enter the following information:

- Bulk job # and
- Number of hours served on each day

E745

For the Hourly School Based titles, the timekeeping information must be entered via EIS screen in 9.1.1, Maintain Current Time and Attendance, enter 'B' for Pay cycle ID, and choose '2' for the Positive Pay T&A Time Capture Category. After pressing enter, select the correct employee and then enter the following information:

- Bulk job # and
- Number of hours worked.

## **H740**

For employees whose time is not tracked in Cybershift, the overtime hours must be entered through the Overtime Deduction Screen, option 10, from the APRL main menu. To make these entries timekeepers will need to:

- Select function code '02';
- Retrieving employee information and the appropriate week ending date;
- Enter record type 'H'; and
- Enter the hours worked.

Records must be added and approved in accordance with current overtime processing procedures.

For employees whose time is tracked in Cybershift, the overtime hours must be entered in Cybershift. Please click [here](#) for instructions to enter and record the time.

In all cases, the Emergency Timesheet provided to the employee at the vaccination site must be submitted to the supervisor. Approval should only be made upon receipt and review of the Emergency Timesheet signed by a DOHMH representative.

Following the completion of timekeeping entries as per the above instructions, emergency timesheets should be placed in the employee's personnel file for future audit. Please note that only expenses related to COVID-19 vaccine hub staffing may be charged to the bulk jobs indicated in this memorandum. Expenses charged to these bulk jobs will be reviewed for compliance.

For answers to questions regarding this policy, please contact [COVIDtimekeeping@schools.nyc.gov](mailto:COVIDtimekeeping@schools.nyc.gov)

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Appendix A

Bank	Title	Description	Bulk Job #
E745	RFWKN	DC37 Family Worker	HBQZV
E745	RAIDN	School Aide	HBQZY
E745	SSGDN	School Guard	HBR25
E745	RSLHN	School Lunch Helper	HBR4L
E745	RSSON	School Safety Officer	HBR3I
E745	RSSLN	Senior School Lunch Helper	HBR4N
E745	RSUDN	Supervisor of School Aides	HBR3F
Q744	AREPP	Annual Education Paraprofessional	HBR1G
Q744	SREPP	Substitute Education Paraprofessional	HBR4F
T747	GCGCS	Guidance Counselor	HBR1W
T747	SUPLS	Principal	HBR28
T747	CLSPS	School Psychologist	HBR1S
T747	SYSYS	School Secretary	HBR2F
T747	CLSWS	School Social Worker	HBR1V
T747	SUSUS	Supervisor	HBR2B
T747	TRTRS	Teacher	HBQZX
T747	ARTAP	Teacher's Aide	HBR3Q
T747	TRTSS	Teacher - Special Education	HBR50