

INDIVIDUAL SERVICE SUMMARY

The individual service summary screen is used to view all pending service records. Select **option 03** at the per session main menu to access the individual service summary screen.

07/01/2012 N. Y. C. BOARD OF EDUCATION
INDIVIDUAL SERVICE SUMMARY

EIS ID: 0123456 SOC-SEC-NUM: 000000111 NAME: JOE SMITH

BUD QCK BUD JOB PG PS SVC S SVC A STA
S DT B SCH CODE CODE LINE ID NO CD FR TO M HRS MIN R

S	01	M	001	4444	76543	3002	GAAA	TR	7/1	7/1/12	A	001	00
	02	M	416	4620	76543	3002	GAAA	TR	7/16	7/1/12	B	004	00

* S - TO SELECT RECORDS; T - TO SELECT USE RID/TIMESTAMP SCREEN *
PF4=MAIN MENU PF7=BKWD PF8=FRWD ENTER=PROCESS CLEAR=EXIT

**** NO FORWARD DATA AVAILABLE ****

(Screen# 4)

To view the details of a service record, type "S" here & press the R-CTL key.

The current status of the record is indicated here.

07/01/2012 N.Y.C. BOARD OF EDUCATION
HISTORY SERVICE SUMMARY

(ASCENDING ORDER BY LOCATION AND ACCOUNT INFORMATION)

EIS ID: 11234 SOC-SEC-NUM: 12345678 NAME: JOHN SMITH

BUDG QCK BUD PG PS SVC S SVC A PROCESS
S DS B SCH CODE CODE LINE NO CD FR TO M HRS MIN R DATE

S	01	M	001	4444	04444	3494	PL	09/01	9/15/11	A	030	15	2011-10-26
	01	M	101	4221	04222	3494	SY	11/01	11/15/11	A	004	00	2011-12-13
	01	M	300	4222	04244	3494	SY	10/16	10/31/11	B	005	00	2011-12-13
	07	X	003	4005	04555	3494	SY	12/01	12/15/11	A	001	00	2012-01-16
	07	X	003	4005	04555	3494	SY	12/16	12/31/11	B	004	00	2012-01-16
	07	X	020	4007	04555	3494	PL	09/16	9/30/11	B	030	30	2011-10-16
	07	X	020	4007	04997	3494	SY	08/16	8/31/11	B	012	00	2011-09-28

S - TO SELECT THEN PF9 FOR HOURS OR PF10 FOR TIME

CLEAR=EXIT PF4=MAIN MENU PF7=BKWRD PF8=FRWRD PF11=ALERNAT ORDER

**** FIRST PAGE DISPLAYED ****

(Screen# 5)

To view the detail for any record, type an "S" here and press either the F9 or F10 key.

The history summary will display all entered and paid online services for an employee. Enter a file # or SS# and press the F8 key to retrieve the payment records. Each record will also contain the amount of total service time paid & the processed date.

If there is more than one page of history summary, you can press the F8 key to page forward & F7 key to page backward.

For each service record displayed, you can select the detail time record by entering a "S" in the selection column (the 1st column) & pressing the F9 or F10 key.

The F9 function will display the detail history record by hours.
The F10 function will display the detail history record by time.

Panel 5

PER SESSION RATE TABLE

UFT RATES:						
PS	Line No.	Title Code	Rate Eff.	Rate Eff.	Rate eff.	Position Title
			2/14/19	6/16/18	5/1/18	
EV	3122	TREVS	\$51.13	\$50.13	\$48.67	Ed. Evaluator
EV	3112	TRELS	\$51.13	\$50.13	\$48.67	Teacher Evaluator
GC	2922	GCCGS	\$54.96	\$53.89	\$52.32	Guidance Counselor
GC	2902	GCGAS	\$54.96	\$53.89	\$52.32	Guidance Counselor A
LA	3342	LBLAS	\$47.51	\$46.58	\$45.22	Lab Specialist
MI	2402	MIMIS	\$133.66	\$131.04	\$127.22	School Med. Inspector
MT**	3002	TRMTS	\$57.32	\$56.20**	\$54.56**	Monitor Prep**
RT	3932	TRRTS	\$51.13	\$50.13	\$48.67	Teacher of Recreation
SC	3582	SYSCS	\$31.52	\$30.90	\$30.00	Summer Rate School Secy
SP	2812	CLSPS	\$54.96	\$53.89	\$52.32	School Psychologist
SR	3922	SRSRS	\$51.13	\$50.13	\$48.67	Supervisor of Recreation
SW	2822	CLSWs	\$54.96	\$53.89	\$52.32	School Social Worker
SY/PL	3492	SYSYS	\$31.52	\$30.90	\$30.00	School Secy/Peak Load
TA	3042	TRTAS	\$51.13	\$50.13	\$48.67	Teacher Assigned A
TA	3052	TRTBS	\$51.13	\$50.13	\$48.67	Teacher Assigned B
TN	3992	TRTNS	\$23.30	\$22.84	\$22.17	Training Rate
TR	3002	TRTRS	\$51.13	\$50.13	\$48.67	Teacher/Coach
TR	3102	TRTSS	\$51.13	\$50.13	\$48.67	Teacher - Special Ed
TR	3032	TRTMS	\$51.13	\$50.13	\$48.67	Teacher - Bilingual
TR	3072	TRLBS	\$51.13	\$50.13	\$48.67	Teacher - Library
TR	3132	TRRRS	\$51.13	\$50.13	\$48.67	Teacher - Resource Room
TR	3172	TRISIS	\$51.13	\$50.13	\$48.67	Teacher - Speech Improv
TR	3252	TRSRs	\$51.13	\$50.13	\$48.67	Teacher - Summer Reorg.
TR	3282	TRWXS	\$51.13	\$50.13	\$48.67	Teacher - Attendance
TT	3262	TRTTS	\$51.13	\$50.13	\$48.67	Teacher - Trainer
WT	3272	TRWTS	\$48.97	\$48.01	\$46.61	New Teacher Train Rate

The Mentor Prep rate (MT) is set as an hourly rate, but each prep is only 45 minutes.
Please be sure to enter only 45 minutes for each Mentor Prep (MT) or you will be overpaying the employee.

CSA Rates:						
PS	Line No.	Title Code	Rate Eff.	Rate Eff.	Rate eff.	Position Title
			10/06/18	09/06/18	10/06/17	
AM	3592	AMAMS	\$50.81	\$48.85	\$47.91	Assistant Coordinator
CO	2752	COCOS	\$53.10	\$51.06	\$50.08	Coordinator
EX	3552	EXEXS	\$47.87	\$46.03	\$45.15	Examiner
GA	3562	GAGAS	\$52.46	\$50.44	\$49.47	General Assistant
PH	3552	PHPHS	\$23.55	\$22.65	\$22.21	Chief Proctor
PS	2682	CLPSS	\$69.11	\$66.45	\$65.17	School Psychiatrist
PX	3572	PXPXS	\$14.05	\$13.51	\$13.25	Proctor
SU	2792	SUSUS	\$52.46	\$50.44	\$49.47	Supervisor
PR	2782	SUPLS	\$52.46	\$50.44	\$49.47	Principal

Please Note: All Per Session activities for principals must be approved in the EIS Portal (Principal Per Session) before services can be entered in the TBNK payroll system.

Panel 6

Created by: Joan Davenport - July 2012



Division of Financial Operations
Office of Payroll Administration

Maria Conklin
Executive Director

New York City Public Schools

T- Bank Payroll (TBNK)

PER SESSION QUICK REFERENCE CARD

February ~ 2019

LOGON: TURN ON COMPUTER / ACCESS NYC PUBLIC SCHOOLS MENU

- TYPE "P" (from the main menu)
- PRESS R-CTRL (CICS screen is displayed) (on the lower right corner of keyboard)
- PRESS PAUSE/BREAK (to clear screen)
- TYPE CESN
- PRESS R-CTRL key
- TYPE USER ID & PASSWORD
- PRESS R-CTRL KEY ("Sign on is complete" is displayed)
- TYPE DB2 (to bring up the DB2 Application Menu)
- PRESS R-CTRL KEY
- TYPE TBNK
- PRESS R-CTRL KEY
- TYPE "PERS"
- PRESS R-CTRL KEY (The Bulletin Board screen is displayed)
- PRESS PF10 KEY 2 times

- LOG OFF:**
- PRESS PAUSE/BREAK 2 times (from any screen)
 - TYPE CESN LOGOFF
 - PRESS R-CTRL

QUICK ACCESS: STARTING AT THE MAIN MENU

MAIN MENU ~ OPTIONS

- | | |
|-----------|-----------------------------------|
| Option 01 | Service Data Entry |
| Option 02 | Service Summary |
| Option 03 | Individual Service Summary |
| Option 04 | Per Session History |
| Option 06 | User ID/Timestamp Inquiry |
| Option 09 | Bulk Job Detail Inquiry |
| Option 15 | Service Data Entry for Principals |

Panel 1

Updated 2/19

PER SESSION MAIN MENU

07/01/2012

N. Y.C. BOARD OF EDUCATION
PER SESSION MAIN MENU

01 SERVICE DATA ENTRY	09 BULK JOB DETAIL INQUIRY
02 SERVICE SUMMARY	10 PSALSRV APPROV FOR PRINCIP
03 INDIVIDUAL SERVICE SUMMARY	11 ADULT/ED SRV APPROVAL FOR PRINCIPALS
04 PER SESSION HISTORY	12 SECURITY LOCATION MAINTNANCE
05 OLD SYSTEM CHECK ARCHIVE	13 RESERVED FOR FUTURE USE
06 USER ID/TIME STAMP INQUIRY	14 MAX HRS FOR QUICK CODE/BUDGET LINE
07 RATE MASTER FILE PROCESSING	15 SERVICE DATA ENTRY FOR PRINCIPALS
08 BULLETIN BOARD MAINTENANCE	16 CENTRAL PR REC UPDATE

SELECTION ==> ____

PF3 = PREV SCREEN ENTER = PROCESS CLEAR = EXIT

Military Time Conversion Chart

1:00 AM	=	0100
2:00 AM	=	0200
3:00 AM	=	0300
4:00 AM	=	0400
5:00 AM	=	0500
6:00 AM	=	0600
7:00 AM	=	0700
8:00 AM	=	0800
9:00 AM	=	0900
10:00 AM	=	1000
11:00 AM	=	1100
12:00 PM	=	1200
1:00 PM	=	1300
2:00 PM	=	1400
3:00 PM	=	1500
4:00 PM	=	1600
5:00 PM	=	1700
6:00 PM	=	1800
7:00 PM	=	1900
8:00 PM	=	2000
9:00 PM	=	2100
10:00 PM	=	2200
11:00 PM	=	2300
12:00 AM	=	2400

NOTE: The system will not accept time entries from 12:00 AM – 6:00 AM (2400 TO 0600).

ADDING A NEW SERVICE RECORD

To add new service, select **OPTION 1** for Pedagogic employees. To select **OPTION 1**, type 01 in the selection field on the Per Session Main Menu screen and press **R-CTL** key. This will bring up the Per Session Data Entry Report screen.

07/01/2012

N. Y.C. BOARD OF EDUCATION
PER SESSION DATA ENTRY REPORT

HEADER

EIS ID: _____ NAME: _____ NAME CONFIRM FLAG: Y/N _____
 POS SYMBOL: _____ DIST: _____ BORO: _____ SCHOOL: _____
 MONTH: _____ YEAR: _____ PAY CODE: _____ JOB ID: _____ PROGNO: _____

DAY	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A
1	8	15	22	29	2	9	16	23	30	3	10	17	24	31	

TOTAL FOR THIS SERVICE - HOURS: _____ Minutes: _____

PF2=ADD PF5=UPDATE PF7=BKW PF9=SVC-SUM PF11=INQ-TOT ENTER=INQ
 PF4=MENU PF6=DELETE PF8=FRW PF10=INDSUM PF12=CLEAR-SCR CLEAR=EXIT

(Screen #1)

CALENDAR

The Per Session Data Entry Report screen is comprised of two parts the **HEADER** and the **CALENDAR**. To create a new service record the record header must be first completed.

The following information must be provided in order to create a new record.

- 1) EIS ID (FILE #) - You are required to confirm the name before continuing. Enter the file # and press **R-CTRL**. Please verify the name that is displayed, **TYPE Y** in the NAME CONFIRM FLAG Y/N field and press **R-CTRL** to confirm that is the correct name.
- 2) Enter the position symbol, which must match bulk job's position title.
- 3) Enter the location information: DIST (2 digits), BORO (1 DIGIT), & SCHOOL 3 digits. **NOTE:** The location must match the location of the bulk job being used.
- 4) Enter the service month and year. **NOTE:** The month field requires 2 digits and the year field requires 4 for example: 01 2012
- 5) Enter the pay code to identify which half of the month you are entering. The available codes are: **A** for the 1st – 15th of the month, **B** for the 16th to the end of the month.
- 6) Enter the bulk job id.
- 7) The program # field (**PROG NO**) is an optional field for Pedagogic titled employees.

When all of the necessary header information is entered, press function key **F2** to add this new record. The system will verify the information entered. If there are any issues with information, it will display an error message at the bottom of the screen. You must correct the issue, then press **F2** again. You can only update the service data of an existing pending record.

ADDING A NEW SERVICE RECORD (continued)

07/01/2012

N. Y.C. BOARD OF EDUCATION
PER SESSION DATA ENTRY REPORT

EIS ID: 123456 NAME: JOHN A. SMITH CONFIRM FLAG Y/N: Y
 POS SYMBOL: TR DIST: 01 BORO: M SCHOOL: 111
 MONTH: 07 YEAR: 2012 PAY CODE: A JOB ID: ABCDE PROGNO:

DAY	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A
MON	1	8	15	22	29	2	9	16	23	30		
TUE	3	10	17	24	3	11	18	25				
WED	4	11	18	25	4	12	19	26				
THU	5	12	19	26	5	13	20	27				
FRI	6	13	20	27	6	14	21					
SAT	7	14	21									
SUN												

TOTAL FOR THIS SERVICE - HOURS: _____ MINUTES: _____

*** THIS RECORD DOES NOT EXIST, PRESS F2 TO ADD ***

P F2 = ADD ENTER = INQ
 PF4 = MENU PF12 = CLEAR - SCR CLEAR = EXIT

(Screen# 2)

The system will display instructions & error messages here.

If the record does not exist, the system will display the message, 'THIS RECORD DOES NOT EXIST, PRESS F2 TO ADD'. Pressing F2 will allow you to enter the service data for this record, and the cursor will move down to the first day. (see screen# 2)

NOTE: Before continuing, make sure the header information is correct. Verify the name belongs to the correct employee to be paid. Ensure the position symbol, bulk job id, month and year, etc are correct. When the record is saved, you will not be able to change the information in the header. If you find at a later time you entered in correct header information you must delete entire record and re-enter it again.

07/01/2012

N. Y.C. BOARD OF EDUCATION
PER SESSION DATA ENTRY REPORT

EIS ID: _____ NAME: JOHN A. SMITH CONFIRM FLAG Y/N: Y
 POS SYMBOL: TR DIST: 01 BORO: M SCHOOL: 111
 MONTH: 07 YEAR: 2012 PAY CODE: A JOB ID: ABCDE PROGNO:

DAY	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A
MON	1	0800	0900	8	15	22	29	2	9	16	23	30
WED	3	1500	1700	10	17	24	31	4	11	18	25	
THU	5			12	19	26		6	13	20	27	
FRI	6			13	0900	1700	20	27	7	14	21	
SAT	7			14			21					
SUN												

TOTAL FOR THIS SERVICE - HOURS: _____ MINUTES: _____

* ENTER START AND END TIME USING MILITARY TIME, PRESS PF2 *

PF2 = ADD ENTER = INQ
 PF4 = MENU PF12 = CLEAR - SCR CLEAR = EXIT

(Screen# 3)

Enter service time for record, & press F2 again to save all

Enter the lunch code "L" or "H" in the last field, or leave blank if no lunch. You can also enter a repeat code here; see the section on the repeat function for more details