**Panel 1**

**New York City Public Schools**

**TERMINATION PAY**

**The OP-44 APPLICATION Process**

**QUICK REFERENCE CARD**

**JULY ~ 2018**

The OP-44 Form can be accessed through the Payroll Portal under FORMS or through the DOE main page on the DOE website. In the SEARCH BOX, type “OP-44”.

**FAQ's**

**Final Entitlement/Termination Payments**

Q: What is the difference between a final entitlement and an OP44?

A: Final entitlement is comprised of service arrears, vacation, prep periods, grace period, timekeeping adjustments, etc. An OP44 is prepared when employee has positive car balance. It pays an employee one-half of the CAR balance. Maximum an employee can have 200 days in sick leave bank and get paid for up to 100 days.

Q: When and how do I prepare an OP44?

A: An OP44 is prepared for an employee who resigns, retires, is terminated or deceased with positive CAR balance. It is not necessary if the employee has a negative or zero CAR balance.

Q: Is there a Statute of Limitation on Termination Pay and Final Entitlement?

A: Yes, there is a six year Statute of Limitation.

Q: How does an employee receive their termination pay check or final entitlement check?

A: A paper check is delivered to the last place of employment.

Q: Is Termination pay taxable?

A: Yes.

Q: What should I do if an employee is deceased?

A: You need to submit the OP44 and a copy of the Death Certificate to the Payroll Office.

**TERMINATION PAY**

**QUICK REFERENCE CODES**

<table>
<thead>
<tr>
<th>What are you looking for?</th>
<th>Screen on F4 window</th>
<th>Option in F4 window</th>
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<tbody>
<tr>
<td>Service History</td>
<td>9.2.1 (F9)</td>
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<tr>
<td>Correcting Prior Timekeeping Events</td>
<td>9.2.1</td>
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</tr>
<tr>
<td>Employee Car Balance Inquiry</td>
<td>9.3.2</td>
<td>3</td>
</tr>
<tr>
<td>Current Staffing Information</td>
<td>2.6</td>
<td>3</td>
</tr>
<tr>
<td>Time and Attendance Inquiry</td>
<td>9.2.2</td>
<td>8</td>
</tr>
<tr>
<td>Employee Leave Balance Inquiry (Detail)</td>
<td>9.3.2</td>
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<tr>
<td>Person Address Information</td>
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</table>

To reach the Terminations Unit: (718) 935-2218

**OPTION 2**

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</tbody>
</table>

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**SCREEN #5**

**Timekeeping Adjustments, continued:**

- Type event, event code and duration of time
- Press ENTER to CONFIRM.

**USER: N.Y.C. PUBLIC SCHOOLS • EMPLOYEE INFORMATION SYSTEM EIMMe 1**

**Panel 5**

**Panel 6**

**Panel 1**

**Rev 07/18**
FORM: OP-44 - The Application Process

Please be advised: Applications will not be processed if areas marked with ☑ ARE NOT COMPLETED and/or SIGNED.

NYC DEPARTMENT OF EDUCATION
300 Eagle Street
New York, NY 10225

APPLICATION FOR TERMINATION PAY FOR PEDESTRIANS

PART I: To be completed by applicant and submitted to payroll secretary for completion of Part III.

Name
Address

Social Security: xx

PART II:

- Should be typed directly on the online OP-44 form, signed then given to the Payroll Secretary for completion.
- If the application is not signed, it will be returned, which will slow down the payment process.

PART III:

- To be filled out for CFA Titles ONLY in addition to PART I.
- CFA Titles must give 90 days notice for resignation or retirement.
- If not paid, payment WILL take “2” years to be paid out.

To be completed by the Payroll Secretary and approved by the Principal or Authorized Personnel (see list BELOW of who can approve an OP-44).

Who can approve an OP-44:

- School Secretaries: School Secretaries either approve for their own OP-44.
- Original OP-44 and Original Signatures are REQUIRED.

- OP-44 will be returned if they are not typed and filled out correctly and do not have missing original signatures which will DELAY THE PAYMENT process.

EIS: 7.1.3 – Verify employees’ File #, SS#, Name & Address

EIS: 9.2.1 - Press F9 for employee’s SERVICE HISTORY to REVIEW and/or ADJUST EMPLOYEE’S TIME.

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UPDATING THE TIMEKEEPING RECORD

EIS: OP-44

Panel 2
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EIS: 9.2.1. Press F9 for employee’s SERVICE HISTORY to REVIEW and/or ADJUST EMPLOYEE’S TIME.

Panel 2
Panel 3
Panel 4

NOTE: Time should be updated before submitting the OP-44.