

9.2.1 – Timekeeping Adjustments –
(See screen #5)

USER: NYC PUBLIC SCHOOLS EMPLOYEE INFORMATION SYSTEM E1M541
02/27 12:47 PRIOR PERIOD TIME/ATTENDANCE CORRECTION PAGE: 1

EIS ID: 0123456 SSN: xxxx xx xxxxx JOBID: GHOQR NAME: DANCER D

ADJUSTMENT ACTION : ADD ATTENDANCE DETAIL

BEFORE	EVENT	EVENT DUR	EVENT	RCD RSN
IMAGE: EARNED	DATE	CODE	D/U--HH:MM	DESCRIPTION
	00/00/0000		0 00:00	
REVISE EARNED	EVENT	EVENT DUR	EVENT	
TO : DATE	CODE	D/U--HH:MM	DESCRIPTION	
12 06 2012	41A00	1	SELF TREATED SICK	

RSN CODE FOR ADJ : COMMENTS :

CONFIRM Y/N: Y
ENTER Y TO CONFIRM

F1/HLP F3/MENU F4/WNDOW F5/PRV MENU F6/EVTS F7/PG BCK F8/PG FWD F12/QUIT

Screen #5

Timekeeping Adjustments, continued:

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

9.3.2 - Employee Leave Balance Screen.
(See screen #6)

USER: N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM E1M801
02/27 12:55 EMPLOYEE LEAVE BALANCE INQUIRY PAGE: 1

EIS ID: 0123456 PAY CYCLE: S FISCAL YEAR: 2013 SCHOOL YEAR 2012 - 2013
BAL ID: CR1 CAR TOTAL JSN: 1 SSN: xxxx-xx-xxxx JOB ID: GHOQR
NAME: DANCE DANCER TITLE: TRTRQ TEACHER

EMPLOYEE STATUS: REG STAFFING REASON CODE: DTR RETIREMENT STD HH/MM: 06/50
START BAL: 7 3 10 CUR BAL: 11 3 10 (BALANCE AS OF): 2013-02-28

TRAN DTE	EVNT DTE	EVENT	LEAVE DESCRIPTION	DDD	HHH	MM	REASON	USER
09/13/12	09/30/12	90003	C.A.R. MNTHLY ACCRUAL	1	SYS	GEN	E1BTK8A	
SUB-TOTAL FOR SEP/12				8	3	10		
10/12/12	10/31/12	90003	C.A.R. MNTHLY ACCRUAL	1	SYS	GEN	E1BTK8A	
SUB-TOTAL FOR OCT/12				9	3	10		
11/14/12	11/30/12	90003	C.A.R. MNTHLY ACCRUAL	1	SYS	GEN	E1BTK8A	
SUB-TOTAL FOR NOV/12				10	3	10		
12/13/12	12/31/12	90003	C.A.R. MNTHLY ACCRUAL	1	SYS	GEN	E1BTK8A	
SUB-TOTAL FOR DEC/12				11	3	10		
02/05/13	01/31/13	90003	RET STF TRM 01/09/13 - 1				*DELETED* E1BTK97	
01/15/13	01/31/13	90003	C.A.R. MNTHLY ACCRUAL	1			***** E1BTK8A	

MORE DETAILS

F1/HELP F2/TXT F3/MENU F4/WNDWF5/PRV F7/BCK F8/FWD F10/PREV F11/NXT F12

Screen #6

- This screen will show balances and activity for the current year.
- To see previous balances and activities from prior years, press F10.

Panel 5

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

What are you looking for?

Screen

Option in F4 window on 11.6

Service History	9.2.1 (Fg)	1
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Person Address Information	7.1.3	11
To reach the Terminations Unit	(718) 935-2218	

Panel 6

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February - 2013



Division of Financial Operation
Office of Payroll Administration

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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".

NYC Department of Education
Pedagogic/School Based Payroll
65 Court Street, Room 1400
Brooklyn, New York 11201
Phone: 718-935-3218
Form: OP-44

APPLICATION FOR TERMINATION PAY FOR PEDAGOGUES

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

File No: [] SSN: [] Teacher Regular: []

Name: []

Address: []

City: [] State: [] Zip Code: []

School: [] Dist: [] Borough: []

License: [] Emp Tele #: [] Title: []

I hereby request termination pay on the basis of the following terms and conditions.*

*Teachers who resign or retire shall, upon application, receive termination pay on the basis of one-half of up to 200 days of the unused sick leave accumulated as a regularly appointed or regular substitute teacher. If the resignation or retirement becomes effective at any time other than the end of a school year, sick leave for the period of services during that school year shall be paid at the rate of one day for each two full months of service.
*Extracts from Art. 25(b)(6) of the Agreement between the Board of Education & UFT covering Teachers, Oct. 10, 1995 - Nov. 12, 2000. (Substantially identical provisions appear in other agreements with UFT and CSEA.)

Reason: [] Effective: []

Applicant Signature: [] Current Date: []

PART II - For CSEA Members Only - The following must be completed and signed by immediate supervisor of all school based supervisors in order for termination pay to be processed immediately.

Has 90 Day Notice of retirement / resignation been provided?
 No* Yes Date Notice Provided: []

* Please Note: School - Based supervisors who do not comply with this provision will have their final entitlement payment made in a lump sum two (2) years after their retirement / resignation.

Signature of Principal / Superintendent: [] Date: []

PART III - To be completed and reviewed by school payroll secretary and signed by Principal. Before any computation of terminal leave or termination pay, adjust C.A.R. so that it does not exceed 200 days.

A) Number of days remaining in Applicant's Cumulative Absence Reserve after all deductions for illness and (if granted) deduction of twice the number of school days of Terminal Leave.

B) It is hereby certified that the above-named applicant is entitled to the amount of days of Termination Pay (Half of A) shown here.

Date: [] Timekeeper or Payroll Secretary: []

Signature of Principal: []

School's Title #: [] Title, if Other: []

Note: If the applicant does not wish to be paid until a future year, please indicate the year []

Central Office Use Only:

Certified by: [] Paid On: []

Date Printed: []

Panel 1

FORM: OP-44 - The Application Process

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

Panel 2

Please **TYPE** and **COMPLETE PART I** of the OP-44 Form; **ORIGINAL SIGNATURES ARE REQUIRED** after the form is printed. Please **MAIL OR HAND DELIVER** the completed form, with **ORIGINAL SIGNATURES**, to the address in the upper left hand corner of the form.

- PART I:**
- 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 II:**
- To be filled out for CSA Titles ONLY in addition to PART I.
 - CSA Titles must give 90 days notice for resignation/retirement.
 - if not, payment WILL take "2 years" to be paid out.
- PART III:**
- 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?
- | | | |
|------------------|-------------|--------------------|
| CFN/HR Directors | approve for | School Secretaries |
| Principals | approve for | Teachers |
| Principals | approve for | Assist Principals |
| Superintendents | approve for | Principals |
- NOTE:**
- School/Payroll Secretaries **CAN NOT APPROVE** their own OP-44.
 - ORIGINAL OP44 and ORIGINAL SIGNATURES ARE REQUIRED.
 - OP-44 will be returned if they are not typed and filled out correctly and/or have missing original signatures which will DELAY THE PAYMENT process.

EIS: 7.1.3 – Verify employees’ File #, SS#, Name & Address (See screen #1)

N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM E1M541
02/13 11:52 **PERSON INFORMATION**

SOCIAL SECURITY : xxx xx xxxx EIS ID: 0123456 EMPLOYEE ID: 0000001
PROBLEM CODE : DESC:
LAST NAME : DANCER
LAST NAME EXTENSION :
FIRST NAME : DANCE
MIDDLE NAME :
DATE OF BIRTH (MMDDYYYY) : 04 16 1946
GENDER (M/F) : M
MARITAL STAT (M/S) : M
HOME PHONE : 718 111 222

MAIDEN NAME :
OTHER LAST NAME :
OTHER FIRST NAME :
OTHER MIDDLE NAME :
EMERGENCY CONTACT :
EMERGENCY PHONE : 000 000 0000 **RELATIONSHIP** :
LAST UPDATED BY : **LAST UPDATE DATE**: 07 03 2000

F1/HELP F3/PREV MENU F5/PREV SCREEN F12/QUIT

Screen #1

Panel 3

UPDATING THE TIMEKEEPING RECORD

EIS: 9.2.1- ENTER EIS# and PRESS F9 - (See screen #2)

NYC PUBLIC SCHOOLS EMPLOYEE INFORMATION SYSTEM E1M521
02/13 17:02 **SELECT EMPLOYEE FOR ADJUSTMENT ENTRY**

EIS ID: 01234567
EMPL ID:
SSN:
JOB ID:
FROM DATE: 00 00 0000
TO DATE: 00 00 0000
MODE:
EVENT CODE:

ENTER REQUIRED FIELDS
F1/HELP F3/PREV MENU F5/PREV SCREEN F9/EMP INFO F12/QUIT

Screen #2

EIS: 9.2.1 - Press F9 for employee’s SERVICE HISTORY to REVIEW and/or ADJUST EMPLOYEE’S TIME. (See screen #3)
Select(S) the date range and press ENTER
NOTE: Time should be updated before submitting the OP-44.

NYC PUBLIC SCHOOLS EMPLOYEE INFORMATION SYSTEM E1M521
02/12 15:26 **SELECT EMPLOYEE FOR ADJUSTMENT ENTRY** EIS

ID: 0123456
EMPLOYEE SERVICE DATA WINDOW
EIS ID: 0123456 SSN: xxx-xx-xxxx NAME: DANCER DANCE
BOE ENTRY: 02/27/1995 PAY RATE: .00 PAY CODE: REG:
EFFECT END TITLE JOB ORG POS LIC EFF LIST PAY
S DATE DATE WORK ID UNIT ID WORK RSN STA CODE CYC
-----|-----
01/13/13 TRTSQ DF8VJ 32K296 901BQ 900B DTR TRM TT S
S 02/01/99 01/12/13 TRTSQ DF8VJ 32K296 901BQ 900B 1RK REG TT S
02/01/99 TRTSR CJ89L 32K296 BS1QQ 901B TRM 81 S
10/21/98 01/31/99 TRTSR CJ89L 32K296 BS1QQ 901B 5BA SUB 81 S
09/01/97 10/20/98 TRTSR DF8VJ 32K296 BS1QQ 901B TJN SUB 82 S
09/03/96 08/31/97 TRTSR DDXJ8 32K296 BS2QQ 901B TBR SUB 82 S
MORE DATA - USE F8 TO SCROLL
F1/HELP F3/PREV MENU F5/PREV SCREEN F7/PG FWD F8/PG BCK F12/QUIT

F1/HELP F3/PREV MENU F5/PREV SCREEN F9/EMP INFO F12/QUIT

Screen #3

EIS: 9.2.1: Here you have the option of adding, changing and/or deleting entries. (See screen #4)

NYC PUBLIC SCHOOLS EMPLOYEE INFORMATION SYSTEM E1M521
02/12 16:44 **SELECT EMPLOYEE FOR ADJUSTMENT ENTRY**

EIS ID: 0123456
EMPL ID: 0234567
SSN: xxx xx xxxx
JOB ID: DF8VJ
FROM DATE: 12 06 2012
TO DATE: 00 00 0000
MODE: ← A = ADD or C = CHANGE or D = Delete
EVENT CODE:

F1/HELP F3/PREV MENU F5/PREV SCREEN F9/EMP INFO F12/QUIT

Screen #4

Panel 4