



Dear Payroll Secretary,

Under the recent agreement between the UFT and the DOE all speech teachers have been allocated up to 20 hours of per session to assist in completion of SESIS activities, especially encounter attendance. There is no posting for these hours.

All speech teachers will immediately be allotted up to a maximum of 20 per session hours to begin this work. The agreement also allows any speech provider with an active caseload of 31 students or greater to utilize up to an additional 20 hours of per session for the school year. The determination regarding which speech teachers are entitled to this additional allocation will be made by the Office of Related Services based on a review of SESIS encounter attendance records. Speech teachers will receive further information about their eligibility for these additional hours and how to access them.

You will be able to begin process payrolls for staff who began working these hours on **February 18, 2017**. Please note that per session cannot be worked on federal holidays, including President's Day on February 20, 2017.

Unlike other per session activities, speech teachers may utilize these per session hours at home ***if they are completing encounter attendance in SESIS. No other activity (in SESIS or otherwise) is eligible for to be performed at home;*** claims for work at home for any purpose other than verified entry of certified encounter attendance records in SESIS will not be approved for payment by the speech supervisor. Per session hours worked at school are governed by [Chancellor's Regulation C-175](#). Speech teachers must use a per session time card for this purpose; hours worked at school must be recorded, and teachers must utilize a time clock for this purpose if the school has one available. For all per session, please keep diligent records of the time that you have entered, including the date, start time, end time, and if the per session occurred at school or at home.

Speech teachers should submit a completed time sheet to the to the payroll secretary at their payroll school. These timesheets will not be signed by a supervisor but should still be entered into T-BNK. As speech teachers are supervised on the district level, approvals will be reflected in T-BNK by supervisors after the time has been entered. Additionally, please make sure to enter the time into the location listed below so that the per session is charged centrally and not to your school.

Please utilize the information below to process payroll for the speech teacher(s):

Position Symbol: TR

District:

School:

Job ID:

You are only required to enter the time as provided on the completed time sheet submitted by the employee. **For this activity only you can enter the hours into T-BNK prior to receiving the supervisor's signature.** The payrolls will be approved monthly as agreed with the UFT. *(Note: Principals do not approve payroll for this activity).*

If you have questions please contact the **Payroll Support Specialist** at the Field Support Center assigned to your school.