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**PAYROLL ADMINISTRATION MEMORANDUM – NO. 2, 2009-2010**

**DATE:** July 27, 2009

**TO:** ISC Executive Directors (via e-mail)  
Principals (via "Principal's Weekly Newsletter")  
School Secretaries/Timekeepers (via e-mail)

**FROM:** Judith Hederman 

**SUBJECT:** **Overtime CAP for Administrative Employees**

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Most administrative employees are not eligible to earn more than 5% of their annual salaries in overtime per calendar year. A waiver must be submitted to Administrative Payroll from the employee's appropriate Executive Director or Head of Office. This waiver must indicate the duration for the overtime, as well as an estimate for the cost of overtime.

In addition to the 5% limitation, a citywide mandated cap of \$74,079 for overtime earnings is currently in effect. Employees, whose annual gross salary including overtime, differentials, longevity, etc., are equal or in excess of \$74,079 in a given calendar year, are not eligible to receive cash payment for overtime. In this situation, overtime activities are processed as compensatory time in lieu of cash. For compensation in cash, an over the cap waiver may be requested by the Executive Director or Head of Office for approval by the Chief Financial Officer or designee. The waiver request must also indicate the duration of the overtime, as well as an estimate for the cost.

Waiver requests should be submitted by completing the online overtime waiver request form at <https://payrollinquiry.nycenet.edu/OvertimeWaiver/>.

If you have any questions, please contact Brian Weekes at (718) 935-2201.

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