

PEDAGOGICAL PER SESSION ONLINE SYSTEM MANUAL



OFFICE OF PEDAGOGICAL/SCHOOL BASED-PAYROLL

Revised July 2010

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Signon for CICS/ESA Release 4.1.0 APPLID CICSPT60

WELCOME TO CICS/PROD (4.1.0) TERMINAL OWNING REGION (CICSPT60).
TO SIGN ON : CLEAR SCREEN AND ENTER 'CESN'.
TO EXIT CICS: CLEAR SCREEN AND ENTER 'CESF LOGOFF'.

Type your userid and password, then press ENTER:

 Userid jsmith Groupid
 Password
 Language

 New Password

DFHCE3520 Please type your userid.
F3=Exit

REMINDER:

If your user id is **revoked** or if you forget your password, please call your CFN if you are working at a school site or Metrotech help desk at (718) 935-5100 if you are with the central offices and request a user id reset.

(Screen #2)

NOTE: Per session security access for schools are processed by each CFN office. Per session security access for central offices are processed by the per session payroll office.

After sign on is complete, type 'DB2' and press the **R-CTRL** key to bring up the DB2 Application Menu. Select the T-Bank Payroll application from the DB2 menu by typing '**TBNK**' at the application field and press the **R-CTRL** key.
(See screen #3)

REGION: CICSPT60	NEW YORK CITY PUBLIC SCHOOLS	DA10000
01/13/02 11:02	DB2 APPLICATION MENU	
APPLICATION ID	DESCRIPTION	
=====	=====	
CPS	CUSTODIAL PAYROLL	
EEO	EEO SYSTEM	
EIS	EMPLOYEE INFORMATION SYSTEM	
LAVI	LICENSING AND VANCANCY INITIATIVE	
LCMS	LOCATION CODE MANAGEMENT SYSTEM	
PDPS	PER DIEM / PER SESSION PAYROLL	
SBR	SCHOOL BUDGET REQUEST	
SECM	SECURITY MAINTENANCE	
SIS	STUDENT INFORMATION SYSTEM	
SMCD	SMARTCARD	
SSIP	SUMMER SCHOOL INSTRUCTIONAL PROGRAM	
TBNK	T-BANK PAYROLL	
EE	EMPLOYMENT ELIGIBILITY	
APPLICATION tbnk	USERID jsmith	PASSWORD

(Screen #3)

Select the Per Session Payroll system by typing '**PERS**' in the application id field and press **R-CTRL** key. (See screen #4)

REGION: CICSPA64	N. Y. C. BOARD OF EDUCATION	E26MP00
01/13/02 11:20	T - BANK APPLICATION MENU	E26MS00

APPLICATION ID		DESCRIPTION
=====		=====
PERD	-	OLD PER DIEM PAYROLL
PENS	-	OLD PENSION / TDA SYSTEM
PERS	-	PER SESSION PAYROLL
WAIV	-	OLD WAIVER SYSTEM
BANK	-	OLD BANK RECONCILIATION

APPLICATION ID	pers	USERID	jsmith	PASSWORD
----------------	-------------	--------	--------	----------

(Screen #4)

Upon entering the Per Session Payroll system, the news flash/bulletin screen will appear. News flash screen will display important messages concerning the Per Session payroll system. If there is a news flash, please read it and then press the function key **F10** to continue to the bulletin screen. If there is no news flash, the system will display the bulletin containing the current month's Per Session on-line schedule. Pressing **F10** from the bulletin screen will display the Per Session Main Menu. (See screen #5)

PER SESSION MAIN MENU

SAPR0000	N. Y. C. BOARD OF EDUCATION	S000MS0
09/30/08 11:01		S000MP0
PER SESSION MAIN MENU		
01 SERVICE DATA ENTRY	09 BULK JOB DETAIL INQUIRY	
02 SERVICE SUMMARY	10 PSAL SRV APPROVAL FOR PRINCIPALS	
03 INDIVIDUAL SERVICE SUMMARY	11 ADULT/ED SRV APPROVAL FOR PRINCIPALS	
04 PER SESSION HISTORY	12 SECURITY LOCATION MAINTENANCE	
05 OLD SYSTEM CHECK ARCHIVE	13 SERVICE SUMMARY FOR PRINCIPALS	
06 USERID/TIMESTAMP INQUIRY	14 MAX HOURS 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

(Screen #5)

The Per Session Main Menu contains 16 functions.

Function 01 - Service Data Entry: This option is utilized to add, update, delete, and view the detail service records pending payment for all non-principal titled employees.

Function 02 - Service Summary: This option is utilized to view a summary of all on-line service records pending payment by location and bulk job. Non-principal titled employees records entered via function 01 can be approved or unapproved via this function screen.

Function 03 - Individual Service Summary: This option is utilized to view all on-line service records pending payment for an individual employee.

Function 04 - Per Session History: This option is utilized to view a detail history of all PAID service entered on-line for an individual employee.

Function 05 - Old System Check Archive: This option is utilized to view the online register of per session checks issued to an individual employee up to 1/16/02.

Function 06 - UserID/Timestamp Inquiry: This option is for viewing the user id and timestamp information for the history records of an individual employee.

Function 07 - is no longer used. For current rate information, please use the RATE TABLE option in the PDPS per session system.

Function 08 - Not available to users, only per session payroll office can use this function.

Function 09 - Bulk Job Detail Inquiry: This option is for viewing detail expenditure summaries for a per session bulk job.

Function 10 - Not available to users, only PSAL office can use this function to approve their principals per session service records.

Function 11 - Not available to users, only Adult Ed office can use this function to approve their principals per session service records.

Function 12 - Not available to users, only per session payroll office can use this function.

Function 13 - Service Summary For Principals: Allows the viewing of all pending service records for principals by districts.

Function 14 - Not available to users, only per session payroll office can use this function.

Function 15 - Service Data Entry For Principals: This option is utilized to add, update, delete, and view the detail service records pending payment for all principals.

Function 16 - Not available to users, only per session payroll office can use this function.

HOW TO ADD A NEW SERVICE RECORD

To add new services, select function 01 for non-principal titled employees and function 15 for principals. To select a function, type either **01** or **15** in the selection field on the Per Session Main Menu screen (screen #5) and press the **R-CTRL** key. This will bring up the Per Session Data Entry Report screen. Please note that both 01 and 15 entry screens looks similar. (See screen #6)

ES41C01 09/30/2008 11:33:41	N. Y. C. BOARD OF EDUCATION PER SESSION DATA ENTRY REPORT	E41MS01 E41MP01																																																																																																																																
<div style="border: 1px solid black; border-radius: 50%; padding: 5px; width: fit-content; margin: 0 auto;"> EIS ID : _____ NAME: _____ NAME CONFIRM FLAG Y/N _ POS SYMBOL: __ DIST: __ BORO: __ SCHOOL: __ MONTH: __ YEAR: _____ PAY CODE: __ JOB ID: _____ PROG NO: __ </div>																																																																																																																																		
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DAY</th> <th>STRT</th> <th>END</th> <th>A</th> <th>STRT</th> <th>END</th> <th>A</th> <th>STRT</th> <th>END</th> <th>A</th> <th>STRT</th> <th>END</th> <th>A</th> <th>STRT</th> <th>END</th> <th>A</th> </tr> </thead> <tbody> <tr> <td>__</td><td>1</td><td>__</td><td>__</td><td>8</td><td>__</td><td>__</td><td>15</td><td>__</td><td>__</td><td>22</td><td>__</td><td>__</td><td>29</td><td>__</td><td>__</td> </tr> <tr> <td>__</td><td>2</td><td>__</td><td>__</td><td>9</td><td>__</td><td>__</td><td>16</td><td>__</td><td>__</td><td>23</td><td>__</td><td>__</td><td>30</td><td>__</td><td>__</td> </tr> <tr> <td>__</td><td>3</td><td>__</td><td>__</td><td>10</td><td>__</td><td>__</td><td>17</td><td>__</td><td>__</td><td>24</td><td>__</td><td>__</td><td>31</td><td>__</td><td>__</td> </tr> <tr> <td>__</td><td>4</td><td>__</td><td>__</td><td>11</td><td>__</td><td>__</td><td>18</td><td>__</td><td>__</td><td>25</td><td>__</td><td>__</td><td>__</td><td>__</td><td>__</td> </tr> <tr> <td>__</td><td>5</td><td>__</td><td>__</td><td>12</td><td>__</td><td>__</td><td>19</td><td>__</td><td>__</td><td>26</td><td>__</td><td>__</td><td>__</td><td>__</td><td>__</td> </tr> <tr> <td>__</td><td>6</td><td>__</td><td>__</td><td>13</td><td>__</td><td>__</td><td>20</td><td>__</td><td>__</td><td>27</td><td>__</td><td>__</td><td>__</td><td>__</td><td>__</td> </tr> <tr> <td>__</td><td>7</td><td>__</td><td>__</td><td>14</td><td>__</td><td>__</td><td>21</td><td>__</td><td>__</td><td>28</td><td>__</td><td>__</td><td>__</td><td>__</td><td>__</td> </tr> </tbody> </table>			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	__	__	__	4	__	__	11	__	__	18	__	__	25	__	__	__	__	__	__	5	__	__	12	__	__	19	__	__	26	__	__	__	__	__	__	6	__	__	13	__	__	20	__	__	27	__	__	__	__	__	__	7	__	__	14	__	__	21	__	__	28	__	__	__	__	__
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PF2=ADD PF5=UPDATE PF7=BKW PF9=SVC-SUM PF11=INQ-TOT ENTER=INQ PF4=MENU PF6=DELETE PF8=FRW PF10=IND-SUM PF12=CLEAR-SCR CLEAR=EXIT																																																																																																																																		

HEADER

CALENDAR

(Screen #6)

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 first be completed.

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

- 1) File number - You are required to confirm the name before continuing. Enter the file number and press **R-CTRL**. Please verify the name that is displayed and then 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.
- 3) Enter the location information: DIST, BORO, and SCHOOL. DIST must be two digits (ie: 01) and SCHOOL must be three digits (ie: 001). Note that the location must match the location of the bulk job being used.
- 4) Enter the service month and year. (note: The month field requires two digits and the year field requires four digits, for example: 01 2008)

- 5) Enter the pay code to identify which half of the month you are entering for. The two available codes are: **A** for the 1st to 15th of the month, or **B** for the 16th to the end of the month.
- 6) Enter the bulk job id.
- 7) The program number field (PROG NO:) is an optional field for non-principal titled employees. Unless you are instructed by your supervisor to use this field, you may leave it blank. For principals, this is a required field and the information entered must match what was approved for the principal in the FAMIS WEB PORTAL PRINCIPAL PER SESSION SYSTEM.

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 and then press **F2** again.

The online system will also check for duplication of header information. If a duplicate pending record with the same header is found, the system will display that record and a message indicating that the record already exists. You can only update the service data of an existing pending record. (See section on updating)

ES41C01	N. Y. C. BOARD OF EDUCATION	E41MS01													
09/30/2008 15:03:29	PER SESSION DATA ENTRY REPORT	E41MP01													
EIS ID : 0123456 NAME: JOHN A. SMITH NAME CONFIRM FLAG Y/N Y POS SYMBOL: TR DIST: 01 BORO: M SCHOOL: 111 MONTH: 09 YEAR: 2008 PAY CODE: A JOB ID: ABCDE PROG NO:															
DAY	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A
MON	1	___	___	8	___	___	15	___	___	22	___	___	29	___	___
TUE	2	___	___	9	___	___	16	___	___	23	___	___	30	___	___
WED	3	___	___	10	___	___	17	___	___	24	___	___	___	___	___
THU	4	___	___	11	___	___	18	___	___	25	___	___	___	___	___
FRI	5	___	___	12	___	___	19	___	___	26	___	___	___	___	___
SAT	6	___	___	13	___	___	20	___	___	27	___	___	___	___	___
SUN	7	___	___	14	___	___	21	___	___	28	___	___	___	___	___
TOTAL FOR THIS SERVICE - HOURS: ___ MINUTES: ___															
*** THIS RECORD DOES NOT EXIST. PRESS PF2 TO ADD ***															
PF2=ADD										ENTER=INQ					
PF4=MENU										PF12=CLEAR-SCR CLEAR=EXIT					

The system will display instructions and error messages here.

(Screen #7)

If the record does not exist, the system will display the message "THIS RECORD DOES NOT EXIST; PRESS PF2 TO ADD". (See screen #7) 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 #8)

NOTE: Before continuing, make sure the header information is correct. Verify the name to ensure it is the correct employee to be paid. Ensure the position symbol, bulk job id, month and year, etc. is correct. Once the record is saved, you will not be able to change the information in the header. If you find at a later time that you entered incorrect data, (i.e. wrong file number was used, etc.), you must delete the entire record and reenter it again with the correct header information. If you found an error and would like to change the header, depressing the R-CTRL key twice will cancel the current process and return the cursor to the header.

```

ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29    PER SESSION DATA ENTRY REPORT            E41MP01

EIS ID : 0123456      NAME: JOHN A. SMITH                NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR        DIST: 01      BORO: M              SCHOOL: 111
MONTH: 09      YEAR: 2008      PAY CODE: A              JOB ID: ABCDE      PROG NO:

DAY  STRT  END  A      STRT  END  A      STRT  END  A      STRT  END  A      STRT  END  A
MON  1      -      -      8      -      -      15     -      -      22     -      -      29     -      -
TUE  2      -      -      9      -      -      16     -      -      23     -      -      30     -      -
WED  3      -      -      10     -      -      17     -      -      24     -      -      -
THU  4      -      -      11     -      -      18     -      -      25     -      -      -
FRI  5      -      -      12     -      -      19     -      -      26     -      -      -
SAT  6      -      -      13     -      -      20     -      -      27     -      -      -
SUN  7      -      -      14     -      -      21     -      -      28     -      -      -

TOTAL FOR THIS SERVICE - HOURS:  ___ MINUTES:  ___

* ENTER START AND END TIME USING MILITARY TIME, THEN PRESS PF2 *
PF2=ADD                                ENTER=INQ
PF4=MENU                                PF12=CLEAR-SCR  CLEAR=EXIT

```

You can only enter data if the system opens the calendar for entry.

Based on the pay code entered, the system will open the calendar from 1st to 15th or 16th to end of month for entry.

(Screen #8)

For each day of the month that the employee has service, you must enter the start and end time in military time format. Military time utilizes a 24 hour clock with 1 AM to 12 noon represented as 0100 to 1200 and 1 PM to 12 midnight represented as 1300 to 2400. (Refer to the military time conversion chart in back of this manual)

NOTE: Per session online system does not allow the entry of time between 12AM and 6AM. If the per session program allows for work during those hours, you must manually adjust the time entry so that it can be entered. For example, if the employee worked from 5AM to 7AM, you could enter it as 6AM to 8AM. Please make sure you have written explanation in your file for this change.

You must enter all of the time entries in a four-digit format. For example, 8:15 AM would be 0815 and 3:44 PM would be entered as 1544. If multiple days have the same time period to be paid, you can use the repeat function to copy the time. Please refer to the section on repeat function for more details.

NOTE: Per session online system will compute and pay the exact hour and minutes you enter. If an employee enters 4:43 PM to 6:55 PM on his or her time sheet and you enter that time in military format (1643 1855), the system will compute and pay 2 hours and 12 minutes. However, if the per session program only permits 1 hour and 30 minutes for example from 5 PM to 6:30 PM and any time before or after that period may not be paid, then you must enter 1700 to 1830. Also, the TBNK payroll system does not check to see if the time you are entering conflicts with the actual work time of the employee. It is up to you to enter the correct information. The TBNK payroll system will pay exactly what you enter. If you are not sure what time period to enter from the time sheets, please contact your CFN office or per session supervisor for clarification.

If the time period you are entering includes a lunch period, you can enter an "L" code to automatically deduct one-hour lunch period or an "H" code to deduct a half-hour lunch period. The lunch code is entered under the 'A' column at the end of the time entry fields. (See screen #9) For example, if an employee worked 9 AM to 5 PM with an hour lunch period, you would enter 0900 1700 L. The system will compute and pay 7 hours for that day.

ES41C01		N. Y. C. BOARD OF EDUCATION				E41MS01																						
09/30/2008 15:03:29		PER SESSION DATA ENTRY REPORT				E41MP01																						
EIS ID : 0123456		NAME: JOHN A. SMITH		NAME CONFIRM FLAG Y/N Y																								
POS SYMBOL: TR		DIST: 01 BORO: M		SCHOOL: 111																								
MONTH: 09 YEAR: 2008		PAY CODE: A		JOB ID: ABCDE		PROG NO:																						
DAY	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A													
MON	1	0800	0900	-	8					15					22					29								
TUE	2	1015	1100	-	9					16					23					30								
WED	3	1500	1700	-	10					17					24													
THU	4			-	11					18					25													
FRI	5			-	12					19					26													
SAT	6			-	13	0900	1700	(L)		20					27													
SUN	7			-	14					21					28													
TOTAL FOR THIS SERVICE - HOURS: ___ MINUTES: ___																												
* ENTER START AND END TIME USING MILITARY TIME, THEN PRESS PF2 *																												
PF2=ADD				ENTER=INQ																								
PF4=MENU				PF12=CLEAR-SCR CLEAR=EXIT																								

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.

Enter all service time for record, and press **F2** again to save.

(Screen #9)

If the lunch period break is not one hour or half an hour, then you must manually deduct the time from the service and enter the adjusted time into the system. For example, if

an employee worked 9 AM to 4 PM with a 45 minute lunch period, you would need to enter 0900 1515 in order to pay 6 hours and 15 minutes.

NOTE: The payroll office does not set policies relating to whether or not a per session program is suppose to have a lunch period or what the length of the lunch period should be. The TBNK payroll system does not edit for lunch, it will pay exactly what is entered. If you are not sure whether the employee should be taking a lunch period, please contact your CFN office or per session supervisor for clarification.

When all the time data for the current record has been entered, press the **F2** key to save this information.

Before saving the information, the system will check to see if there are any overlapping current and/or previously paid service records. The system will highlight any overlapping time periods and display an error message at the bottom of the screen. You must correct these errors before the record may be saved. If you cannot correct the time period for any given date without further research, you may cancel the add function by pressing the **R-CTRL** key twice (**all** time data will be lost). You may also remove the time data causing the problem and press **F2** to add the remaining information for that record. You can update that record with the correct time data at a later time.

The system will display the message **"RECORD ADDED, YOU CAN UPDATE CONSECUTIVE DAILY SERVICES"** to indicate that the record was saved. The total hours and minutes pending payment will also be computed and displayed. (See screen #10)

```

ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29    PER SESSION DATA ENTRY REPORT            E41MP01

  EIS ID : 0123456  NAME: JOHN A. SMITH                NAME CONFIRM FLAG Y/N Y
  POS SYMBOL: TR    DIST: 01  BORO: M                SCHOOL: 111
  MONTH: 09   YEAR: 2008  PAY CODE: A                JOB ID: ABCDE  PROG NO:

DAY  STRT END  A   STRT END  A   STRT END  A   STRT END  A   STRT END  A
MON 1 0800 0900 _ 8   _ _ _ _ _ 15   _ _ _ _ _ 22   _ _ _ _ _ 29   _ _ _ _ _
TUE 2 1015 1100 _ 9   _ _ _ _ _ 16   _ _ _ _ _ 23   _ _ _ _ _ 30   _ _ _ _ _
WED 3 1500 1700 _ 10  _ _ _ _ _ 17   _ _ _ _ _ 24   _ _ _ _ _
THU 4 _ _ _ _ _ 11  _ _ _ _ _ 18   _ _ _ _ _ 25   _ _ _ _ _
FRI 5 _ _ _ _ _ 12  _ _ _ _ _ 19   _ _ _ _ _ 26   _ _ _ _ _
SAT 6 _ _ _ _ _ 13  0900 1700 L 20  _ _ _ _ _ 27   _ _ _ _ _
SUN 7 _ _ _ _ _ 14  _ _ _ _ _ 21  _ _ _ _ _ 28   _ _ _ _ _

TOTAL FOR THIS SERVICE - HOURS: 010 MINUTES: 45

** FIRST DAILY SERVICES **

* RECORD ADDED. YOU CAN UPDATE CONSECUTIVE SERVICES*
  PF5=UPDATE  PF7=BKW  PF9=SVC-SUM  PF11=INQ-TOT  ENTER=INQ
  PF4=MENU    PF6=DELETE PF8=FRW  PF10=IND-SUM  PF12=CLEAR-SCR  CLEAR=EXIT
  
```

The total hours and minutes pending payment are computed by the system.

This message will be displayed if the record was saved successfully

(Screen #10)

After you have saved the current record, you may continue to add new records by changing the header information and pressing the **F2** key.

For example, if the next record is for the same program but different employee just change the file number and press F2. The system will retrieve the name for confirmation. Once the name is confirmed, the system will open the calendar for data entry.

REMINDER: Please ensure you have the correct header information (file number, location, month and year, bulk job id, etc.) before entering all the time details into the calendar. Once you save the record, the header information is permanent and you will not be able to change it. If you discover an error in a pending record, you will need to delete the entire record (using the F6 DELETE function) and reenter a new record with all the time details under the correct header information.

RETRIEVING AND UPDATING A RECORD

Before you may update an existing pending service record, you must retrieve that record. There are three ways to retrieve an existing record:

- 1) From the per session data entry report screen (option 01 from the main menu), you can enter the appropriate header information and press the **R-CTRL** key.
- 2) From the service summary screen (option 02 from the main menu), you may retrieve a summary of all service records by location and then select a specific record (see section on SERVICE SUMMARY for more information).
- 3) From the individual service summary screen (option 03 from the main menu), you may retrieve the employee's service record and then select the record you wish to update (see section on INDIVIDUAL SERVICE SUMMARY for more information).

NOTE: The quickest method of retrieving a record is to utilize the individual service summary option (03).

After the record is retrieved, you may update the record by pressing the **F5** key. The system will open the calendar for date entry and the following message will appear at the bottom of the screen, "**PLEASE ENTER ALL CHANGES AND PRESS PF5 KEY**". (See screen #11)

ES41C01 09/30/2008 15:03:29	N. Y. C. BOARD OF EDUCATION PER SESSION DATA ENTRY REPORT	E41MS01 E41MP01																																																																																																																																
EIS ID : 0123456 NAME: JOHN A. SMITH NAME CONFIRM FLAG Y/N Y POS SYMBOL: TR DIST: 01 BORO: M SCHOOL: 111 MONTH: 09 YEAR: 2008 PAY CODE: A JOB ID: ABCDE PROG NO:																																																																																																																																		
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DAY</th> <th>STRT</th> <th>END</th> <th>A</th> <th>STRT</th> <th>END</th> <th>A</th> <th>STRT</th> <th>END</th> <th>A</th> <th>STRT</th> <th>END</th> <th>A</th> <th>STRT</th> <th>END</th> <th>A</th> </tr> </thead> <tbody> <tr> <td>MON</td><td>1</td><td>0800</td><td>0900</td><td>-</td><td>8</td><td>_____</td><td>15</td><td>_____</td><td>22</td><td>_____</td><td>29</td><td>_____</td><td>-</td><td>-</td><td>-</td> </tr> <tr> <td>TUE</td><td>2</td><td>1015</td><td>1100</td><td>-</td><td>9</td><td>_____</td><td>16</td><td>_____</td><td>23</td><td>_____</td><td>30</td><td>_____</td><td>-</td><td>-</td><td>-</td> </tr> <tr> <td>WED</td><td>3</td><td>1500</td><td>1700</td><td>-</td><td>10</td><td>_____</td><td>17</td><td>_____</td><td>24</td><td>_____</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td> </tr> <tr> <td>THU</td><td>4</td><td>_____</td><td>_____</td><td>-</td><td>11</td><td>_____</td><td>18</td><td>_____</td><td>25</td><td>_____</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td> </tr> <tr> <td>FRI</td><td>5</td><td>_____</td><td>_____</td><td>-</td><td>12</td><td>_____</td><td>19</td><td>_____</td><td>26</td><td>_____</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td> </tr> <tr> <td>SAT</td><td>6</td><td>_____</td><td>_____</td><td>-</td><td>13</td><td>0000 0000</td><td>20</td><td>_____</td><td>27</td><td>_____</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td> </tr> <tr> <td>SUN</td><td>7</td><td>_____</td><td>_____</td><td>-</td><td>14</td><td>_____</td><td>21</td><td>_____</td><td>28</td><td>_____</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td> </tr> </tbody> </table>			DAY	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A	MON	1	0800	0900	-	8	_____	15	_____	22	_____	29	_____	-	-	-	TUE	2	1015	1100	-	9	_____	16	_____	23	_____	30	_____	-	-	-	WED	3	1500	1700	-	10	_____	17	_____	24	_____	-	-	-	-	-	THU	4	_____	_____	-	11	_____	18	_____	25	_____	-	-	-	-	-	FRI	5	_____	_____	-	12	_____	19	_____	26	_____	-	-	-	-	-	SAT	6	_____	_____	-	13	0000 0000	20	_____	27	_____	-	-	-	-	-	SUN	7	_____	_____	-	14	_____	21	_____	28	_____	-	-	-	-	-
DAY	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A																																																																																																																			
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Enter spaces or zeros in the previous time period to delete it from that day.

Remember to press the **F5** key again to save the changes you have made to the record.

(Screen #11)

In the update mode, you may enter additional time periods, change time periods, or delete a time period previously entered. To delete an entered time period from a day, enter spaces or zeros over the previous time period. (See screen #11)

NOTE: If you need to change the time period entered, but the total hours and minutes for the time period is the same (i.e. you entered 0800 to 0900, but the service was provided from 0830 to 0930), you must first delete the incorrect time period, save the update and then update the correct time period.

After you have completed all updates, press **F5** key to save the data. The system will edit for errors and duplications. A successful update will display the following message **"RECORD UPDATE SUCCESSFULLY"**.

REMINDER: The header of the record **CAN NOT** be updated. If the header you have entered contains an error, (i.e. wrong file number, wrong bulk job, etc.), you must delete the **ENTIRE** record and reenter it with the correct header information. (See section on deleting a record)

ENTERING CONSECUTIVE DAILY SERVICES

Consecutive daily service represents any service that an employee performs for the same per session program (same bulk job id and location) during the same day but at different time periods. For example, a program requires an employee to work one hour during the morning from 7AM to 8AM and one hour during the afternoon from 3PM to 4PM. You will not be able to enter these time periods on one entry screen, since the data entry screen only permits one time period per day. In order to enter these two separate time periods for one program, you must use the consecutive service feature.

To enter consecutive services for any given day, create the record for one of the time periods (the sequence of data entry for morning or afternoon service does not matter). You may also retrieve a record that you wish to update with consecutive services (see the section on retrieving and updating services).

Each record created on the system actually contains three pages. The first page of the record is labeled **** FIRST DAILY SERVICES ****. (See screen #12)

ES41C01	N. Y. C. BOARD OF EDUCATION	E41MS01
09/30/2008 15:03:29	PER SESSION DATA ENTRY REPORT	E41MP01
EIS ID : 0123456	NAME: JOHN A. SMITH	NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR	DIST: 01 BORO: M	SCHOOL: 111
MONTH: 09	YEAR: 2008	PAY CODE: A
	JOB ID: ABCDE	PROG NO:

DAY	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A	
MON	1	0800	0900	_	8	_____	_____	_____	_____	22	_____	_____	_____	29	_____	_____
TUE	2	0800	0900	_	9	_____	_____	_____	_____	23	_____	_____	_____	30	_____	_____
WED	3	_____	_____	_	10	0700	0800	_____	_____	24	_____	_____	_____	_____	_____	_____
THU	4	_____	_____	_	11	_____	_____	_____	_____	25	_____	_____	_____	_____	_____	_____
FRI	5	_____	_____	_	12	_____	_____	_____	_____	26	_____	_____	_____	_____	_____	_____
SAT	6	_____	_____	_	13	_____	_____	_____	_____	27	_____	_____	_____	_____	_____	_____
SUN	7	_____	_____	_	14	_____	_____	_____	_____	28	_____	_____	_____	_____	_____	_____

TOTAL FOR THIS SERVICE - HOURS: 003 MINUTES: 00

**** FIRST DAILY SERVICES ****

* RECORD ADDED. YOU CAN UPDATE CONSECUTIVE SERVICES*
PF5=UPDATE PF7=BKW PF9=SVC-SUM PF11=INQ-TOT ENTER=INQ
PF4=MENU PF6=DELETE PF8=FRW PF10=IND-SUM PF12=CLEAR-SCR CLEAR=EXIT

This indicates you are viewing the first page of this record.

(Screen #12)

To proceed to the next page, depress the **F8** key. The system will display the second daily services page. You can view the three pages by depressing the **F8** (forward) and **F7** (backward) keys. (See screen #13)

To enter data on the second or third page(s), make sure you have the correct page showing on the screen, and then press the **F5** key to update. The calendar area will then be available for data entry. When you have entered all of the service data, press the **F5** key again to save the information. (See screen #13)

The system will verify the time periods entered to insure there are no overlapping current or paid service records and then display the message "**RECORD UPDATED SUCCESSFULLY**". The total hours and minutes will be recomputed to include the additional service periods entered.

NOTE: The total hours and minutes may not be displayed if you have been paging through the different pages. Press the **F11** key to refresh the total.

Example: J. Smith worked on December 10th from 7AM to 8AM and from 3 PM to 4 PM in the same per session program. The morning service (0700 0800) was entered on the first daily services page (screen #12) and the afternoon service (1500 1600) was entered on the second daily services page (screen #13). The system will process two hours for December 10th.

NOTE: Before adding a new record, make sure you are back on the first daily services page. (Press **F7** key to go back to the first page of the record)

```

ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29    PER SESSION DATA ENTRY REPORT            E41MP01

  EIS ID : 0123456    NAME: JOHN A. SMITH                NAME CONFIRM FLAG Y/N Y
  POS SYMBOL: TR      DIST: 01    BORO: M                SCHOOL: 111
  MONTH: 09    YEAR: 2008    PAY CODE: A                JOB ID: ABCDE    PROG NO:

DAY  STRT  END  A    STRT  END  A    STRT  END  A    STRT  END  A    STRT  END  A
MON 1  _____  8  _____  15  _____  22  _____  29  _____  -
TUE 2  _____  9  _____  16  _____  23  _____  30  _____  -
WED 3  _____  10 1500 1600  17  _____  24  _____  -
THU 4  _____  11  _____  18  _____  25  _____  -
FRI 5  _____  12  _____  19  _____  26  _____  -
SAT 6  _____  13  _____  20  _____  27  _____  -
SUN 7  _____  14  _____  21  _____  28  _____  -

TOTAL FOR THIS SERVICE - HOURS: 003 MINUTES: 00

  ** SECOND DAILY SERVICES **

**** PLEASE ENTER ALL CHANGES AND PRESS PF5 KEY ****
PF5=UPDATE PF7=DKW PF9=SVC-SUM PF11=INQ-TOT ENTER=INQ
PF4=MENU PF6=DELETE PF8=FRW PF10=IND-SUM PF12=CLEAR-SCR CLEAR=EXIT
  
```

This indicates you are viewing the second page of this record

Enter all service time for record, and press **F5** again to save.

(Screen #13)

Data Entry Repeat Function

While adding or updating per session service, you may repeat the service time period by entering the start and end time and an "r" in the A field column. This will flag the time period to be repeated. Position the cursor on the date where you wish to repeat the service and enter an "r" in the first space of the start date field. Repeat this process for all the dates that you wish to enter. Complete the addition or update process by pressing the **F2** or **F5** key. (See screen #14)

```

ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29    PER SESSION DATA ENTRY REPORT            E41MP01

EIS ID : 0123456      NAME: JOHN A. SMITH                        NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR        DIST: 01  BORO: M      SCHOOL: 111
MONTH: 09   YEAR: 2008  PAY CODE: A        JOB ID: ABCDE   PROG NO:

DAY  STRT  END  A   STRT  END  A   STRT  END  A   STRT  END  A   STRT  END  A
MON 1 0800 0900 r   8      15      r   22      29      -
TUE 2      9      r   16      23      -   30      -
WED 3      10     -   17      24      -
THU 4 r      11     -   18      25      -
FRI 5      12     -   19      26      -
SAT 6      13 0900 1700 L 20      27      -
SUN 7      14     -   21      28      -

TOTAL FOR THIS SERVICE - HOURS:  ___ MINUTES:  ___

* ENTER START AND END TIME USING MILITARY TIME, THEN PRESS PF2 *
PF2=ADD                                ENTER=INQ
PF4=MENU                                PF12=CLEAR-SCR CLEAR=EXIT
    
```

Indicate the time you wish to repeat by entering "r" in the A field here.

Enter "r" in the first position of the start date field where you wish to repeat the specific time period.

(Screen #14)

This will repeat the service time period from the selected date to all of the dates flagged with an "r". (See screen #15)

```

ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29    PER SESSION DATA ENTRY REPORT            E41MP01

EIS ID : 0123456      NAME: JOHN A. SMITH                        NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR        DIST: 01  BORO: M      SCHOOL: 111
MONTH: 09   YEAR: 2008  PAY CODE: A        JOB ID: ABCDE   PROG NO:

DAY  STRT  END  A   STRT  END  A   STRT  END  A   STRT  END  A   STRT  END  A
MON 1 0800 0900 _ 8      15 0800 0900 - 22      29      -
TUE 2      9 0800 0900 - 16      23      -   30      -
WED 3      10     -   17      24      -
THU 4 0800 0900 - 11      18      -   25      -
FRI 5      12     -   19      26      -
SAT 6      13 0900 1700 L 20      27      -
SUN 7      14     -   21      28      -

TOTAL FOR THIS SERVICE - HOURS:  011 MINUTES:  00

** FIRST DAILY SERVICES **

* * RECORD ADDED. YOU CAN UPDATE CONSECUTIVE SERVICES*
PF5=UPDATE  PF7=BKW  PF9=SVC-SUM  PF11=INQ-TOT  ENTER=INQ
PF4=MENU    PF6=DELETE PF8=FRW   PF10=IND-SUM  PF12=CLEAR-SCR CLEAR=EXIT
    
```

After pressing the **F2** or **F5** key, service will be repeated in the dates selected. In this example, service from the 1st is repeated on the 4th, 9th, and 15th.

(Screen #15)

Repeat Function and Lunch Period Adjustments

If you wish to repeat a service time period containing a lunch period deduction, you will need to indicate one of the two lunch deduction codes: "S" to indicate a half hour deduction or "T" for a one hour deduction. Please note that you may continue to use "H" and "L" for lunch period deductions that you do not wish to replicate.

For example, an employee works five days from 9am to 2pm with a half hour lunch break. Enter **0900 1400 s** on the first day of service and an "r" at the beginning of the start time field for the additional four days on the same schedule. (See screen #16)

```

ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29    PER SESSION DATA ENTRY REPORT            E41MP01

EIS ID : 0123456      NAME: JOHN A. SMITH                NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR        DIST: 01  BORO: M                SCHOOL: 111
MONTH: 09   YEAR: 2008  PAY CODE: A                JOB ID: ABCDE   PROG NO:

DAY  STRT  END  A    STRT  END  A    STRT  END  A    STRT  END  A    STRT  END  A
MON 1  ___  ___  -  8  ___  ___  - 15  ___  ___  - 22  ___  ___  - 29  ___  ___  -
TUE 2  ___  ___  -  9  ___  ___  - 16  ___  ___  - 23  ___  ___  - 30  ___  ___  -
WED 3  0900 1400  S 10  ___  ___  - 17  ___  ___  - 24  ___  ___  -
THU 4  ___  ___  - 11  ___  ___  - 18  ___  ___  - 25  ___  ___  -
FRI 5  ___  ___  - 12  (r)  ___  ___  - 19  ___  ___  - 26  ___  ___  -
SAT 6  (r)  ___  ___  - 13  ___  ___  - 20  ___  ___  - 27  ___  ___  -
SUN 7  (r)  ___  ___  - 14  (r)  ___  ___  - 21  ___  ___  - 28  ___  ___  -

TOTAL FOR THIS SERVICE - HOURS:  ___ MINUTES:  ___

* ENTER START AND END TIME USING MILITARY TIME, THEN PRESS PF2 *
PF2=ADD                ENTER=INQ
PF4=MENU                PF12=CLEAR-SCR  CLEAR=EXIT
    
```

(Screen #16)

Flag the time you wish to repeat containing a half hour lunch deduction by entering "s" in the A column field.

Enter "r" in the beginning of the start time field for the dates you wish to repeat the selected time.

Complete the process by pressing F2 or F5. This will repeat the service time period containing the half hour lunch deduction to the four additional days. (See screen #17)

```

ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29    PER SESSION DATA ENTRY REPORT            E41MP01

EIS ID : 0123456      NAME: JOHN A. SMITH                NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR        DIST: 01  BORO: M                SCHOOL: 111
MONTH: 09   YEAR: 2008  PAY CODE: A                JOB ID: ABCDE   PROG NO:

DAY  STRT  END  A    STRT  END  A    STRT  END  A    STRT  END  A    STRT  END  A
MON 1  ___  ___  -  8  ___  ___  - 15  ___  ___  - 22  ___  ___  - 29  ___  ___  -
TUE 2  ___  ___  -  9  ___  ___  - 16  ___  ___  - 23  ___  ___  - 30  ___  ___  -
WED 3  0900 1400  H 10  ___  ___  - 17  ___  ___  - 24  ___  ___  -
THU 4  ___  ___  - 11  0900 1400  H 18  ___  ___  - 25  ___  ___  -
FRI 5  ___  ___  - 12  0900 1400  H 19  ___  ___  - 26  ___  ___  -
SAT 6  0900 1400  H 13  ___  ___  - 20  ___  ___  - 27  ___  ___  -
SUN 7  0900 1400  H 14  0900 1400  H 21  ___  ___  - 28  ___  ___  -

TOTAL FOR THIS SERVICE - HOURS:  022 MINUTES:  30

** FIRST DAILY SERVICES **

* RECORD ADDED. YOU CAN UPDATE CONSECUTIVE SERVICES*
PF5=UPDATE  PF7=BKW  PF9=SVC-SUM  PF11=INQ-TOT  ENTER=INQ
PF4=MENU    PF6=DELETE PF8=FRW  PF10=IND-SUM  PF12=CLEAR-SCR  CLEAR=EXIT
    
```

(Screen #17)

Press **F2** or **F5** to complete the process. In this example, service from the 3rd containing a half hour lunch deduction is repeated on the 6th, 7th, 12th, and 14th.

In this example, an employee works four days from 9am to 5pm with an hour lunch period. Enter **0900 1700 t** on the first day of service and an **"r"** in the first position of the start time field for the additional three days. (See screen #18)

```

ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29    PER SESSION DATA ENTRY REPORT            E41MP01

EIS ID : 0123456      NAME: JOHN A. SMITH                        NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR        DIST: 01  BORO: M        SCHOOL: 111
MONTH: 09   YEAR: 2008  PAY CODE: A        JOB ID: ABCDE   PROG NO:

DAY  STRT  END  A   STRT  END  A   STRT  END  A   STRT  END  A   STRT  END  A
MON 1  _____ 8   _____ 15   _____ 22   _____ 29   _____
TUE 2  _____ 9   _____ 16   _____ 23   _____ 30   _____
WED 3  0900 1700 t 10  _____ 17   _____ 24   _____
THU 4  _____ 11  _____ 18   _____ 25   _____
FRI 5  _____ 12  _____ 19   _____ 26   _____
SAT 6  r _____ 13  _____ 20   _____ 27   _____
SUN 7  r _____ 14  _____ 21   _____ 28   _____

TOTAL FOR THIS SERVICE - HOURS:  ___ MINUTES:  __

* ENTER START AND END TIME USING MILITARY TIME, THEN PRESS PF2 *
PF2=ADD                                ENTER=INQ
PF4=MENU                                PF12=CLEAR-SCR CLEAR=EXIT
  
```

(Screen #18)

Indicate the time you wish to enter an hour lunch deduction by typing "t" in the A column field.

Enter "r" in the first position of the start time field for the dates that you wish to repeat the same time.

Complete the process by pressing F2 or F5. This will repeat the service time period containing an hour lunch deduction to the additional three days. (See screen #19)

```

ES41C01                N. Y. C. BOARD OF EDUCATION                E41MS01
09/30/2008 15:03:29    PER SESSION DATA ENTRY REPORT            E41MP01

EIS ID : 0123456      NAME: JOHN A. SMITH                        NAME CONFIRM FLAG Y/N Y
POS SYMBOL: TR        DIST: 01  BORO: M        SCHOOL: 111
MONTH: 09   YEAR: 2008  PAY CODE: A        JOB ID: ABCDE   PROG NO:

DAY  STRT  END  A   STRT  END  A   STRT  END  A   STRT  END  A   STRT  END  A
MON 1  _____ 8   _____ 15   _____ 22   _____ 29   _____
TUE 2  _____ 9   _____ 16   _____ 23   _____ 30   _____
WED 3  0900 1700 L 10  _____ 17   _____ 24   _____
THU 4  _____ 11  _____ 18   _____ 25   _____
FRI 5  _____ 12  0900 1700 L 19  _____ 26   _____
SAT 6  0900 1700 L 13  _____ 20   _____ 27   _____
SUN 7  0900 1700 L 14  _____ 21   _____ 28   _____

TOTAL FOR THIS SERVICE - HOURS:  028 MINUTES:  00

** FIRST DAILY SERVICES **

* RECORD ADDED. YOU CAN UPDATE CONSECUTIVE SERVICES*
PF5=UPDATE PF7=BKW PF9=SVC-SUM PF11=INQ-TOT ENTER=INQ
PF4=MENU PF6=DELETE PF8=FRW PF10=IND-SUM PF12=CLEAR-SCR CLEAR=EXIT
  
```

(Screen #19)

Press **F2** or **F5** to complete the process. Service time will be repeated to the dates specified. In this example service from the 3rd is repeated on the 6th, 7th, and 12th.

NOTE: The payroll office does not set policies relating to whether or not a per session program is suppose to have a lunch period or what the length of the lunch period should be. The TBNK payroll system does not edit for lunch, it will pay exactly what is entered. If you are not sure whether the employee should be taking a lunch period, please contact your CFN office or per session supervisor for clarification.

DELETING THE ENTIRE RECORD

NOTE: Pending service records for principals cannot be deleted and F6 delete function is not available in option 15 - Service Data Entry For Principal. Please contact per session payroll office with regard to any principal records which require deletion.

To delete an *entire* record, retrieve the record you wish to delete (see section RETRIEVING AND UPDATING A RECORD). Press the **F6** key and the system will display the message "**PRESS PF6 TO CONFIRM DELETE**", depress **F6** again to delete. The system will display the message "**RECORD DELETED SUCCESSFULLY**" indicating the record is now deleted. (See screen #20)

ES41C01 10/01/2008 16:15:06	N. Y. C. BOARD OF EDUCATION PER SESSION DATA ENTRY REPORT	E41MS01 E41MP01																																																																																																																																
EIS ID : 0123456 NAME: JOHN A. SMITH NAME CONFIRM FLAG Y/N Y POS SYMBOL: TR DIST: 01 BORO: M SCHOOL: 111 MONTH: 09 YEAR: 2008 PAY CODE: A JOB ID: ABCDE PROG NO:																																																																																																																																		
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DAY</th> <th>STRT</th> <th>END</th> <th>A</th> <th>STRT</th> <th>END</th> <th>A</th> <th>STRT</th> <th>END</th> <th>A</th> <th>STRT</th> <th>END</th> <th>A</th> <th>STRT</th> <th>END</th> <th>A</th> </tr> </thead> <tbody> <tr> <td>MON</td><td>1</td><td>0800</td><td>0900</td><td>8</td><td>15</td><td>22</td><td>29</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>TUE</td><td>2</td><td></td><td></td><td>9</td><td>16</td><td>23</td><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>WED</td><td>3</td><td></td><td></td><td>10</td><td>17</td><td>24</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>THU</td><td>4</td><td></td><td></td><td>11</td><td>18</td><td>25</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>FRI</td><td>5</td><td></td><td></td><td>12</td><td>19</td><td>26</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>SAT</td><td>6</td><td></td><td></td><td>13</td><td>20</td><td>27</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>SUN</td><td>7</td><td></td><td></td><td>14</td><td>21</td><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>			DAY	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A	STRT	END	A	MON	1	0800	0900	8	15	22	29									TUE	2			9	16	23	30									WED	3			10	17	24										THU	4			11	18	25										FRI	5			12	19	26										SAT	6			13	20	27										SUN	7			14	21	28									
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*** RECORD DELETED SUCCESSFULLY ***																																																																																																																																		
PF5=UPDATE PF7=BKW PF9=SVC-SUM PF11=INQ-TOT ENTER=INQ PF4=MENU PF6=DELETE PF8=FRW PF10=IND-SUM PF12=CLEAR-SCR CLEAR=EXIT																																																																																																																																		

After the record is deleted, the header information will remain on the screen so you can update it and add a new record.

Although the service time data is still showing in the calendar, it will be cleared when a new record is created. You must reenter all service time data.

This message indicates that the record has been **permanently** deleted.

(Screen #20)

Although the record has been deleted, the screen will display the information from the deleted record. This will facilitate correction of the header information. Depress **F2** to add a new record. You will then be able to enter service time data. For example, if the deleted record had the wrong file number, you can now change the file number and press **F2** to add this record by reentering all the service time data.

You can press the **F12** key to clear the screen if you wish to create a new header record.

SERVICE SUMMARY

The service summary screen is utilized to view a summary of all services entered by location and bulk job. Select option **02** on the per session main menu to access the service summary screen. Records are sorted by file number.

Depending on your security access, data may be reviewed by selecting up to four criteria; (Screen #21)

- 1) By entering the district - all UNAPPROVED records will be retrieved and displayed for the district.
- 2) By entering the district and borough - all UNAPPROVED records will be retrieved and displayed for the district and borough.
- 3) By entering the district, borough, and school number - all records (approved and unapproved) will be retrieved and displayed for that location.
- 4) By entering the district, borough, school, and bulk job id - all records (approved and unapproved) will be retrieved and displayed for that location and bulk job.

If you are restricted to one district or location, you will not be able to select the district, borough, and/or school of other locations.

Once the desired fields have been entered, press **F8** to retrieve the records.

ES41C02	N. Y. C. BOARD OF EDUCATION	E41MS02																																																																																																																																															
01/14/2002 12:28:03	SERVICE SUMMARY	E41MP02																																																																																																																																															
DISTRICT: 01 BORO: X SCHOOL: 111 BULK JOB: _____																																																																																																																																																	
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<p>*ACTIONS(A,S,U)* CHECK POS CODE IN HIGHLIGHTED ROWS - CONTINUE IF CORRECT</p> <p>F1=HELP ENTER=PROCESS PF4=MENU PF5=APPROVE ALL PF7=BKWD PF8=FRWD CLEAR=EXIT</p>																																																																																																																																																	

(Screen #21)

The "AC" column indicates the current status of the individual record. (See screen #21)

A = Record has been approved and pending payment
Blank = Record not approved for payment

The authorized approver of that per session program must approve records entered for payment. If the records you entered does not show an 'A' under the "AC" column on the final approval day of the payroll, the records will not be paid on that payroll and will remain in the summary screen.

NOTE: Once a record is paid, it will no longer be in the summary screens. You can see the record details in the per session history screen. (See section on Per Session History)

You can view the detail of any record on the summary screen by entering an "S" in the "AC" field and pressing the ENTER key. The record will be display on the per session data entry screen and you will be able to update or delete this record. If the record has been approved, it must be unapproved before any update or delete can be processed.

If there are additional payment records than can be displayed on the first screen, you can press the **F8** key to page forward to the next page. You may then press the **F7** key to page to the previous page.

NOTE: The record(s) for the last employee on the page is carried forward as the first record(s) on the next page.

You can go to the service summary screen by press the **F9** key from the per session data entry report screen.

NOTE: Pending service records for principals will not be displayed in the Service Summary. Principal per session activities must be approved by the superintendent via the FAMIS Principal Per Session System.

APPROVING AND UNAPPROVING RECORDS

Pending service records for *non-principal titled employees* entered into the system must be approved before payment can be issued. Only those users authorized will be able to approve or unapproved pending service records.

Records may only be approved or unapproved on the service summary screen (option 02 from the main menu).

To approve records for payment, retrieve the pending service records (see the section on service summary on retrieving records) and enter an 'A' in the "AC" column field for the record you wish to approve. Press the **R-CTRL** key. You may also press the **F5** key to approve all records on the screen. (Screen #22)

A FILE		SOC. SEC	BUDG QUICK	JOB	PGM PS	SVC	S	SVC	A
C NUMBER	NAME	NUMBER	LOC	CODE	CODE	ID	NO	CD	HRS MN M MMY I
A 0311111	HIRSCH,R V	001111103	X004	5301	99991	DO000	911	TR	2 00 A 1001 1
A 0312222	CLARIN,C R	066666640	X004	5301	99991	DO000	911	TR	4 00 A 1001 1
U 0312222	CLARIN,C R	066666640	X004	5301	99991	DO000	911	TR	4 00 A 0901 1
U 0366665	WARSH,S D	074444442	X004	5301	99991	DO000	911	TR	1 00 A 1001 1
A 0388888	SWITZER,A F	058888888	M794	5301	99991	DO001	911	SU	7 00 A 1001 1
A 0388888	SWITZER,A F	058888888	M794	5301	99991	DO001	911	SU	13 00 B 0901 1
A 0401111	ROEN,F T	055555444	X004	4444	04444	DOQQQ	064	TR	15 00 A 1201
0422222	COOPER,M E	066111555	Q924	5301	25555	DODDD	064	GC	10 00 A 1201
A 0433311	ROTHGART,S E	077777788	X004	5301	99991	DO000	911	TR	4 30 B 1001 1
A 0433311	ROTHGART,S E	077777788	X004	5301	99991	DO000	911	TR	6 00 A 0901 1
A 0444555	DEMARCO,P A	086666999	X004	5301	99991	DO000	911	TR	8 00 B 1001 1
A 0444555	DEMARCO,P A	086666999	X004	5301	99991	DO000	911	TR	10 00 B 0901 1
A 0455555	WEINSTEIN PARK	111100044	X004	5301	90091	D0111	011	TR	4 00 B 1001 1

ACTIONS(A,S,U) CHECK POS CODE IN HIGHLIGHTED ROWS CONTINUE IF CORRECT
 FI=HELP ENTER=PROCESS PF4=MENU PF5=APPROVE ALL PF7=BKWD PF8=FRWD CLEAR=EXITEXIT

To approve a record, type 'A' in the "AC" column and press **R-CTRL** key. To unapproved a record, type 'U' in the "AC" column and press **R-CTRL** key.

To approve all records on the current screen, press the **F5** key.

(Screen #22)

To unapproved a record, enter a 'U' in the "AC" field and press the **R-CTRL** key. The 'A' will be removed and the record is now unapproved for payment.

NOTE: An approved record must be unapproved before it can be updated or deleted.

NOTE: Pending service records for principals cannot be approved in the Service Summary. Principal per session activities must be approved by the superintendent via the FAMIS Principal Per Session System.

INDIVIDUAL SERVICE SUMMARY

The individual service summary screen is utilized to view all pending service records. Select option **03** at the per session main menu to access the individual service summary screen. Records are sorted by location, budget code, quick code and service period. (See screen #23)

ES41C66		N. Y. C. BOARD OF EDUCATION				E41MS66										
10/02/08 14:48:53		INDIVIDUAL SERVICE SUMMARY				E41MP66										
EIS ID : 0123456		SOC-SEC-NUM: 000000111		NAME: JOE SMITH												
S	DT	B	SCH	BUDG CODE	QUICK CODE	BUDG LINE	JOB ID	PGM NO	PS CD	SERVICE FROM	TO	S M	SERVICE HRS	A MIN	STA R	TUS
(S)	01	M	001	4444	76543	3002	GAAAA		TR	09/01	09/15/08	A	001	00		A
	02	M	416	4620	76543	3002	GAAAA		TR	09/16	09/30/08	B	004	00		

To view the details of a service record, type 'S' here and press the **R-CTRL** key.

The current status of the record is indicated here. The status indicators are the same as those used on the service summary screen.

* S - TO SELECT RECORDS; T - TO SELECT USERID/TIMESTAMP SCREEN *
 PF4=MAIN MENU PF7=BKWD PF8=FRWD ENTER=PROCESS CLEAR=EXIT
 **** NO FORWARD DATA AVAILABLE ****

(Screen #23)

To retrieve the pending service records for an employee, type in the file number or social security number and press the **R-CTRL** key. All service records pending payment will be displayed. This screen is helpful for resolving overlapping time problems. It will display the other per session programs that have entered time for the same month.

You may select the detail record by entering 'S' under the "S" field and pressing the **R-CTRL** key (Screen #23). If you are authorized to access that location, the system will display the record on the per session data entry screen and you will be able to update or delete this record. If the record has been approved, it must be unapproved before any update or delete may be processed.

You can go directly to the individual service summary screen by press the **F10** key from the per session data entry screen.

NOTE: Individual service summary screen cannot be used to approve or unapproved records. Approvers must use the service summary screen (option 02).


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ES41C06                N. Y. C. BOARD OF EDUCATION                E41MS06
12/23/2001 12:56:11   PER SESSION HISTORY BY HOURS                E41MP06

FILE NO: 111234        BUDGET LINE: 3004    POS SYMBOL: SY    DIST : 01
SOC-SEC: 112345678    BUDGET CODE: 5301    ARREARS :        BORO : M
                      QUICK CODE: 11102    LANGUAGE : EN    SCHOOL: 101
                      JOB ID : DDDDD                    PROG NO:

MONTH: 11    YEAR: 2001    NAME: J        SMITH

      WED          THU          FRI          SAT          SUN          MON          TUE
      HR MM A    HR MM A    HR MM A    HR MM A    HR MM A    HR MM A    HR MM A
1  ___ ___ 2  ___ ___ 3  ___ ___ 4  ___ ___ 5  ___ ___ 6  ___ ___ 7  ___ ___
8  ___ ___ 9  ___ ___ 10 ___ ___ 11 ___ ___ 12 ___ ___ 13 ___ ___ 14 ___ ___
15 ___ ___ 16 ___ ___ 17 ___ ___ 18 ___ ___ 19 ___ ___ 20 ___ ___ 21 ___ ___
22 ___ ___ 23 01 00 24 ___ ___ 25 ___ ___ 26 ___ ___ 27 01 00 28 01 00
29 01 00 30 ___ ___

APPROVAL USERID: PCASSAND                                TOTAL HOURS: 04
                                                                MINUTES: 00

PF1=HELP  PF3=PREV  PF4=MAIN-MENU  PF11=TIME-DETAIL  CLEAR=EXIT

```

To view the time detail for this record, press **F11** and the system will display to the time detail screen.

(Screen #25)

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ES41C87                N. Y. C. BOARD OF EDUCATION                E41MS87
12/23/2001 12:55:35   PER SESSION HISTORY BY TIME                E41MP87

FILE NO: 111234        BUDGET LINE: 3004    POS SYMBOL: TR    DIST : 01
SOC-SEC: 112345678    BUDGET CODE: 5301    ARREARS :        BORO : M
                      QUICK CODE: 11102    LANGUAGE : EN    SCHOOL : 101
                      JOB ID : DDDDD                    PROG NO:

MONTH: 11    YEAR: 2001    NAME: J        SMITH

DAY  STRT END A    STRT END A    STRT END A    STRT END A    STRT END A
WED 1  ___ ___ 8  ___ ___ 15 ___ ___ 22 ___ ___ 29 1530 1630
THU 2  ___ ___ 9  ___ ___ 16 ___ ___ 23 1530 1630 30 ___ ___
FRI 3  ___ ___ 10 ___ ___ 17 ___ ___ 24 ___ ___ 31 ___ ___
SAT 4  ___ ___ 11 ___ ___ 18 ___ ___ 25 ___ ___
SUN 5  ___ ___ 12 ___ ___ 19 ___ ___ 26 ___ ___
MON 6  ___ ___ 13 ___ ___ 20 ___ ___ 27 1530 1630
TUE 7  ___ ___ 14 ___ ___ 21 ___ ___ 28 1530 1630

APPROVAL USERID: PCASSAND                                TOTAL HOURS: 04
                                                                MINUTES: 00

PF3=PREV  PF4=MAIN-MENU  PF8=FRWD  PF7=BKWD  PF11=HRS-DETAIL  CLEAR=EXIT

*** FIRST DAILY SERVICES. NO MORE DATA AVAILABLE ***

```

To view the hour detail for this record, press **F11** and the system will display to the hour detail screen.

If there are additional service pages for the record, you can press **F8** to page forward and view them.

(Screen #26)

NOTE: Detail history record by time is not available for service paid prior to December 1998. Service paid prior to December 1998 may only be displayed in hour detail.

You can also sort the history records by the process date. To sort history records by process date, press the **F11** key. The system will now display the records by process date order with the most recent process date on top. This alternative sort order is useful for displaying all service records for each pay period from all pay locations. (See screen #27)

ES41C92		N. Y. C. BOARD OF EDUCATION										E41MS75				
02/21/2002 14:59:50		HISTORY SERVICE SUMMARY										E41MP75				
(DESCENDING ORDER BY PROCESS DATE)																
FILE NUM: 111234		SOC-SEC-NUM: 111222233		NAME: JOHN				SMITH								
S	DS	B	SCH	BUDG CODE	QUICK CODE	BUDG LINE	PROG NO	PS CD	FROM	TO	S M	SERVICE HRS	A MIN	R	PROCESS DATE	
02	M	167	4222	44445	3004	083	TR		12/01	-	12/31/01	M	021	00	1	2002-01-16
26	Q	111	4445	14785	3004	083	TR		11/01	-	11/30/01	M	020	00	1	2002-01-16
73	K	444	2225	95555	3004	083	TR		10/01	-	10/31/01	M	032	30	1	2002-01-16
02	M	111	4222	44245	3004	024	TR		05/01	-	05/31/01	M	010	00	1	2001-06-30
12	X	267	5145	15145	3004	024	TR		04/01	-	04/30/01	M	018	00		2001-05-16
01	M	100	5301	15475	3004	024	TR		03/01	-	03/31/01	M	012	00		2001-04-18
02	M	167	4445	44445	3004	023	TR		03/01	-	03/31/01	M	004	00		2001-04-18
02	M	167	4445	44445	3004	023	TR		02/01	-	02/28/01	M	010	00		2001-03-14
02	M	111	4444	44445	3004	023	TR		01/01	-	01/31/01	M	016	00		2001-02-13
02	M	167	4445	44445	3004	023	TR		12/01	-	12/31/00	M	009	00		2001-01-17
02	M	167	4445	44445	3004	023	TR		11/01	-	11/30/00	M	017	00		2000-12-14
02	M	167	4445	44445	3004		TR		07/16	-	07/31/00	B	047	00	1	2000-10-12
02	M	167	4445	44445	3004		TR		07/01	-	07/15/00	A	022	30	1	2000-10-12
S - TO SELECT THEN PF9 FOR HOURS OR PF10 FOR TIME																
CLEAR=EXIT PF4=MAIN MENU PF7=BKWRD PF8=FRWRD PF11=ALTERNATIVE ORDER																
**** FIRST PAGE DISPLAYED ****																

History records are now sorted by their process date and all records paid on that payroll are grouped together regardless of locations.

(Screen #27)

You can change the sort order back to location and account information by pressing the **F11** key.

OLD SYSTEM CHECK ARCHIVE

NOTE: As of February 2002, you must go to the PDPS check listing screen to view current paycheck information. See page 33 for information on using the PDPS check listing screen. This old TBNK system check archive should only be used to inquire about checks issued prior to February 2002.

The Old System Check Archive screen is utilized to view a listing of all per session checks issued prior to February 2002. To access the old system check archive, select option **05** on the per session main menu.

To retrieve the check summary, enter the employee's social security number and press the **F8** key. The system will display a listing of all per session checks issued to the employee. The list is sorted in descending date order. It contains all check details (check number, etc.), the gross and net amount paid and whether the check was cancelled or stopped. (See screen #28)

SAPR5000 01/04/00 15:28:37	N. Y. C. BOARD OF EDUCATION PER SESSION CHECK REGISTER	SAP5MS0 SAP5M01							
SOC-SEC-NO	112 34 5678	NAME J SMITH							
		FILE NO 111234							
S	CHK DATE	CHK NO	ITEM NO	GROSS	NET	TYPE	CAN DATE	RS	CD
	12/15/99	1452102	553056	1409.32	1066.19	REG		SC	
(S)	11/30/99	1419886	522035	480.45	403.53	SUP	12/21/99	1C	
-	10/18/99	1370505	472746	544.51	451.83	REG			
-	08/25/99	1323670	429801	1618.58	1084.89	SUP			
-	08/11/99	1298510	404673	1594.56	1070.83	SUP			
-	07/16/99	1241942	348278	544.51	451.76	REG			
-	06/16/99	1184983	291481	800.75	636.07	REG			
-	05/18/99	1126062	236588	992.93	773.19	REG			
-	04/28/99	1089928	200496	847.80	669.65	SUP			
-	04/16/99	1069836	180449	29.83	27.55	REG			
-	03/16/99	1017319	127971	596.60	490.41	REG			
-	02/16/99	0967390	078090	596.60	490.41	REG			
-	01/14/99	0917212	027952	722.20	583.31	REG			
-	12/16/98	0871771	503612	722.20	579.41	REG			
-	11/18/98	0829021	460902	623.04	508.86	SUP			
				PF3=PREV	PF7=FRWD	PF8=BKWD	CLEAR=EXIT		
ENTER "S" AND PRESS ENTER FOR DETAILS									

If any information is listed in these two columns, please contact the per session payroll unit for clarification of the check status.

To view the check detail screen for any check listed, enter an 'S' and press the R-CTRL key.

(Screen #28)

If there is more than one page to the check summary list, you may use the **F8** key to page forward or **F7** key to page backward.

You may also view the detail for any check by entering a 'S' in the first column and pressing the **R-CTRL** key.

The per session check detail screen contains detail check information such as federal, state, city taxes, the hours worked and the location of paid services. (See screen #29)

SAPR5200

N. Y. C. BOARD OF EDUCATION
PER SESSION CHECK DETAIL

SAP5MS0
SAP5M02

01/04/00 15:44:43

SOC-SEC-NO 112 34 5678 NAME J SMITH FILE NO 111234
CHECK DATE 11/30/99 ADDRESS 12-34 56 STREET MARITAL STAT S
CHECK NUMBER 1419886 BROOKLYN NY 11111 EXEMPTIONS 0
ITEM NUMBER 522035

GROSS 480.45 RES CD A REASON 1C CHECK HAS BEEN CANCELLED

FED TAX 38.92
STATE TAX 0.00
CITY TAX 1.24
UN DUES 0.00
HLTH AMT 0.00
PENSION 0.00
TDA 0.00
DECAP 0.00
LTC 0.00
MED TAX 6.97
FICA 29.79
ARREARS 0.00
LOAN 0.00
BUYBACK 0.00
NET 403.53

NUMBER OF HOURS WORKED

DIST BORO SCH POS A HRS MIN RATE BUDG QUICK END DATE
23 K 823 TR 1 15 0 32.03 4351 94351 05/31/99

PF3=PREV

CLEAR

If special processing occurred, the status will be displayed here. Contact the per session payroll office for clarification or assistance.

(Screen #29)

NOTE: TBNK Check Register will only display checks up to 1/16/02. Information for Checks issued after 1/16/02 can be accessed in the PDPS Per Session Check Listing (function 02). Please see the section on Reviewing Per Session Check Listing in PDPS.

USER ID/TIMESTAMP INQUIRY

The user id and time of entry/approval can be reviewed for both pending records and history records.

For pending service records, you can review the user id and timestamp information by selecting that employee's pending records in the Individual Service Summary. (Option 03 - see page 23)

Once you have the employee's pending records displayed on the screen, enter 'T' next to the record you want to see the user id and timestamp information and press the **R-CTRL** key. (See screen #30)

ES41C66		N. Y. C. BOARD OF EDUCATION						E41MS66								
08/28/02 12:46:41		INDIVIDUAL SERVICE SUMMARY						E41MP66								
FILE NUM: 123456		SOC-SEC-NUM 123456789		NAME: JOHN		SMITH										
		BUDG	QUICK	BUDG	JOB	PGM	PS	SERVICE		S	SERVICE		A	STA		
S	DT	B	SCH	CODE	CODE	LINE	ID	NO	CD	FROM	TO	M	HRS	MIN	R	TUS

T	02	M	412	5001	12181	3004	DNNNN	181	TR	05/01	05/15/02	A	004	00	1	
	02	M	412	5001	12181	3004	DNNNN	181	TR	04/16	04/30/02	B	004	00	1	
	02	M	412	5001	12181	3004	DNNNN	181	TR	05/16	05/31/02	B	004	00	1	

* S - TO SELECT RECOR; T - TO SELECT USERID/TIMESTAMP SCREEN *																
PF4=MAIN MENU		PF7=BKWD		PF8=FRWD		ENTER=PROCESS		CLEAR=EXIT								
**** NO FORWARD DATA AVAILABLE ****																

To view the user id and timestamp information for a record, type 'T' here and press the R-CTRL key.

(Screen #30)

A display box will appear with the user id and timestamp information for that record. When you have finished reviewing the information, press 'F3' to remove the display box. (See screen #31)

```

ES41C66      N  -----
08/28/02 15:24:31 | ES41C95  NYC BOARD OF EDUCATION  E41MS95
                  | USERID/TIMESTAMP INQUIRY FOR PENDING RECORDS
FILE NUM: 123456  SOC |
                  | SOC-SEC-NO =>          123456789
                  | FILE NO              0123456
S DT B SCH  BUDG QUICK BU | NAME                J SMITH
- - - - -  - - - - -  - - | SERVICE DATE        05  2002
T 02 M 412  5001 12181 30 | PAY CODE            A
  02 M 412  5001 12181 30 | LOCATION            02  M   412
  02 M 412  5001 12181 30 | BULK JOB            DNNNN
                  | BUDGET LINE         3004
                  | QUICK CODE          12181
                  | BUDGET CODE         5001
                  | ARR-CD
                  | POSITION CODE         TR
                  | ENTRY USERID       AADAMSON
                  | ENTRY TIMESTAMP    2002-06-18-13.59.03.681766
                  | APPROVAL ID
                  | APPROVAL TIMESTAMP  0001-01-01-01.00.00.000000
* S - TO SELECT RECOR; | PF3=PREV
PF4=MAIN MENU  PF7=BK  ----- 08/28/2002----- 15:24:33-----
**** NO FORWARD DATA AVAILABLE ****

```

(Screen #31)

Within the display box, the top portion shows the record information (name, location, budget code, etc.) for the record you are reviewing. The bottom of the display box shows the user id and timestamp information:

A ENTRY USERID is the EIS user id of the person who entered this record.

ENTRY TIMESTAMP is the date and time when this record was last saved. The first part indicates the year, month, and day and the second part indicates the time in military format. In the example above, the record was entered on 6/18/2002 at 1:59 PM.

B APPROVAL ID is the EIS user id of the person who *approved* or *unapproved* this record. The Entry and Approval Ids can be the same. If there is no user id, it means this record has never been approved.

APPROVAL TIMESTAMP is the date and time when this record was last approved or unapproved.

Please note that the system records the user id and timestamp of the most recent action taken on a record. Therefore, the user id and timestamp does not necessarily indicate the original person who entered this record. If the record were later updated, the user id and timestamp of the person who updated the record would be displayed.

To review user id and time information for processed history records, select option **06** from the per session main menu. (See screen #32)

```

SAPR0000          N. Y. C. BOARD OF EDUCATION          S000MS0
09/30/08 11:01          PER SESSION MAIN MENU          S000MP0

01 SERVICE DATA ENTRY          09 BULK JOB DETAIL INQUIRY
02 SERVICE SUMMARY              10 PSAL SRV APPROVAL FOR PRINCIPALS
03 INDIVIDUAL SERVICE SUMMARY   11 ADULT/ED SRV APPROVAL FOR PRINCIPALS
04 PER SESSION HISTORY          12 SECURITY LOCATION MAINTENANCE
05 OLD SYSTEM CHECK ARCHIVE     13 SERVICE SUMMARY FOR PRINCIPALS
06 USERID/TIMESTAMP INQUIRY     14 MAX HOURS FOR QUICK CODE/BUDGET LINE
07 RATE MASTER FILE PROCESSING  15 SERVICE DATA ENTRY FOR PRINCIPALS
08 BULLETIN BOARD MAINTENANCE   16 WAIVER REPORTING

          SELECTION ==> 06

          PF3=PREV SCREEN          ENTER=PROCESS          CLEAR=EXIT
  
```

(Screen #32)

To review user id and timestamp information for an employee's history records, type in the social security or file number of the employee and press **R-CTRL** key. (See screen #33)

```

ES41C94          N. Y. C. BOARD OF EDUCATION          E41MP94
08/29/02  10:32:30  PER SESSION USERID/TIMESTAMP INQUIRY SCREEN  E41MS94

SOC SEC:          FILE NO:          NAME:

SRV/D P LOC/ON PC JOBID  USERID  ENTRY  TIMESTAMP  APPRID  APPR  TIMESTAMP

          **** ENTER SOC-SEC-NUMBER OR FILE-NUMBER ****
          PF3=MENU          PF7=BACKWARD          PF8=FORWARD          CLEAR=EXIT
  
```

Type in the social security or file number and press **R-CTRL** key.

(Screen #33)

The system will display all available user id/timestamp information relating to this employee's history records. (See screen#34)

NOTE: User id and time information is only available for history records from 8/6/02 process date forward.

ES41C94	N. Y. C. BOARD OF EDUCATION						E41MP94			
08/30/02	15:19:01	PER	SESSION	USERID/TIMESTAMP	INQUIRY	SCREEN	E41MS94			
SOC SEC: 123456789		FILE NO:	0123456	NAME:	JOHN	SMITH				
SRV/D	P	LOC/ON	PC	JOBID	USERID	ENTRY	TIMESTAMP	APPRID	APPR	TIMESTAMP
04	02	B	02M400	TR	DNNNN	CKNAUERT	2002-05-15-13.47	JLAI		2002-08-21-19.00
04	02	A	02M400	TR	DNNNX	CKNAUERT	2002-05-15-13.48	JLAI		2002-08-21-19.01
04	02	A	02M400	TR	DNNNG	CKNAUERT	2002-05-15-13.38	JLAI		2002-08-21-19.00
**** NO FORWARD DATA AVAILABLE ****										
PF3=MENU		PF7=BACKWARD		PF8=FORWARD		CLEAR=EXIT				

(Screen #34)

REVIEWING PER SESSION CHECK LISTING IN PDPS

Sign on to CICS production using the CESN procedure, at the DB2 menu select PDPS in the application field instead of TBNK. Press **R-CTRL** key. (See screen #35)

REGION: CICSPT60	NEW YORK CITY PUBLIC SCHOOLS	DA10000
04/25/02 15:07	DB2 APPLICATION MENU	
APPLICATION ID	DESCRIPTION	
=====	=====	
CAFS	CONTRACT AID FINANCIAL SYSTEM	
CPS	CUSTODIAL PAYROLL	
EIS	EMPLOYEE INFORMATION SYSTEM	
LAVI	LICENSING AND VACANCY INITIATIVE	
LCMS	LOCATION CODE MANAGEMENT SYSTEM	
<u>PDPS</u>	PER DIEM / PER SESSION PAYROLL	
SBR	SCHOOL BUDGET REQUEST	
SECM	SECURITY MAINTENANCE	
SIS	STUDENT INFORMATION SYSTEM	
SMCD	SMARTCARD	
SSIP	SUMMER SCHOOL INSTRUCTIONAL PROGRAM	
TBNK	T-BANK PAYROLL	
EE	EMPLOYMENT ELIGIBILITY	
APPLICATION <u>PDPS</u>	USERID PSMITH	PASSWORD

(Screen#35)

Enter 02 in the function field and press **R-CTRL** key. (See screen #36)

USER: PSMITH	N.Y.C. BOARD OF EDUCATION - PDPS SYSTEM	ES5M000
04/25/2002 16:21	PDPS MAIN MENU	
FUNCTION	DESCRIPTION	
01	PER DIEM PAYROLL	
02	PER SESSION PAYROLL	
FUNCTION: <u>02</u>		
ENTER-PROCESS	CLEAR-EXIT	

(Screen#36)

Review the Bulletin Board and press the **R-CTRL** key. This will bring you to the Per Session Menu. (See screen #37)

```
USER: PSMITH          N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM  ES5M002
04/25/2002  16:30      PER SESSION MENU

      FUNCTION          DESCRIPTION

      WELCOME TO THE PER SESSION SYSTEM

      ***** REMINDER *****

      ALL PER SESSION DATA ENTRIES ARE STILL DONE IN THE
      TBNK SYSTEM AS BEFORE.  THERE ARE NO DATA ENTRY OPTIONS
      UNDER PDPS.  THIS SECTION IS MAINLY USED FOR INQUIRY.

      IF THERE ARE ANY QUESTIONS, PLEASE CONTACT THE PER SESSION
      PAYROLL OFFICE AT (718) 935-2229.

      MORE -->
      ENTER-RETURN      F7-PREV          F8-NEXT

      ENTER-PROCESS  F3-PREV MENU  CLEAR-EXIT
```

(Screen#37)

Enter 02 and press **R-CTRL** key. (See screen #38)

```
USER: PSMITH          N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM  ES5M002
04/26/2002  10:48      PER SESSION MENU

      FUNCTION          DESCRIPTION

      01                TIMEKEEPING MENU

      02                PAYROLL MENU

      03                UTILITY MENU

      FUNCTION: 02

      ENTER-PROCESS  F3-PREV MENU  CLEAR-EXIT
```

(Screen#38)

Enter 02 and the EIS ID number of the employee in the EIS ID field, or type the employee social security number in the SSN field and press **R-CTRL** key.
(See screens #39 and #40)

NOTE: In PDPS, you must use the seven (7) digit EIS number.

USER: PSMITH	N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM	ES5MP50
04/26/2002 10:50	PAYROLL MENU	
01 NAME LOOKUP	06 ADJUSTMENT LIST	
02 CHECK LISTING	07 RATE TABLE	
03 PAY DETAIL HISTORY	08 BULK JOB INQUIRY	
04 PENDING PAY DETAIL	09 RECONCILIATION	
05 JOURNAL ENTRY		
FUNCTION: <u>02</u>	EIS ID: <u>0123456</u>	
SSN:	LOCATION:	
ENTER-PROCESS F3-PREV MENU	CLEAR-EXIT	

(Screen#39)

USER: PSMITH	N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM	ES5MP50
04/26/2002 10:50	PAYROLL MENU	
01 NAME LOOKUP	06 ADJUSTMENT LIST	
02 CHECK LISTING	07 RATE TABLE	
03 PAY DETAIL HISTORY	08 BULK JOB INQUIRY	
04 PENDING PAY DETAIL	09 RECONCILIATION	
05 JOURNAL ENTRY		
FUNCTION: <u>02</u>	EIS ID:	
SSN: <u>012345678</u>	LOCATION:	
ENTER-PROCESS F3-PREV MENU	CLEAR-EXIT	

(Screen#40)

The Check Listing screen provides a listing of all checks that have been issued to an employee from the NYC Payroll Management System after 1/16/02. (See screen #41)

NOTE: Although you may see checks dated prior to 1/16/02 listed here, these checks were included to permit journal entry processing only. You must use the TBNK Check Register to view the details and actual check status.

USER: PSMITH		N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM			ES5MP02	
04/26/2002 10:56		CHECK LISTING				
EIS ID 0123456		SOCSEC: 012345678		NAME: SMITH		JOHN
CHECK DATE:		CHECK NUM:		CHECK NUM:		
ACT	CHECK DT	CHECK NO.	GROSS AMOUNT	NET	DISP CD	DISP DT
	04/23/02	P12345678	618.76	508.21	I	04/23/02
	04/04/02	P44556596	1,749.96	1,229.71	I	04/04/02
	10/10/01	Z225225	2,155.62	1,421.73	I	10/10/01
	08/24/01	Z447552	1,992.90	1,330.87	I	08/24/01

To see the CHECK REGISTER screen, enter a 'Y' and press the F9 key.

To view the CHECK STUB, enter a 'Y' and press the F10 key.

(Screen#41)

- A** ACT: Action codes provide easy access to other functions.
 - P** - Enter a **P** to view Pay Detail History and Press Enter.
 - Y** - Enter a **Y** to select a check and then Press **F9** to view the Check Register, or Press **F10** to view the Check Stub Detail.
- B** CHECK DT: Displays the check date.
- C** CHECK NO.: A 9 digit number starting with a P denotes an actual check was issued. If the check number starts with Z, that denotes a direct deposit.
- D** GROSS AMOUNT: Displays the gross amount of the check.
- E** NET: Displays the net amount of the check. Net is the gross pay amount less tax withholding and other deductions.
- F** DISP CD: Disposition Codes display the current status of a check.
 - I** - Check issued
 - S** - Stop payment request has been placed on the check
 - H** - Check is being held pending cancellation
 - W** - Check cancelled
 - R** - Released check to employee
 - M** - Check re-mailed to employee
- G** DISP DATE: The effective date of the check's disposition status.

The CHECK REGISTER screen contains paycheck data and deduction detail. It also displays the employee's current tax status as well as the address where the check was mailed. (See screen #42)

The Check Register displays the check selected from the CHECK LISTING. (Screen #6)

```

USER: PSMITH      N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM      ES5MP03
05/13/2002 15:09      CHECK REGISTER

NAME: SMITH      , JOHN      EIS ID: 0123456      SOCSEC: 012345678
ADDR: 11 WINTER LANE      APT:      CHECK NO: P12345678      DATE: 04/23/2002
      NORTH NEW YORK      , NY 11111      DISP CD: I      DISP REASON: CHECK ISSUED
FED M ST/EX: A/02      STATE M ST/EX: A/02      CITY M ST/EX: A/02

-----DEDUCTION INFORMATION-----
CODE      DESCRIPTION      AMT      CODE      DESCRIPTION      AMT
6010      FICA TX EMP      48.21      6012      MDICARE-EMP      11.28
6015      FED WTHD      50.28      6020      ST WTHD      16.49

TOTAL      HH:MM:      023:26      GROSS: $      777.55      NET: $      651.29      DED: $      126.26

F3-MENU      F5-PREV SCR      F10-CHECK STUB      F11-CHECK LISTING      CLEAR-EXIT
  
```

To access the CHECK STUB, Press the F10 key.

To return to the CHECK LISTING, Press the F11 key.

(Screen#42)

The CHECK STUB DETAIL screen displays specific pay stub information. It contains the payment details for each work location. Information is summarized by location, rate of pay, hours paid, and pay period. (See screen #43)

```

USER: PSMITH      N.Y.C. BOARD OF EDUCATION - PER SESSION SYSTEM      ES5MP04
05/14/2002 09:41      CHECK STUB DETAIL

NAME: SMITH      , JOHN      EIS ID: 0123456      SOCSEC: 012345678
ADDR: 11 WINTER LANE      APT:      CHECK NO: P12345678      DATE: 04/23/2002
      NORTH NEW YORK      , NY 11111

-----SERVICE DETAIL-----
ACT      LOC      ADJ      RATE      HH:MM      AMT      EARNED PD
71E315      33.18      018:01      597.80      03/31/02
73K540      33.18      005:25      179.75      03/31/02

ENTER-PROCESS      F1-LKUP      F3-MENU      F5-PREV SCR      F7-BACK      F8-FWD
F9-CK REGISTER      F11-CK LISTING      CLEAR-EXIT
  
```

(Screen#43)

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 AM to 6 AM (2400 to 0600), if you wish to enter service for that time period, please contact the per session payroll office.

PER SESSION RATE TABLE

PLEASE SEE THE LATEST RATE TABLE ONLINE.

BULK JOB DETAIL INQUIRY

The bulk job detail inquiry screen can be utilized to view a summary of all services paid under a bulk job. To access the bulk job detail inquiry screen, select option **09** on the per session main menu.

To retrieve a summary of services paid under a bulk job, enter the bulk job id in the bulk job field and press **R-CTRL** key. Services paid under the bulk job will be displayed and sorted by file numbers. The total amount of expenditures is also displayed.

(See screenshot #44)

ES41C04		N. Y. C. DEPT OF EDUCATION						E41MP04			
06/15/05	11:52:18	PER SESSION BULK JOB DETAIL INQUIRY SCREEN						E41MS04			
BULK JOB: <u>GGGGG</u>		LOCATION:		FILE NO:		TOTAL EXP		<u>3574.47</u>			
FILE NO	NAME	LOC/ON	POS	JE	HRS	MIN	CHECK DATE	CHECK AMT	BUDL	QCKCD	OBJ
0333333	GONZALEZ	24Q555	SUSUS		5	00	2004-12-02	188.10	2792	01111	091
0333333	GONZALEZ	24Q555	SUSUS		15	00	2005-01-19	564.30	2792	01111	091
0333333	GONZALEZ	24Q555	SUSUS		4	30	2005-02-02	169.29	2792	01111	091
0333333	GONZALEZ	24Q555	SUSUS		10	00	2005-03-10	376.20	2792	01111	091
0666666	VAN NOSTR	24Q555	SUSUS		12	00	2005-01-19	451.44	2792	01111	091
0666666	VAN NOSTR	39Q555	SUSUS		0	00	2005-03-10	0.32	2792	00010	060
0666666	VAN NOSTR	24Q555	SUSUS		17	00	2005-03-10	639.54	2792	01111	091
0777777	MORGAN	39Q555	SUSUS		0	00	2005-01-19	0.22	2792	00010	060
0777777	MORGAN	24Q555	SUSUS		7	00	2005-01-19	263.34	2792	01111	091
0777777	MORGAN	24Q555	SUSUS		5	30	2005-02-02	206.92	2792	01111	091
0777777	MORGAN	24Q555	SUSUS		6	00	2005-02-17	225.72	2792	01111	091
0777777	MORGAN	24Q555	SUSUS		2	15	2005-03-10	84.65	2792	01111	091
0777777	MORGAN	24Q555	SUSUS		5	45	2005-03-16	216.33	2792	01111	091
0799999	JONIK	24Q555	SUSUS		5	00	2005-01-19	188.10	2792	01111	091
PF3=MENU		**** NO FORWARD		DATA AVAILABLE		****		PF7=BACKWARD		PF8=FORWARD CLEAR=EXIT	

(Screen#44)

You can also summarize the bulk job expenditures by location and/or file number. For example, if you want to see the expenditures paid to a specific employee under the bulk job, enter the bulk job id and the employee's file number and press **R-CTRL** key. The system will now display the services paid to that employee under the bulk job with the total expenditures based on that employee only.

STOP PAYMENT PROCEDURE

If a check was ISSUED (Disp "I" in PDPS check listing) and the employee has not received it in the mail, then the employee can fax a request for STOP PAYMENT to the PER SESSION PAYROLL OFFICE at 718-935-2350. The fax must include the following information: NAME, S.S.#, FILE#, CURRENT MAILING ADDRESS, AND **THE DATE OF THE CHECK** EMPLOYEE WANT STOPPED (NOT THE SERVICE PERIOD).

A stop payment request form is also available online via this link: <http://schools.nyc.gov/NR/rdonlyres/4C909929-4981-4E47-A352-4AB2283ADDD4/0/StopPayReq.pdf>. An employee can complete this form online and directly email it to our department via the email button at bottom of form.

PLEASE NOTE: If their current mailing address does not match the address in the EIS personnel system, then IT MUST BE CORRECTED VIA HR CONNECT with the personnel office BEFORE a stop payment request is made. We WILL NOT process a stop payment if the current address listed by employee does not match the address in EIS.

Once the City Payroll Office gets the stop payment request from our office, they will sent the employee a LOST CHECK FORM, which the employee MUST complete, NOTARIZE and mail back to the City Payroll Office. When the City Payroll Office gets the form back, they will investigate the status of the check with the bank and if check was not cashed, then it will be canceled and a replacement check will be mailed to employee. If check was cashed, the City will notify the employee that it was cashed. If the employee do not think it was cashed by them, then they will need to request a copy of the check with signature and a Fraud Form from the City.

As you can see stop payment process CAN take between 4 to 6 weeks. THIS IS THE ONLY OPTION AVAILABLE TO AN EMPLOYEE IF THE CHECK WAS ISSUED BUT NOT RECEIVED OR WAS LOST/DESTROYED.

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