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Payroll Administration Memoranda Numbers 9 & 10 *All schools*

Please ensure that your payroll secretary has reviewed the following Payroll Administration Memoranda which can be accessed by **[CLICKING HERE](#)**

Memo #9 – Dated November 6, 2009

Implementation of the H1N1 Vaccination Program Payroll Processing for Custodians

Custodian Engineers must complete a space sheet for the rooms used and services provided for this activity. The space sheets must be presented to the DOHMH representative for signature.

The Division of School Facilities will be providing the custodians with the instructions for the completion and submission of space sheets related the H1N1 program.

Memo #10 – Dated November 6, 2009

Timekeeping Processes for H1N1 Volunteer Compensation

The Health Department will offer the H1N1 influenza vaccine to New York City children through a series of weekend vaccination clinics, also known as Points of Dispensing (PODs).

Employees who registered to work during these weekend vaccination clinics will be compensated in accordance with the contract terms and conditions for their individual titles.