

**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF BUILDING SERVICES**

August 11, 2016

**OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 – 2016/17**

**NOTE: All circulars are to be kept in a permanent file**

**TO ALL CUSTODIAN ENGINEERS**

**Custodial Employee Transition to NYC School Support Services, Inc.**

As the Department of Education ends the current structure of indirect custodial care and enters into our new system, we anticipate there will be areas of concern on which custodian engineers will need guidance. In an effort to pre-empt some of these issues, the following new procedural information is being provided.

Effective August 12<sup>th</sup>, 2016, custodian engineers will no longer receive day money allocations every two weeks. These funds will now be pre-loaded into a custodian managed DOE Galaxy building budget. Going forward, custodian engineers will be operating under a fiscal year aligned with the DOE - July 1<sup>st</sup>, 2016 to June 30<sup>th</sup>, 2017. For the current fiscal year, your Galaxy building budget has been modified and pro-rated to reflect the period of August 12<sup>th</sup>, 2016 to June 30<sup>th</sup> 2017.

**PO1s** – Effective August 12<sup>th</sup>, 2016 custodian engineers will no longer be required to submit PO1 reports. The final PO1 for the period ending August 11, 2016 will be the last one you will submit. This PO1 must be entered by close of business Friday, August 12<sup>th</sup>, 2016. Going forward, custodial employee hours must be submitted electronically to the NYC School Support Services (NYCSSS) via ADP's Vantage timekeeping system.

**PO2s** – Electronic PO2's will continue to be submitted utilizing the current PO2 schedule. A PO2 must be submitted for every period regardless of whether or not expenditures were incurred. In instances of no expenditures, a PO2 with a \$0 amount must be entered. Additional information regarding the discontinuation of submitting PO2s will follow at a later date.

**DOE HSBC Checking Accounts** – HSBC checking accounts will remain open for the immediate future. Custodian engineers are encouraged to utilize any remaining funds towards the purchase of miscellaneous expenditures following departmental procedures. Reimbursements (202S, 113, etc.) that occurred prior to August 12<sup>th</sup>, 2016 will be electronically deposited into your HSBC account. Going forward, reimbursements which occur on or after August 12<sup>th</sup>, 2016 will be posted to your Galaxy building budget. Information regarding the closing of your HSBC will follow at a later date.

**ADP Vantage Registration** – On August 12<sup>th</sup>, custodian engineers will be required to re-register in the Vantage timekeeping system. Your current registration was only valid in ADP's test portal. Once registered, you must ensure that all custodial employees in your building(s) are listed in ADP's global roster. Additional registration instructions are provided in the attached, updated ADP Training Guide.

**First NYCSSS Payroll Period** – The first payroll period will be a 1 week pay period beginning August 12<sup>th</sup> and ending August 18<sup>th</sup>. All custodian engineers will be required to enter every employee's hours and approve their electronic timecard in ADP's Vantage timekeeping system by 4pm on Thursday, August 18<sup>th</sup>. In order to ensure that you are properly registered, you are to commence entering the employee timekeeping data on August 12<sup>th</sup> and continue as such on a daily basis. In the event you experience difficulty in registering, contact NYCSSS customer support team at 888-301-1388 and/or at [payrollhelp@nycsss.org](mailto:payrollhelp@nycsss.org). In an effort to reduce call volume on Friday, August 12<sup>th</sup>, please refrain from contacting the call center with payroll/time entry questions until Monday, August 15<sup>th</sup>.

Going forward there will be a 1 week lag between the time the payroll period closes and when the custodial employees receive their checks. Payroll checks for the period ending August 18<sup>th</sup>

will be issued on Thursday August 25<sup>th</sup>. These checks will be dated Friday, August 26<sup>th</sup> and can be deposited or cashed as of that date. As stated, this is a one week pay period. All subsequent payroll periods will cover 2 weeks, on a one week lag. Custodial employee checks will be distributed at the normally utilized check distribution locations. **NOTE** – payroll checks issued by NYCSSS through ADP will be from a JP Morgan Chase bank account, not HSBC. Custodial employees will be able to cash these checks at any JP Morgan Chase branch without a fee.

**Second and Future NYCSSS Payroll Periods** – The second payroll period will be a 2 week pay period beginning on August 19<sup>th</sup> and ending on September 1<sup>st</sup>. Because of the Labor Day holiday, all custodian engineers will need to enter and approve the custodial helper timecards in ADP's system by 4pm on Wednesday, August 31<sup>st</sup> (projected through September 1<sup>st</sup>). Payroll checks for the period ending September 1<sup>st</sup> will be issued on Thursday, September 8<sup>th</sup>. The next pay period will begin on September 2<sup>nd</sup> and end on September 15<sup>th</sup>. Payroll checks for the period ending September 15<sup>th</sup> will be issued on September 22<sup>nd</sup>. Subsequent payroll periods will follow a similar schedule.

**Equipment Fuel Purchasing** – Custodian engineers will no longer procure fuel (gasoline and diesel) for equipment via the PO2 process. Going forward, custodian engineers will utilize gas cards issued by DCAS to purchase fuel. Under this process, each building will be issued a gas card that will be specific to the building. The designated card must remain in its assigned building. Gas cards are not to be moved from building to building. Each custodian engineer will be issued a unique PIN number that will be used in conjunction with the gas card when purchasing fuel. PIN numbers are not to be shared with anyone. Gas cards can only be used to purchase fuel and will have a limit of 10 gallons per day. Your deputy director of facilities will be contacting you in the near future regarding the issuance of your building's gas card and your PIN number.

**Workers Compensation Insurance** – Effective August 12<sup>th</sup>, 2016, custodian engineers will no longer be required to carry workers compensation insurance for custodial employees. The NYCSSS will be responsible for procuring such coverage going forward. Custodian engineers are to request their final payroll audit with the New York State Insurance Fund (NYSIF) as soon as possible. Refunds issued back to custodian engineers are to be returned to the Department of Education utilizing the following procedure. Custodian engineers are to make a copy of the refund check from NYSIF and then deposit that check into their DOE HSBC account. Once the check clears, the custodian engineer is to submit a check to the NYC Dept. of Education from their HSBC account, in the same amount as the NYSIF refund, and mail it to the Division of School Facilities, Office of Field Operations, 44-36 Vernon Blvd., LIC, NY 11101. You must include a copy of the NYSIF refund check with this mailing. Verification and confirmation of your submissions will be forwarded to the Office of the Auditor General for reconciliation purposes.

**Travel and Miscellaneous Expenditure Reimbursements** – Effective August 12<sup>th</sup>, 2016, custodian engineers will utilize Imprest Form CV-1 for all reimbursable expenditures (copy attached). This form is to be completed and submitted on a monthly basis with all supporting documentation including bills, vouchers, and receipts. Expenditures cannot exceed \$50 per purchase and will be subject to DDF review and approval. Travel and miscellaneous expenditure reimbursements will be guided by both the current contract language and/or MOA.

***John T. Shea***  
*Chief Executive Officer*  
*Division of School Facilities*

SC/MV  
Attachments: (3)

2016

# New Payroll Services - Getting Started

Custodian (Prod): What You Need to  
Know To Get the Most Out Of the New  
Payroll Services



# NYC Schools Support Services- Custodians

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# NYC Schools Support Services- Custodians

## Overview

What is Vantage? Vantage is the solution that is provided by ADP for the ease and organization of HR functions. Grouping multiple functions together in this Human Capital Management system allows for a single source for data entry and getting reporting out too. This guide provides information on NYC Schools Support Services Payroll and HR system.

**IMPORTANT NOTE: When the NYC Schools Support Services employees receive their first check from ADP, or are initially REGISTERED, MAKE SURE THEY VERIFY; THEIR NAME AND ADDRESS, THE INFORMATION CONTAINED IN THE AREAS WHERE THEIR SSN, W4 AND TAX INFORMATION IS HELD, AND THE DEDUCTIONS TO ENSURE THEY ARE CORRECT!  
Call 1-888-301-1388**

## Payroll Services

This guide includes the key information on all aspects of payroll, such as:

- The NYC Schools Support Services Payroll Center: Contact information
- The new look of your pay statement
- Instructions for registering for the ADP Portal (First time users)
- Information on how to get your queries answered:
  - Knowledge Base of commonly asked questions
  - Inquiry self-service tool
  - Call ADP directly
- Actions you can perform in the system/information you can access:
  - Tax withholding
  - W2-1099s
  - Direct deposits
  - Deductions
- Time and Labor – Non-exempt employees
- Time and Labor - Managers

# NYC Schools Support Services- Custodians

## The NYC Schools Support Services Payroll Center

Questions pertinent to the pay, time entry, or HR information of a NYC Schools Support Services employee should be directed to the NYC Schools Support Services staff.

### Contact Information

NYCSSS Help PHONE: DOE Custodian Engineers and NYCSSS Employees are to call the NYCSSS Help desk at **1-888-301-1388**.

You can also e-mail your questions to: [payrollhelp@nycsss.org](mailto:payrollhelp@nycsss.org)

**HOURS: Monday through Friday from 8:00am to 5:00 pm Eastern Time.**

The NYC Schools Support Services Payroll Center will follow the standard Holiday Schedule. Should the holiday fall on a Saturday, the preceding Friday will be the official holiday; should the holiday fall on a Sunday, the following Monday will be the official holiday.

Holiday
New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

## A Note on Privacy & Registering ADP Payroll Portal

ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services. You can register for the portal from any computer; you do not have to be logged into the network.

During registration, you will be assigned a user ID and you will create a unique password. Then you'll be ready to log on and start using the portal.

After you register, you will be able to:

- View and print your pay stub and W-2 year-end statements
- Manage your direct deposit accounts
- Update your Federal and State tax information
- And much more!

# NYC Schools Support Services- Custodians

## NYC Schools Support Services Paycheck Has a New Look

The areas the NYCSSS employees should check to verify accuracy on the statement are the Name and address (1), Tax and SSN information (2), and Deductions (5).

### Expanded Check Features and Benefits

- 1 Easy-to-read, full-page vertical format allows room for more information
- 2 Important W-4 profile and tax information helps employees understand how tax withholdings are determined
- 3 Employees can quickly see how many hours they worked, their current and year-to-date earnings, etc.
- 4 Gross pay before deductions is prominently displayed
- 5 Full descriptions of earnings, tax jurisdictions, voluntary deductions and adjustments
- 6 Net pay highlighted for quick reference
- 7 Taxable wages are shown separately; nontaxable amounts are indicated with an asterisk
- 8 Complete listing of accumulated benefits and other relevant information
- 9 Messages can be printed on all, or on specific groups of employees' statements to enhance communications
- 10 Detachable check or advice of deposit with authorized signature and company logo capability

**Earnings Statement**

CO. FILE DEPT. CLOCK NUMBER  
ABC 126543 123456 12345 00000000 1

ACME SUPPLIES CORP.  
475 KNAPP AVENUE  
ANYTOWN, USA 10101

Period ending: 12/29/2000  
Pay date: 01/05/2001

Social Security Number: 999-99-9999  
Taxable Marital Status: Married  
Exemptions/Allowances:  
Federal: 3, \$25 Additional Tax  
State: 2  
Local: 2

**JANE HARPER**  
101 MAIN STREET  
ANYTOWN, USA 12345

Earnings	rate	hours	this period	year to date
Regular	10.00	32.00	320.00	10,640.00
Overtime	15.00	1.00	15.00	780.00
Holiday	10.00	8.00	80.00	4,100.00
Tuition			37.43*	1,946.80
<b>Gross Pay</b>			<b>\$ 452.43</b>	23,526.80

Deductions	Statutory		
	Federal Income Tax	- 40.00	2,111.20
	Social Security Tax	- 28.05	1,458.00
	Medicare Tax	- 6.56	341.12
	NY State Income Tax	- 8.43	438.36
	NYC Income Tax	- 5.94	308.88
	NY SUIVSOI Tax	- 0.60	31.20
	<b>Other</b>		
	Bond	- 5.00	100.00
	401(k)	- 28.85*	1,500.20
	Stock Plan	- 15.00	150.00
	Life Insurance	- 5.00	50.00
	Loan	- 30.00	150.00
	<b>Adjustment</b>		
	Life Insurance	+ 13.50	
	<b>Net Pay</b>		<b>\$ 201.00</b>

\* Excluded from federal taxable wages  
Your federal wages this period are \$386.15

**Other Benefits and Information**

	this period	total to date
Group Term Life	0.51	27.00
Loan Amt Paid		840.00
Vac Hrs		40.00
Sick Hrs		16.00
Title		Operator

**Important Notes**

EFFECTIVE THIS PAY PERIOD YOUR REGULAR HOURLY RATE HAS BEEN CHANGED FROM \$8.00 TO \$10.00 PER HOUR.

WE WILL BE STARTING OUR UNITED WAY FUND DRIVE SOON AND LOOK FORWARD TO YOUR PARTICIPATION.

**Check Details:**  
Payroll check number: 000000000  
Pay date: 01/05/2001  
Social Security No. 999-99-9999

Pay to the order of: **JANE HARPER**  
This amount: TWO HUNDRED NINETY-ONE AND 90/100 DOLLARS \$291.00

SAMPLE NON-NEGOTIABLE VOID VOID VOID  
Authorized Signature

①②③④⑤⑥⑦⑧⑨⑩⑪⑫⑬⑭⑮⑯⑰⑱

### Security & Fraud Protection Features

- |  |                        |                             |
|--|------------------------|-----------------------------|
| ① Warning bands                        | ⑬ Micro printing       | ⑰ Thermo-chromic ink        |
| ② Copy ban and color copier protection | ⑮ Simulated laid lines | ⑱ Prismatic printing        |
| ③ High-resolution borders              | ⑯ ADP watermark        | ⑲ Dual-image control number |

# NYC Schools Support Services- Custodians

## Prevailing Wage Information

This is how the calculation is done to get the amount for the pay check...

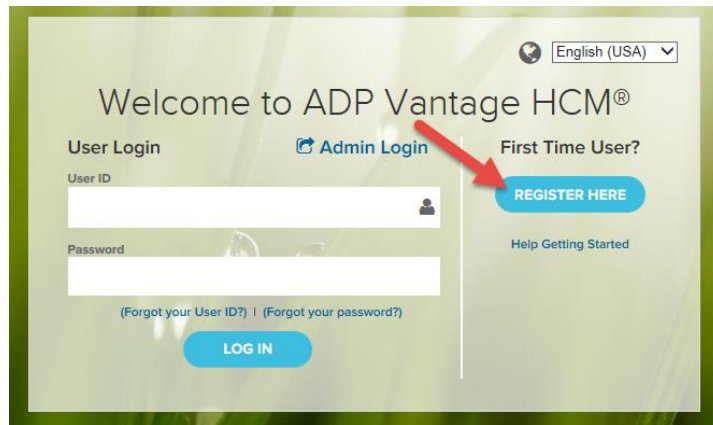
## Instructions on Registering for the ADP Portal (First Time Users)

In order to enter and approve time, you will first need to perform a one-time registration for the ADP Vantage Portal.

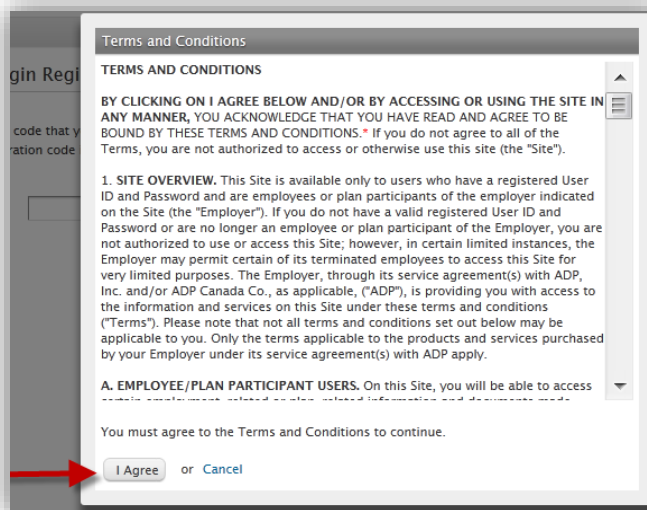
Follow the steps below:

1. Open the Internet and enter <https://adpvantage.adp.com> at the top of the internet page.
2. Locate "First Time User" and click **Register Here**.

*NOTE: The Help Getting Started verbiage is a link to subjects that you may need help with during registration and after!*

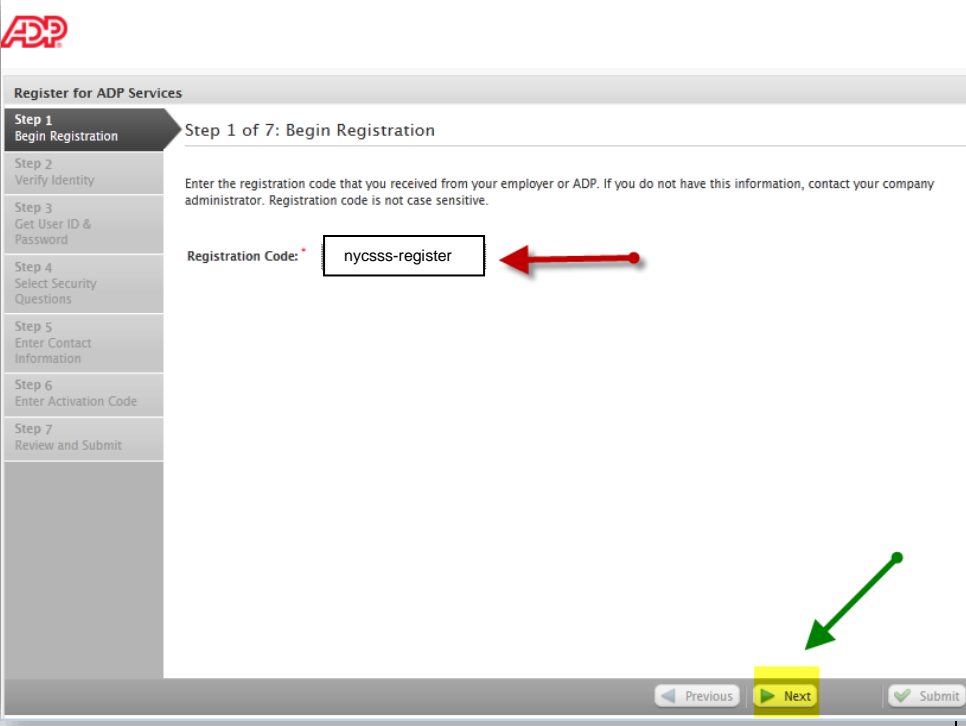


3. Click **I Agree**.





# NYC Schools Support Services- Custodians

<p>4. Enter <b>nycsss-register</b> and click <b>Next</b>.</p>	 <p>The screenshot shows the ADP registration interface. At the top left is the ADP logo. Below it, the title "Register for ADP Services" is displayed. A progress bar on the left lists seven steps: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID &amp; Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), Step 6 (Enter Activation Code), and Step 7 (Review and Submit). Step 1 is currently active. The main content area shows "Step 1 of 7: Begin Registration" and a text prompt: "Enter the registration code that you received from your employer or ADP. If you do not have this information, contact your company administrator. Registration code is not case sensitive." Below this, the "Registration Code:" field contains the text "nycsss-register". A red arrow points from the right towards the text in the input field. At the bottom right, there are three buttons: "Previous", "Next", and "Submit". The "Next" button is highlighted in yellow, and a green arrow points from the top right towards it.</p>

# NYC Schools Support Services- Custodians

## 5. Enter Identity Information

- Enter your **First Name**
- Enter your **Last Name**
- Enter the last 4-digits of your **Social Security** number
- Enter the last 4-digits of your **Social Security** number (again) to confirm
- Enter your Birth Month and Day

## 6. Click **Next**.

Register for ADP Services

Step 2 of 7: Verify Identity

ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity.

Company Name: Western International (Not your company? Re-enter your registration code.)

Identity Type: Partial SSN

First Name: Wyane

Last Name: Rooks

Last 4 digits of SSN or EIN or ITIN: ●●●●

Confirm Last 4 digits: ●●●●

Birth Month and Day: August 24

Previous Next Submit

Look in the middle of the screen to create your User ID. Going forward your User ID will be used to log into the portal.

Create a **Password** and retype it in the **Confirm Password** field. Passwords must be at least 8 characters long and contain at least 1 number. (Passwords are case sensitive.)

## 7. Click **Next**.

Register for ADP Services

Step 3 of 7: Get User ID & Password

✓ This User ID is available

Welcome, Wayne Rooks  
Enter the user ID and password that you want to use to log in to your ADP service.

Create Your User ID  
User ID must be at least 4 characters long and may contain letters, numbers, and/or these 4 special characters (- @ \_ .). User ID is not case sensitive.

User ID: wr4-twh

Create Your Password  
Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.  
It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters.

Password: ●●●●●●●● Password strength: Fair

Confirm Password: ●●●●●●●●

Previous Next Submit

# NYC Schools Support Services- Custodians

8. Select and type your answers to three (3) **Security Questions**. Choose questions that will be easy for you to remember. Case does not matter for these fields.

9. Click **Next**.

The screenshot shows the 'Register for ADP Services' interface at Step 4 of 7: 'Select Security Questions and Answers'. A sidebar on the left lists steps 1 through 7, with Step 4 highlighted. The main content area includes instructions: 'To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.' and 'Security Questions and Answers'. Below this, there are three sets of 'Question' and 'Answer' fields. A note states: 'Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.' At the bottom, there are 'Cancel', 'Previous', 'Next', and 'Done' buttons.

10. Enter either a work email address or a personal email address.

11. Select the corresponding circle (Use for Notifications).

12. Enter a phone number if you would like to receive a text message with your temporary password.

13. Click **Next**.

The screenshot shows the 'Register for ADP Services' interface at Step 5 of 7: 'Enter Your Contact Information'. The sidebar on the left highlights Step 5. The main content area includes instructions: 'Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you.' and 'ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you a text message with your temporary password and/ or user ID.' Under 'Email Addresses', it says 'Select at least one email address to use for notifications.' There are two radio buttons: 'Work Email' (selected) and 'Personal Email'. Red arrows point from the text 'Use for Notifications' to both radio buttons. Below this are 'Phone Numbers' fields for 'Office', 'Work Mobile', and 'Personal Mobile', each with an 'Ext:' field. There are two checkboxes: 'I authorize ADP to send my login information to this phone at my request.' At the bottom, there are 'Previous', 'Next', and 'Submit' buttons.

# NYC Schools Support Services- Custodians

14. Review the information you provided and click **Submit** and **Done**.

**Register for ADP Services**

Step 1 of 7: Begin Registration ✓  
Step 2 of 7: Verify Identity ✓  
Step 3 of 7: Get User ID & Password ✓  
Step 4 of 7: Select Security Questions ✓  
Step 5 of 7: Enter Contact Information ✓  
Step 6 of 7: Enter Activation Code ✓  
**Step 7 of 7: Review and Submit**

Review the information on this page; click Submit to confirm and continue. To make changes, use the left navigation options or click Previous.

User ID: wr4-twh

**Security Questions and Answers**

Question 1: What was the name of your first pet?  
Answer 1: tigger

Question 2: In what city was your mother born? (Enter full name of city only)  
Answer 2: Alpine

Question 3: What is the first and last name of your childhood best friend?  
Answer 3: Steve

**Contact Information**

Work Email: gregg\_petersen@adp.com Notification Activated  
Work Phone: 9287824100

Previous Next **Submit**

**IMPORTANT:** If you do not click **DONE**, the registration will not be saved and you will have to re-register.

**Congratulations!** You have completed your ADP Portal registration. You will receive an e-mail confirming your registration.

**Register for ADP Services**

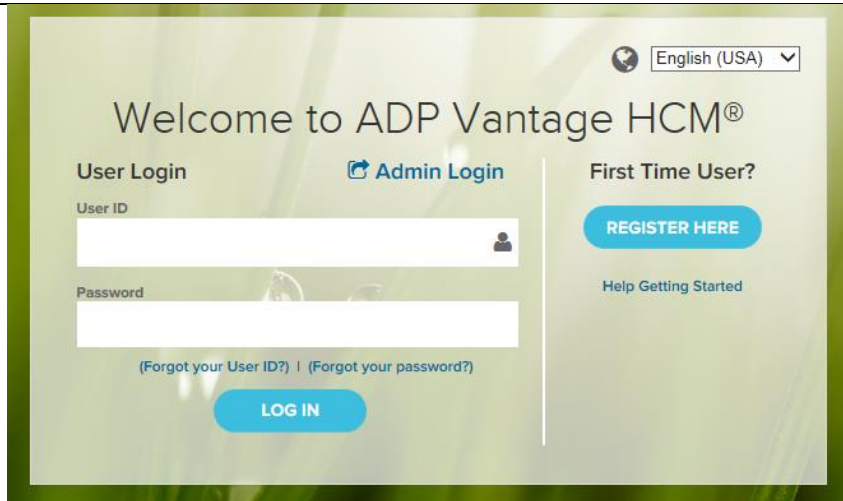
✓ Your registration is complete!

Log In

# NYC Schools Support Services- Custodians

## Accessing the ADP Vantage Portal Home Page

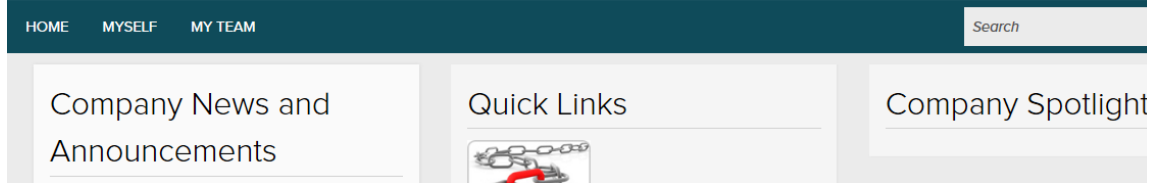
1. Using an internet web browser, go to <https://adpvantage.adp.com> (please bookmark the URL for future use).
2. Enter your **User Name** and **Password** and then click **OK** (you created these when you registered).



3. Once you are logged in, you will see the following home page:  
**Click on My Team>Time and Attendance>Quickfind**

From the ADP Vantage Portal you will have the ability to:

- Vantage TIME- enter and approve time
- Access knowledge base (step by step instructions)
- Personal information (contact information)



# NYC Schools Support Services- Custodians

## Welcome to Vantage Time!

As custodians you have access to all hourly employee timecards. If you see edits on an employee(s) timecard, **PLEASE DO NOT** edit those entries. Add a row for the day(s) the employee worked for you and enter time accordingly.

Vantage Time will automatically calculate overtime when >8 in a day, hours worked on Sat and/or Sunday, also when the pay code "holiday worked" is used in the timecard.

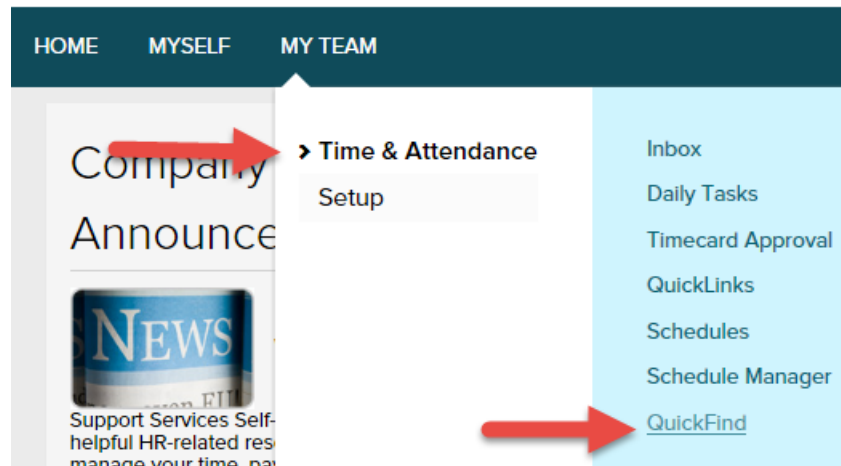
<p>To add a new row, click <b>Add +</b>.</p> <p>X is to delete the row.</p>	<table border="1"><thead><tr><th colspan="3">Date</th></tr></thead><tbody><tr><td data-bbox="472 562 529 604">+</td><td data-bbox="529 562 578 604">✕</td><td data-bbox="578 562 756 604">Sun 7/19</td></tr><tr><td data-bbox="472 604 529 646">+</td><td data-bbox="529 604 578 646">✕</td><td data-bbox="578 604 756 646">Mon 7/20</td></tr></tbody></table>	Date			+	✕	Sun 7/19	+	✕	Mon 7/20
Date										
+	✕	Sun 7/19								
+	✕	Mon 7/20								

# NYC Schools Support Services- Custodians

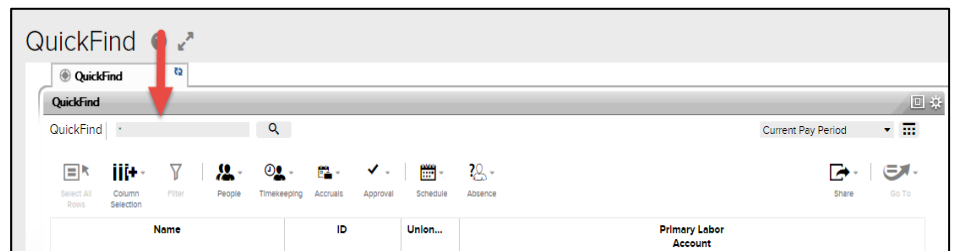
## How do I find the employees on my team?

### 1. How do I find the employees on my team?

As custodians now have access to see all employees, a search will have to be done to locate each employee to complete a task; this is completed in the QuickFind page. To access the Quickfind page, please go to My Team > Time and Attendance > Quickfind.



### 2. Enter the last name of the desired employee in the Search field and press enter. Ex-Green\*



# NYC Schools Support Services- Custodians

3. Click on the appropriate name to highlight it and select the desired task from the “Go To” icon in the upper right corner, to select Timecards or schedule planner. Make sure you are in the proper pay period.

The screenshot shows the QuickFind interface with a search for 'greene'. The interface includes a search bar, a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accounts', 'Approval', 'Schedule', and 'Absence', and a 'go To' icon. A table displays search results for employees with the last name 'Greene'. The table has columns for Name, ID, Union..., and Primary Labor Account. The results are as follows:

Name	ID	Union...	Primary Labor Account
Greene, Devante N	107539	L32	ADA/C/G208/CL01/020200/100062/00
Greene, Nathaniel	107218	L32	ADA/C/G208/CL01/020200/100062/00
Greene, Necheil	105064	L32	ADA/C/M23/CL01/020200/100503/00

Callouts in the image provide the following instructions:

- 1. Enter last name of employee. Example- Greene\*
- 2. click search
- 3. Make sure pay period is correct
- 4. click on employee name to highlight name of employee
- 5. Click on Go To to select timecard or schedule planner

An additional note states: 'FYI, this shows employee primary job. This is useful when performing job/location transfers'.

*Note: There is a Java upgrade scheduled for the end of August for all custodians' systems. Once your system has been upgraded, you will have the ability to create a hyperfind query which will locate and save your primary employees to one report.*

*This will eliminate the need to look up each employee individually from the QuickFind page. Please see the Hyperfind Query job aid for instructions on how to create a query.*



# NYC Schools Support Services- Custodians

## How to enter time on the timecard

### Accessing and Updating a Timecard

- To update an employee's timecard, enter in the pay code" hours worked" an a amount hours per day OR enter in/out punch(s).

	Date	Pay Code	Amount	In	Transfer	Out	Schedule	Daily	Period
+ x	Sun 7/05								
+ x	Mon 7/06			3:00PM		11:30PM	3:00PM-11:30PM	8.00	8.00
+ x	Tue 7/07			3:00PM		11:30PM	3:00PM-11:30PM	8.00	16.00
+ x	Wed 7/08			3:00PM		11:30PM	3:00PM-11:30PM	8.00	24.00
+ x	Thu 7/09			3:00PM		11:30PM	3:00PM-11:30PM	8.00	32.00
+ x	Fri 7/10						3:00PM-11:30PM		32.00
+ x	Sat 7/11								32.00

There will be four punches per day if entering in/out punches:

- An IN punch upon arrival.
- An OUT punch for lunch.
- An IN punch back from lunch.
- An OUT punch when leaving for the day.

## How to add a pay code to the timecard

### Adding a Pay Code

To enter pay codes for an employee, such as **overtime, vacation, sick, or bereavement:**

- Locate the appropriate date.
- Within the Pay Code field, select a Pay Code.
- In **Amount** field, enter the total number of hours for the pay code.
- Click **Save**.

	Date	Pay Code	Amount	In	Transfer	Out	Schedule	Daily	Period
+ x	Sun 6/28								
+ x	Mon 6/29			3:00PM		11:30PM	3:00PM-11:30PM	8.00	8.00
+ x	Tue 6/30			3:00PM		11:30PM	3:00PM-11:30PM	8.00	16.00
+ x	Wed 7/01			3:00PM		11:30PM	3:00PM-11:30PM	8.00	24.00
+ x	Thu 7/02		8.00				3:00PM-11:30PM	8.00	24.00
+ x	Fri 7/03						3:00PM-11:30PM	8.00	32.00
+ x	Sat 7/04								32.00

	Date	Pay Code	Amount	In	Transfer	Out	Schedule	Daily	Period
+ x	Sun 6/28								
+ x	Mon 6/29			3:00PM		11:30PM	3:00PM-11:30PM	8.00	8.00
+ x	Tue 6/30			3:00PM		11:30PM	3:00PM-11:30PM	8.00	16.00
+ x	Wed 7/01			3:00PM		11:30PM	3:00PM-11:30PM	8.00	24.00
+ x	Thu 7/02	Vacation	8.00					8.00	32.00
+ x	Fri 7/03	Independe...	8.00				3:00PM-11:30PM	8.00	40.00
+ x	Sat 7/04								40.00

# NYC Schools Support Services- Custodians

## How to enter a labor transfer

A transfer is used when an employee is doing a job and/or moved location(s) that is not their primary school. [A Labor transfer is MANDATORY for reimbursement work codes \(113, 113E, 202S\) and when using the pay codes-Bereavement, Holiday Worked, Jury Duty, Personal, Sick and Vacation in the timecard.](#)

1. Open the employee's timecard using the QuickFind function.
2. Enter the in and out punch times  
OR
3. Enter hours worked and an amount,
4. Tab over to the "transfer column".
5. Then select the dropdown arrow from the Transfer column.
6. Select search.
7. Open the employee's timecard.

Date	Pay Code	Amount	In	Transfer	Out
Thu 7/28			7:00AM	<input type="text" value="▼"/>	3:00PM
Fri 7/29				Search...	

8. In the Transfer window, select Labor Account.
9. After selecting Labor Account, select the dropdown from the applicable field(s) and choose the temporary assignment the employee is working in for the particular date(s).
10. Click Apply once you have finished to return to the timecard.

Transfer

Name: Green, Melani  
Job:  
Labor Account: //BE  
Work Rule:

Job Transfer | Labor Account | Work Rule

**Add Labor Account** Clear All

ADP Pay:   
Group:   
Building Class:   
Location:   
Job:

Work Code:   
Reports To:   
Service Work Type: BE - Building Emergenc...

Smart search...

- CE01 Custodian
- CEO CEO
- CFO CFO
- CL01 Cleaner
- FI01 Fireperson
- HN01 Handyperson
- HR01 Human Resou...
- HR02 Human Resou...
- HR03 Manager Trai...

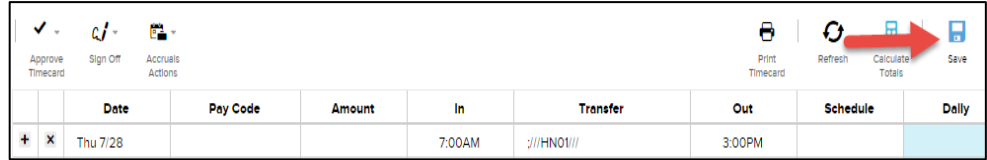
Cancel Apply

**\*\*The prevailing wage for the different jobs is configured in Vantage Time. It is important that if an employee is NOT working their primary job they have a job and /or location transfer so they get the appropriate wages\*\***

# NYC Schools Support Services- Custodians

11. You will see that the timecard has now been updated to reflect the work times and the area in which the employee worked in as a temporary assignment.

12. Click Save to complete the transaction and save the updated timecard



	Date	Pay Code	Amount	In	Transfer	Out	Schedule	Daily
+ X	Thu 7/28			7:00AM	://HN01//	3:00PM		

\*\*Labor transfer is MANDATORY for reimbursement work codes (113, 113E, 202S) and when using the pay codes-Bereavement, Holiday Worked, Jury Duty, Personal, Sick and Vacation\*\*

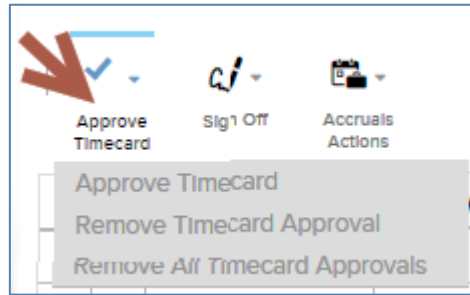
# NYC Schools Support Services- Custodians

## How to approve/ remove approval of timecard

### Approving Time

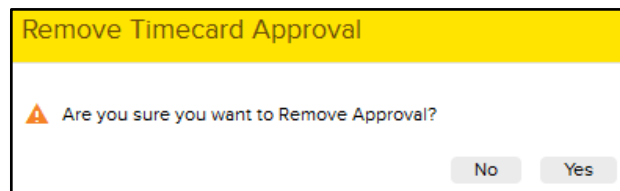
1. While in the timecard, click on Approve timecard to approve the timecard after all edits have been made.

NOTE: Once you have approved a timecard, you or the employee cannot make any edits to the timecard, unless you remove the approval from the timecard.



2. To remove an approval, go back to the Approve Timecards section and click **Remove Timecard Approval**.
3. Click Yes to confirm the removal.

NOTE: You'll need to re-approve at the end of the pay period.



# NYC Schools Support Services- Custodians

## Example of what a timecard could look like

The screenshot shows the ADP Timecards interface for employee Abazi, Ismet. The interface includes a navigation bar with options like HOME, MY COMPANY, PEOPLE, PROCESS, REPORTS, and SETUP. A search bar is located in the top right. The main area displays a table of timecard entries for the current pay period, showing dates, pay codes, amounts, in/out times, and schedules. A red box highlights a specific entry with the following callout text:

**this is the EE primary labor account. You may have to expand the columns. This shows what ADP has primary building class(2nd position) and school location(3rd position) job (4th position)**

Date	Pay Code	Amount	In	Transfer	Out	Schedule	Daily
Fri 7/15			7:00AM		11:00AM		
			12:00PM		4:00PM		8:00
Mon 7/18	Vacation	1:00					
			7:00AM		4:00PM		10:00
Tue 7/19	Hours Worked	12:00					12:00
Wed 7/20	Vacation	8:00					8:00
Thu 7/21	Hours Worked	8:00		/A/M281/HN01/0202//PN			8:00
Fri 7/22			7:00AM	/A/M281/HN01/0202//PN	11:00AM		8:00

Below the main table, there is a 'Totals' section with a table showing the following data:

Location	Job	Account	Pay Code	Amount	Wage
		ADA/B/R600/CL01/0000/100019/00	Regular	24:00	

\*\* If you see edits on an employee(s) timecard, **PLEASE DO NOT** edit those entries. Add a row for the day(s) the employee worked for you and enter time accordingly. \*\*

# NYC Schools Support Services- Custodians

## How to see Vacation, Sick and Personal balances

### View balances

1. While in the timecard click on the “accruals tab” to see accrual balances.

Totals		Accruals		
Accrual Code	Accrual Available Balance	Accrual Units	Accrual Ending Balance	Accrual Taken to Date
Personal	0:00	Hour	0:00	0:00
Sick	0:00	Hour	0:00	0:00
Vacation	0:00	Hour	0:00	0:00



**DIVISION OF SCHOOL FACILITIES**

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**NYC Fleet /WEX Gascard Program**

Welcome to the NYC Fleet / WEX Gascard Program.

Effective July 1, 2013, Wright Express Company (WEX) assumed operation of the Gascard program in contract with the City. WEX is the sole authorized program for procuring fuel from private gas stations.

Please read and sign your acknowledgement for the following policies of the Gascard program:

**NYC Fleet Gascard:** Each Gascard will be assigned to one specific building. Gascards may not be switched between buildings or used to fuel equipment other than the equipment for the assigned building. Do not remove a Gascard from the assigned building, except while fueling. Each building in the Gascard program has only one assigned card. If you need a Gascard for a building, please request one through your agency’s Gascard liaison. Do not share cards.

**Gascard PIN:** You are being issued a randomly generated 6-digit Personal Identification Number (PIN) to allow use of a Gascard at any public retail gas station in and around New York City, and at in-house fueling sites. Your PIN may not be shared with anyone else, including gas station attendants, colleagues, or subordinates at any time. Your PIN will be delivered to you in a sealed envelope.

**Gascard Usage:** You may only use your Gascard and PIN for City equipment, and for official purposes only. You may never fuel personal or private vehicles. Transactions must be conducted personally by the custodian engineer who is assigned a PIN and may not be delegated or shared. Custodial helpers and assistants are not entitled to a Gascard PIN under this program.

**Gasoline Cans & Mobile Fuel Tanks:** If you are authorized by your agency to fill a gasoline can or mobile fuel tank, use your assigned PIN and enter all nines (99999) for mileage. Gasoline cards will have a 10 gallon transaction limit.

**Cancellation of cards and PINs:** If you are leaving City service, lose a card, have accidentally given out your PIN, or wish to cancel your PIN or card for any other reason, please contact your agency’s Gascard liaison. Gascards may not be reused for other buildings. Lost or stolen cards must be reported to your Deputy Director of Facilities and Gascard liaison immediately.

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*I have read the above rules. I understand that compliance with these rules is a condition of active participation in this program.*

Employee Name (please print clearly) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Building Code \_\_\_\_\_



<b>DISTRICT</b>	<b>FISCAL YEAR</b>	<b>MONTH</b>	<b>BUILDING ID</b>	<b>EMPLOYEE ID</b>
5 2				
<b>EMPLOYEE NAME</b>				
<b>MAILING ADDRESS</b>				
<b>CITY</b>				
			<b>STATE</b>	<b>ZIP CODE</b>

FOR OFFICE USE ONLY			BRIEF DESCRIPTION OF REIMBURSABLE EXPENSES	AMOUNT
QUICK CODE	LOC. CODE	OBJ. CODE		
			Home Phone	\$10.00
			Total of Travel Reimbursement (Section 3)	
<b>GRAND TOTAL:</b>				

SUPPORTING DOCUMENTATION  
MUST BE ATTACHED

Date	Travel From	Destination	Daily Total (\$8.40)		Date	Travel From	Destination	Daily Total (\$8.40)

<p><b>RECEIPT OF GOOD/SERVICES</b> - I certify that the account of expenditures is a true and correct statement of disbursements made by me for and on account of the NYC Department of Education; that the expenditures of the sums were authorized and necessary in the performance of official duties and that no payment has therefore been requested or received by me for any part thereof.</p> <p>_____          PRINT NAME OF RECEIVER OF GOODS/SERVICES      DATE</p> <p>_____          SIGNATURE OF RECEIVER OF GOODS/SERVICES      DATE</p>	<p><b>EXPENDITURE APPROVAL</b> - I approve the expenditure detailed above certifying that it is necessary for the conduct of the educational or administrative program and is in accordance with the rules and regulations of the NYC Department of Education. Funds have been made available to process this invoice/claim.</p> <p>_____          PRINT NAME OF APPROVING OFFICER      DATE</p> <p>_____          SIGNATURE OF APPROVING OFFICER      DATE</p>
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