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MEMORANDUM

TO: HIGH SCHOOL PRINCIPALS

FROM: DONALD J. DOUGLAS

SUBJECT: Per Session payroll for Coaches and Athletic Directors

DATE: August 28, 2013

The Public Schools Athletic League is responsible for managing the per session payroll for Coaches and Athletic Directors on your staff. To ensure that this process is accurate and timely, I have provided you with procedural information that is a key component to this process. Below you will find important information that will ensure a cohesive payroll process. Please share this with the payroll secretary and coaching staff.

The Sport allocation for this school year will remain the same as last year. It is important that this information is shared with the coaching staff and payroll secretaries before the start of the season. The Athletic Director should print out the “Coach Hours” report after logging on to the PSAL website and ensure that the coaches are aware of their respective sport allocation.

Like last year, the coach may submit up to 10 hours for no cut try outs held during the approved dates listed on the PSAL website. Please review the [memo \(click here\)](#) for further information.

Payroll secretaries must ensure that the time sheets for Athletic Directors are entered based on the title (SU or TR) of the Athletic Director to avoid payment delays. AD’s working as an Assistant Principal or Principal, in a Supervisory title (position symbol - **SU**) must have their time sheets entered under Bulk job code “**GMLA8**”.

AD’s working as a Regular Teacher (position symbol - **TR**) must have their time sheets entered under bulk job code “**GMLA6**”.

As always, per session time sheets must be submitted on a semi-monthly basis. Due to budgetary constraints, expenses for any per session payments made for the previous fiscal year are charged to our current fiscal year's budget. Situations like this have an adverse effect on our current year budget. All Principals must have their Coaches and Athletic Directors submit per session time sheet in a timely manner as per Chancellor's regulations (see below).

Chancellor's Regulation (C-175) states that - time sheets must be submitted within one school day of the per session period immediately following such service. They must not be held until the end of the season or school year.

Failure to adhere to this Chancellor's Regulation could result in the team being dropped from the PSAL program.

Per Session Service for School Year 2013-2014

New Bulk Job ID's have been created for each sport in the PSAL. Users are required to use the correct Bulk Job ID for the corresponding sport. Attached is a list of all Bulk Job IDs that must be used when entering per session hours for the coach of a particular sport. We have also included a semi monthly per session payroll schedule for your convenience.

Please note that PSAL per session must be entered at least 2 business days before the regular payroll closing/approval date; if not, the services entered will not be processed until the following pay cycle. Please do not call the PSAL office with requests to approve the payroll on the closing/approval day as that will only delay the approval process for per session service that has been submitted on time.

If there are sports where 2 or more coaches are submitting hours (co-coaching, sharing hours), the Athletic Director must e-mail Lorna Austin (Laustin@schools.nyc.gov) their Names, File #s, Sport along with the CPR, Concussion and First Aid certifications. The same applies to multiple Athletic Directors sharing the AD allocation. Please email Maria Roman (MRoman@schools.nyc.gov) to add the Co- AD information on the website. This submission should be updated on a yearly basis. In this case, coaches must also be informed about the amount of hours that they will share among themselves for that particular sport as PSAL will not keep track of that data. Athletic Directors are requested to check their school profiles on the PSAL website for any developmental teams so that coaches can be informed about the number of hours allocated for the particular sport.

Developmental teams receive 2/3 of the full allocation that an active team receives. Any change in coach/co-coach information should be updated immediately on the PSAL website to avoid delay in per session payments. New coaches/co-coaches who are not listed on the school profile should be added by the Athletic Director on the PSAL website (under AD Login). However, if the coach already exists on the school profile, the Athletic Director can send an e-mail to Lorna Austin (Laustin@schools.nyc.gov) with the name, file number and sport information that needs to be updated. **In either case, the updated CPR, Concussion and First Aid certification must be on file at the PSAL office.** Assistant track and Varsity Football Assistant coaches must be added on a yearly basis, if not updated, per session payments will not be generated. Payroll secretaries are requested not to enter per session service for coaches who exceed the sport allocation, as it will not be approved.

Posting of Positions:

All per session positions are subject to the requirements contained in the agreements between The New York City Department of Education and the United Federation of Teachers and the Council

of Supervisors and Administrators. All per session positions must be advertised within the school following the procedures established by the Chancellor. Principals who are also coaching will need to submit a request on the Famis Portal before the season begins. This will avoid delays in their per session payment. Time sheets should not be entered until the Superintendent approves the request on the Famis Portal.

Payroll Entry for Coaches and Athletic Directors:

In each high school, one person should be identified by the Principal as his or her designee to enter the PSAL payroll on-line for coaches and Athletic Directors. It would also be prudent to train one individual as a back-up. The person responsible for PSAL payroll entry may well be the payroll secretary who already has been trained and possesses the necessary expertise, but this is a school-based decision.

The Principal should submit the school name, location code, entry person's name(s) and EIS/TBNK USER ID(s) to Karl Mehtaji (Kmehtaji@schools.nyc.gov) so that access to enter time sheets for coaches may be obtained. Per Session Payroll now requires a completed Payroll Security Access Form along with the Mayoral Directives for all new users.

Submitting Waiver for Coaches:

The maximum number of per session hours in one or a combination of per session activities in the school year is limited to 500 hours. The Principal and Athletic Director should monitor the total hours worked by the coach in all per session activities. To determine the total number of hours the coach has worked, the principal/hiring manager may also review the Online Per Session Report. This will enable the timely submission of a waiver request by the Principal in the Per Session Service System. Until the online waiver is submitted and approved (under the appropriate sport Bulk job code for the full sport allocation), the system will lock out approvals and payments will be withheld. The Per Session Monitoring Unit may be contacted at (718) 935-4208 if further assistance is required.

Timekeeping:

All per session employees are required to utilize a time clock to record per session services. Each employee who is unable to utilize a time clock must record his/her service on his/her timesheet and time card on a daily basis. At the end of the time period, the per session employee should prepare an "Hourly Professional Personnel Time Report" (Form BA/PAY5048) indicating their exact time of service, sign the certification and forward it with the time card to his or her supervisor. For most PSAL coaches, the supervisor will be either the Athletic Director or the Principal. The approved time sheets for coaches may then be processed by the payroll secretary under the appropriate sport bulk job in the Per Session System. Each Athletic Director should forward to the Principal or his/her designee their timesheet and time card for certification of service. After it is approved, the payroll secretary may enter using the appropriate **AD bulk job**. Each per session employee is required to submit a time sheet for service that was performed during the prior per session period within one school day of the per session period immediately following such service.

Payroll Acceptance:

All payroll acceptances must be done at the PSAL office. The acceptances will be based upon the submitted hours being equal to or less than the amount allocated for each sport. Hours in excess of the allocation will not be paid.

1. All hours claimed must be for direct service to the student athletes or in required preparation. Please note that these services are subject to audit and that the timecards and copies of timesheets must be kept on file at the school.
2. Athletic Directors should logon to the PSAL website and monitor the box score report (under “PSAL reports”) for all sports on a regular basis and should inform coaches about missing box scores and stats. Box scores along with the stats **MUST** be entered on a timely basis on the web site to avoid delay in payments for the coach as well as the referees. If the game is forfeited, postponed or suspended, the AD/Coach must contact the sports commissioner so the status can be updated on the website.
3. All inquiries about per session payroll should be directed towards the Athletic Director or Payroll secretary who processes per session for coaches. If further assistance is needed, they should be directed to the PSAL. Inquiries may be emailed to Dexter Garner (DGarner2@schools.nyc.gov). Coaches should be aware that the system automatically deducts 4 hours for **forfeits** (6 hours for football) and 2 hours (4 hours for football) for **non attendance of clinics** thereby decreasing the allocation of their respective sports.
4. Athletic Directors should monitor the school profile on the PSAL web site to check if the coach information for their respective sports is correctly listed. **If the school enters per session service for a coach under a particular sport (Bulk Job) and the name does not match the coach listed on the web site, payment will not be generated until the correct coach is listed.** Coach/Co-coach information should be updated on the website. If assistance is required, please email Lorna Austin (Laustin@schools.nyc.gov).
5. Athletic Directors, along with coaches, must regularly check the PSAL website as it is updated on a daily basis. Out of season sports will not be paid.
6. Coaches certification must be up to date for the entire season as the system will not process payments if the certification has expired.

Athletic Director Allocation:

Athletic Directors should log on to the PSAL website ([AD login](#)) to check the allocation. It automatically updates every time a change occurs. Assistants for Varsity Football and track (if approved) must be added to reflect the correct allocation.

Thank you and let's have a great PSAL year!

c: Athletic Director