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## MEMORANDUM

TO: High School Principals  
CC: Athletic Directors  
FROM: Donald J. Douglas  
SUBJECT: Per Session payroll for Coaches and Athletic Directors  
DATE: August 18, 2017

The Public Schools Athletic League (PSAL) is responsible for managing the per session payroll for Coaches and Athletic Directors on your staff. This memo provides information to enable the PSAL to pay accurately and timely. Please share this with your school's designated payroll secretary and coaching staff before the start of each season.

In each high school, the principal identifies one person as his or her designee to enter the PSAL payroll on-line for coaches and Athletic Directors. Please submit the **school name, location code, entry person's name(s) and EIS/TBNK USER ID(s) to PSAL Finance** at [PSALFinance@schools.nyc.gov](mailto:PSALFinance@schools.nyc.gov) This designee role requires a completed Payroll Security Access Form along with the Mayoral Directives for all new users.

This memo includes detailed information on the following topics:

- 1) Key Timelines
- 2) Posting of Positions
- 3) Timekeeping
- 4) Payroll Entry at School Level
  - a. Payroll Timelines
  - b. Payroll Entry (including bulk job codes)
  - c. Payroll Acceptance Process
  - d. Payroll Report
  - e. Waivers
  - f. Nominations
  - g. Other
- 5) Athletic Director Allocation
- 6) CAR for Athletic Directors

If you have any questions, please email PSAL Finance at [PSALFinance@schools.nyc.gov](mailto:PSALFinance@schools.nyc.gov).

Thank you and let's have a great year!

## **1. Key Timelines:**

- Coaches must submit timesheets at the end of each pay period.
- Payroll Secretaries must enter coach hours by the deadline date provided on the PSAL per-session schedule.
- Schools must complete nominations for employees that are not active (such as retirees) before the start of the season.
- Schools must complete waivers for staff who need to go over the **400** hour maximum, before processing more time.
- Athletic Directors and coaches should check the “Payroll Report” (see page 4 section “d” of this memo) after each payroll to ensure that their payroll was approved and is not held due to any issues.

## **2. 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 or 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 EIS 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 EIS Portal.

## **3. Timekeeping:**

- Coaches and Athletic Directors must submit per session time sheets to the school’s payroll secretary at the end of each pay period. This is to comply with the Chancellor Regulation C-175 <http://schools.nyc.gov/NR/rdonlyres/E8909975-8316-4223-B157-FF103705F9FC/0/C175.pdf>
- 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. The time sheets may then be entered using the appropriate AD (SU or TR) bulk job.

## **4. Payroll Entry at School Level:**

### **a. Timelines**

Please note that PSAL per session must be entered at least two business days before the regular payroll closing/approval date; if not, the services will not be processed until the following pay cycle. Attached is the PSAL per session schedule which includes the check mailing dates. 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.

#### **b. Payroll Entry (including bulk job codes)**

- After the timesheets are approved, the payroll secretary may enter using the appropriate **bulk job**.
- 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 "**H1S3V**".
  - AD's working as a Regular Teacher (position symbol - **TR**) must have their time sheets entered under bulk job code "**H1S3W**".
- Athletic Directors cannot submit coaching hours.
- 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.
- Coaches 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. These hours are included in the coach hour allocation.
- After the time is entered, payroll acceptance review is conducted by PSAL Finance.

#### **c. 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 that are submitted which exceed the allocation will not be processed.
- 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.
- Athletic Directors must logon to the PSAL website to regularly monitor the box score submissions at their school (under "PSAL reports"). Coaches must be notified of missing box scores to avoid any delay in payments for coaches and officials. If the game is forfeited, postponed or suspended, the AD/Coach must contact the sports commissioner to update the game status on the PSAL website.
- Coaches should be aware that the system automatically deducts four hours for forfeits (six hours for football) and two hours (four hours for football) for non-attendance of clinics thereby decreasing the allocation for their respective sports.
- Athletic Directors should monitor the school profile on the PSAL website 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/co-coach listed on the website, payment will not be generated until the correct coach is listed.**

- 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.
- Coaches certification must be up to date for the entire season as the system will not process payments if the certification has expired.
- To review if timesheets were approved by PSAL Finance, school payroll secretaries must check the “02” option (SERVICE SUMMARY) in the TBNK/PERS. If any time sheets are not approved by PSAL Finance, it is usually because it was entered after the deadline date, incorrectly entered on the wrong sport, or in some cases, the coach is not listed on the school profile. In these cases, necessary steps must be taken to correct or update such information before the next payroll deadline.

#### **d. Payroll Report**

Athletic Directors and Coaches may now check their per session payroll submissions on the PSAL website. After logging in as the Athletic Director ([AD login](#)) or Coach ([coach login](#)), you will need to click on the “Payroll Report” link to access this information. This new feature is designed to give you up to date information on the per-session time sheets approved and/or not approved for each payroll submission. In addition, the time sheets that are not approved will have an exception code which is detailed in the “Exception Legend” at the bottom of the report. This will help in identifying the issue and resolving it before the next payroll deadline. Users may also filter, sort and export the report to an Excel format for added convenience. **All per session non-payment issues must be resolved before the end of the school year.**

#### **e. Waivers**

As per the current regulations, the maximum number of per session hours in one or a combination of per session activities in the school year is limited to **400** 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.

**Waivers can no longer be processed once the bulk jobs close so it is vital to have this resolved before the end of the season /school year.** The Per Session Monitoring Unit at 65 Court Street may be contacted at (718) 935-4208, if further assistance is required.

#### **f. Nominations**

For Coaches and Athletic Directors who do not have an active line of service such as retired teachers, a per session nomination is needed. Timesheets cannot be entered until the Coaches or Athletic Director is nominated. The HR Director or the Principal will have to nominate and add the coach in NYCAPS before any time can be entered. It is important to have this process completed before the start of the season to avoid delays in per session payment. You may contact HR School support at (718) 935-5741 for assistance.

**g. Other:**

**Forfeit Policy**

- Four hours (Six hours for football) of pay will be deducted from the coach's allocation for each forfeit on non-played PSAL League game.
- A forfeit is declared when a team does not show up within 30 minutes of game time.
- All forfeits must be reported to the Sport's Commissioner and the Assignor within 24 hours of the contest.
- The box score for a forfeited contest will be entered by the Sport's Commissioner.
- Coaches may be subject to further disciplinary action, based up the circumstances surrounding the forfeit.

**Doctor Payments for Football Games**

A doctor must be present prior to the start of all football games (league and non-league) and must be present until the completion of the contest. Failure of a doctor to arrive within one hour after the published game starting time may result in a forfeit by the home team. The game cannot begin if a doctor is not present. A W9 form ([Click here for Form](#)) is required for payment processing. At the end of each contest the Football Game Day Doctor Sign-in-Sheet must be faxed to PSAL Finance at (718) 707-4502 and the Athletic Director must log-in verify and approve the doctors listed on the PSAL website. Once this process is completed, the doctor payment is processed.

**Hour Allotment and Bulk job codes**

To view the details on the sports allotment along with the sport bulk jobs, the Athletic Director (AD) should print the "[Coach Hours & Bulk Jobs](#)" report after logging on to the PSAL website. This information should also be shared with the payroll secretary and coaches to ensure that the correct bulk job is used and the coaches are aware of their respective sport allocation.

**Co-coaching and Sharing Hours**

If there are sports where two or more coaches are submitting hours (co-coaching, sharing hours), the Athletic Director must e-mail Latoya Chavis at [LChavis@schools.nyc.gov](mailto:LChavis@schools.nyc.gov) their names, file numbers, sport along with the CPR/AED, Concussion and First Aid certifications. In such cases, the coaches must 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. The same applies to multiple Athletic Directors sharing the AD allocation. Please email Maria Roman ([MRoman@schools.nyc.gov](mailto:MRoman@schools.nyc.gov)) to add the Co- AD information on the website. This submission should be updated on a yearly basis.

**Developmental Teams**

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. Most developmental teams receive 2/3 of the full allocation ([click here](#)) that an active team receives.

### **Coach Changes**

- 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 Latoya Chavis at [LChavis@schools.nyc.gov](mailto:LChavis@schools.nyc.gov) with the name, file number and sport information that needs to be updated.
- In either case, the updated CPR/AED, 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.

### **5. Athletic Director Allocation:**

Athletic Directors should log on to the PSAL website ([AD login](#)) to check their allocation. **Whenever teams are added or dropped, the Athletic Director's allocation is adjusted accordingly.** Assistants for Varsity Football and Track (if approved) must be added to the school profile in order for the Athletic Directors allocation to be updated.

**Formula:** The Athletic Director's per-session hour allocation formula is  $1/13^{\text{th}}$  of the total coaches' allocation. For example, if the schools total coaches allocation is 520 then  $1/13^{\text{th}}$  of 520 equals 40 hours.

### **Procedure for Athletic Director Allocation Increase:**

Throughout the school year, the Athletic Directors allocation may be increased from  $1/13^{\text{th}}$  to  $1/12$  depending on the schools meeting the conditions listed below.

- Missing Box scores – A minimum of 95% of the box scores are submitted in a timely manner. To check the school's box score status, the Athletic Director may log in ([AD login](#)) and select PSAL Report Generator and then select Box Scores.
- Football Doctors Payments – all documentation (W9 form and Doctor Game Day Sign-in-Sheet) must be submitted on a timely basis for payment processing. See link for the Football Games Payment Procedures.
- Audit Evaluations – If an Athletic Director receives a Non-Compliant/Ineffective rating during their audit review they are not eligible for the allocation increase.
- Title IX Clinics – Attendance at the Title IX training session is a critical responsibility. Athletic Directors who fail to participate in this training will become ineligible for the Athletic Directors allocation increase. Your school may also face suspension of future athletic department funding (OTPS).

### **6. Cumulative Absence Reserve (CAR) calculation for Athletic Directors:**

As a reminder, the CAR (Accrued Per Session Sick Time) for Athletic Directors will be calculated and processed at the school in the same manner as the coaches' per-session sick time.

As per the Per Session Payroll Office, below are the guidelines and steps that are to be followed when calculating the CAR time.

- The activity must be based on a posting.
- The activity must be 20 or more sessions to earn time and accrued in increments of 20 sessions only.
- If hours varies in each session, then after 20 sessions the hours should be added and the sum, divided by 20 to get the average session. The average hours is the session earned for sick time. This is done for every 20 sessions that the Athletic Director works in the same activity. Different activities cannot be combined to total 20 sessions.
- Sick time is not earned for any extra sessions that do not add up to 20. There is no pro-rata credit for the extra sessions.
- Any accrued sick time used during the school year must be noted on the time sheet/card and not be added to the CAR.