

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

June 22, 2016

OFFICE OF BUILDING SERVICES CIRCULAR NO. 6 – 2015/16

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

TO ALL CUSTODIAN ENGINEERS

**Employment Transitioning of Custodial Employees**

Effective August 12, 2016, the New York City School Support Services (NYCSSS) will become the employer for all custodial employees employed by custodian engineers. Specifically, all cleaners, handypersons, firepersons and engineers currently working for custodian engineers will have their employment transferred to the NYCSSS.

As part of this historic transition, specific information for each custodial employee will need to be provided to the NYCSSS. This information will be utilized to create each employee's payroll profile. It is critical that the information you provide is accurate.

The attached Employee's Payroll Profile spreadsheet list the required information that must be provided for each custodial employee on your active roster, i.e., all full time, part time and seasonal employees. Detailed instructions regarding the completion of this spreadsheet are included with the attachments. Please be guided by them accordingly.

For each employee on your active roster, you are to provide a copy of their personnel file in its own separate manilla envelope labeled with their name and building ID. Each folder must contain current signed copies of the employee's I9 (including supporting documents, i.e., Social Security card and driver license), W4, PO5 and wage garnishments.

Additionally, there is an attached spreadsheet entitled Custodial Employee Wage Garnishments. This spreadsheet is to be completed for any custodial employee subject to a mandatory wage garnishment. You are to include copies of any wage garnishment documents with the individual personnel file folder.

You must return the completed spreadsheet and the individual manilla envelopes to your deputy director of facilities (DDF) by Friday, June 24, 2016. Your DDF will contact you to arrange a collection location and time.

Any questions regarding this information are to be directed to your DDF.

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

SC/MV  
Attachments (3)

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**INSTRUCTIONS FOR COMPLETING THE CUSTODIAL EMPLOYEES PAYROLL PROFILE  
SPREADSHEET**

Please read the instructions carefully in order to ensure that the information you provided is accurate. You are to list each of your employees assigned to your main building, followed by your merge and temporary care assignment, if applicable. As an example, you are the custodian at K001, you are merged with K002 and have temporary care of K003. You are to first list the custodial employees assigned to K001 followed by the custodial employees assigned to K002 and K003. Each employee is to be listed on their own individual line.

- Column “A” (Building ID): Four character alpha-numeric, starting with the borough designation (as an example: X001).
- Column “B” (Custodial Employee Social Security Number): A nine digit number that must be provided in the following format XXX-XX-XXXX.
- Column “C” (Custodial Employee Last Name): Self-explanatory.
- Column “D” (Custodial Employee First Name): Self-explanatory.
- Column “E” (Custodial Employee Title): Only list the employee’s title for the building ID indicated; CL, HN, FI, SE. In the event the custodial employee works under multiple titles at the same building, you must list that employee multiple times on separate lines.
- Column “F” (Straight time work schedule): You are to provide a detailed straight time shift schedule by day and by specific hours for the employee. As an example, Monday to Friday 8AM to 5PM. Do not list any overtime hours in this field, even if it is part of the employee’s regular shift.
- Column “G” (Monthly Political Action Fund): If the employee is contributing to a political action fund, i.e., American Dream Fund or Local 94 PAC, indicate the dollar amount deducted on a monthly basis.
- Column “H” (Monthly Union Dues Deduction Amount): Indicate the dollar amount deducted on a monthly basis. If you do not pay dues on behalf of an employee, you must indicate \$0.
- Column “I” (W4-State Code - Ex: NY, NJ, PA, CT -): From the dropdown, select the state in which the employee resides.
- Column “J” (W4-Marital Status - Married/Single/Head of Household -): From the dropdown, select the employee’s marital status.
- Column “K” (W4-Local Code - Ex: NYC, Yonkers -): Indicate the city in which the employee resides.
- Column “L” (W4-Exemptions): List employee exemptions as indicated on line 5 of employee's W4, Withholding Allowance Certificate.
- Column “M” (W4 additional tax amount): List employee additional tax withholdings as indicated on line 6 of Employee's W4, Withholding Allowance Certificate.





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ADDENDUM TO BUILDING SERVICES CIRCULAR NO. 6 – 2015/16

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**Employment Transitioning of Custodial Employees**

In addition to the previously requested information, if you have an employee currently claiming additional New York State and City withholdings, you will need to complete the attached spreadsheet and submit it to your DDF.

Only complete the attached spreadsheet if the employee currently has a New York State IT-2104 form on file and is claiming additional State and City withholdings.

You are to include a copy of the NYS IT-2104 form with the manilla envelope containing the employee's personnel file information.

You must return the completed spreadsheet and the copy of the NYS IT-2104 form to your deputy director of facilities (DDF) by Friday, June 24, 2016. Your DDF will contact you to arrange a collection location and time.

Any questions regarding this information are to be directed to your DDF.

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

