



# Hourly Professional Personnel Time Report

1. A time sheet, in duplicate, must be maintained for each person assigned. Print all entries in ink.
2. Fill in all required information. Signatures must be original and in ink.
3. Keep one copy of this Time Report for Payroll Record File.

FOR PAYROLL PERIOD ENDING:

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LAST NAME		FIRST		M.I.	SCHOOL NUMBER	BORO
PROGRAM NAME				DISTRICT	BUDGET CODE	QUICK CODE
HOME ADDRESS Number & Street		City		State	Zip Code	CHECK HERE IF NON-RESIDENT OF NEW YORK CITY <input type="checkbox"/>
LICENSE			FILE NUMBER	SOCIAL SECURITY NUMBER		
POSITION TITLE			POSITION SYMBOL			
OFFICIAL WORK HOURS: FROM				TO	SOCIAL SECURITY ALREADY DEDUCTED ON DEPARTMENT OF EDUCATION PAYROLL? <input type="checkbox"/> YES <input type="checkbox"/> NO	

DATE	IN	OUT	SIGNATURE	Lunch/Supper*	DATE	IN	OUT	SIGNATURE	Lunch/Supper*	
1					17					
2					18					
3					19					
4					20					
5					21					
6					22					
7					23					
8					24					
9					25					
10					26					
11					27					
12					28					
13					29					
14					30					
15					31					
16					<b>TOTAL DAYS/HOURS WORKED</b>					

I hereby certify that I have read and understand the Chancellor's Regulation C-175 on Per Session Employment and the summary that is listed on the reverse side of this form. In addition, I hereby certify that I have served in the program at the exact time indicated herein. I understand that any material misrepresentation of fact provided by me on this form will result in appropriate disciplinary action.

I hereby certify that I am familiar with Chancellor's Regulation C-175 regarding Per Session Employment. Additionally, the employee for whom this timesheet is being submitted has indicated his/her familiarity with the same regulation. I additionally certify that I have examined this report and find the time and other information indicated herein are correct to the best of my knowledge, information and belief. I understand that any material misrepresentation of fact provided by me on this form will result in appropriate disciplinary action.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF SUPERVISOR OR TEACHER IN CHARGE/COORDINATOR \_\_\_\_\_ DATE \_\_\_\_\_

## SUMMARY OF CHANCELLOR'S REGULATION C-175

Chancellor's regulation C-175 is available for review in your Principal's office, Superintendent's office or in the Division of Human Resources Bureau of Information Services, 65 Court Street, Room 823, (718) 935-2264. Each school maintains a copy of the Standard Operating Procedures Manual for Schools (SOPM). Individuals may review a copy of these procedures in order to familiarize themselves with the process by which per session employees are processed and paid.

1. All per session employees must complete an application for each per session activity (OP 175) prior to commencing service.
2. Individuals applying for a second per session activity must obtain an approved waiver prior to commencing service in the second activity (OP 175W).
3. Individuals who have been approved for waivers in prior years must resubmit new waiver applications each year. For this purpose, the per session school year is from September 1 - August 31.
4. Individuals who have received per session waivers for a second position, are required to receive an additional waiver for exceeding the limit on the maximum number of hours that can be served in a per session school year. The maximum number of hours of per session work that may be performed annually by employees will be announced in periodic Personnel Memoranda from the Division of Human Resources.
5. No individual is authorized to work in a per session activity during the normal school work day.
6. Per session employment, whether funded from the same or a different source, may not be used as a means of providing additional compensation for work similar to that which is performed in an individual's primary assignment.
7. Individuals cannot serve in a per session activity for which they are responsible for hiring, rating or coordinating or for which they are normally responsible to supervise.
8. No per session compensation may be paid for work performed at home.
9. Employees on sabbatical leaves beginning August 1 must complete per session activities in which they are serving during July. They will not be permitted to commence any new per session assignments until the September following the completion of the sabbatical.
10. Each per session employee is required to use a time clock to record the exact time of arrival and departure. The timecard is to be maintained at the work site and should serve as the basis of entries on the Personnel Time Report. If a time clock is not available, a daily attendance report with exact time of arrival and departure must be provided, maintained and approved by a supervisor. In every case, regardless of the specific manner in which time is reported, supervisors are accountable for verifying the record of attendance. Approval by a co-worker is not acceptable. Failure to maintain satisfactory time records will result in the withholding of compensation or recoupment of payment already made.
11. 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.
12. Time sheets submitted for per session work which required a waiver that was not previously approved will result in the withholding of per session payment.
13. If a teacher is entitled to retention rights in a per session activity but fails to claim those rights before, or at the time of, application for a different per session job in which the teacher has no retention rights, then the teacher may be denied employment in the job for which there is entitlement to retention.

NOTES: Requests for waivers must be submitted sufficiently in advance to allow the Per Session Monitoring Unit time for review and appropriate action. All requests for waivers will be reviewed and acted upon within 10 school days from the date of their submission. Per session compensation will be withheld for any individual who has not received prior approval from the Division of Human Resources for a second per session activity or whose service exceeds the prescribed number of hours indicated in Chancellor's Regulation C-175.

Per session payment may be jeopardized (withholding of pay and / or recoupment ) if all requirements delineated in Chancellor's Regulation C-175 and in the Standard Operating Procedures Manual (DE 470 Payroll: Hourly Professional Service) are not followed.