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PAYROLL ADMINISTRATION MEMORANDUM NO. 12, 2010-2011

DATE: April 4, 2011

TO: Principals (Via Principal's Weekly)
Cluster Representatives (Via Email)
Payroll Secretaries (Via Email)

FROM: Judith Hederman

A handwritten signature in blue ink, appearing to read 'Judith Hederman', is written over the printed name.

SUBJECT: Japan Relief Effort

Mayor Michael R. Bloomberg and City Council Speaker Christine C. Quinn announced today that employees of the City of New York will be able to set aside part of their paychecks directly to aid in the relief efforts following the earthquake and ensuing tsunami that struck Japan on March 11, 2011. The Mayor's Fund to Advance New York City will ensure 100 percent of the contributions through the program are directed to reputable organizations that are providing relief in Japan.

All NYCDOE employees who wish to participate may donate a specified amount of money as a one-time deduction or installment deductions from each paycheck. The donated amounts will be earmarked to further Japan relief efforts in the aftermath of the devastating earthquake and tsunami. Contributions may be entered by logging onto the payroll portal at <https://payrollportal.nycboe.net> and selecting the tab for employee self-service. Employees must enter the total amount of contribution, the payroll from which the deductions should be made, and whether or not it should be deducted in installments.

This payroll deduction program will begin with the paychecks and direct deposits issued on the following pay dates for employees that sign up by the appropriate payroll close date.

Payroll #	Check Date	Close Date
202	04/14/11	04/07/11
202	04/28/11	04/21/11
202	05/12/11	05/05/11
202	05/26/11	05/19/11
740	04/29/11	04/17/11
740	05/13/11	05/01/11
740	05/27/11	05/15/11
742 / 744	04/29/11	04/13/11
742 / 744	05/16/11	05/01/11
742 / 744	05/31/11	05/09/11
745	04/28/11	04/18/11
745	05/12/11	05/02/11
745	05/26/11	05/16/11
746 / 747	04/18/11	04/09/11
746 / 747	05/12/11	05/03/11
746 / 747	05/17/11	05/08/11
746 / 747	06/01/11	05/22/11

Please note that this voluntary payroll deduction will only exist for the payroll pay dates listed above.

Please distribute to all employees. If you have any questions, please call HR Connect at 718-935-4000.

JH/co

c: V. Conforme
M. Tragale
F. Perkins-Colon
K. Monroe
I. Becker
L. Rabino