



Dennis M. Walcott, Chancellor



Francine Perkins Colón
Chief Administrator
Payroll Administration

65 Court Street, Room 1400
Brooklyn, NY 11201
+1 718 935 2651 tel
+1 718 935 5638 fax

George Vasiliou
Executive Director

PAYROLL ADMINISTRATION MEMORANDUM

2012 – 2013

NO. 03

DATE: September 14, 2012
TO: CFN Executive Directors (Via Email)
Principals (Via Principals Weekly)
Payroll Secretaries (Via Email)
FROM: Francine Perkins-Colón
SUBJECT: Direct Deposit Cancellation, Stop Payment & Reversal
Policies & Procedures

Handwritten signature of Francine Perkins-Colón

This memorandum pertains to employees from one of the following payroll groups, who separated from service (i.e. resignation, termination, retirement) or who went on an approved leave of absence without pay during the period of June 26, 2012 through September 3, 2012:

- Q-Bank 742, Pedagogic Employees
• Q-Bank 744, Educational Paraprofessionals
• E-Bank 745, Hourly Support Employees

In the event of a separation as noted above, a direct deposit cancellation, stop payment or reversal of payment must be processed to ensure that there is no overpayment to employees.

Please do not cancel the EFT enrollment, or place a stop payment request for employees who have transferred to new locations.

Processing Procedures & Policies

Scenario 1

If the payroll close date for a given pay-period has not passed, the cancellation transaction can be completed directly in EIS.

- This transaction should be entered in EIS (9.6 option 5).
• For your convenience, the full year's payroll calendars have been provided as appendices to this memorandum.
• Please be advised that the transaction must be processed before noon on the date of the payroll close deadline.

Scenario 2

If the payroll close date for a given pay-period has passed the procedures are as follows:

- Schools with access to the on-line Direct Deposit System may process the stop payment transactions utilizing EIS.
• This transaction should be completed in EIS (9.6 option 6).
• If the deadline is missed then a reversal request must be initiated.
• Schools that do not have access to the on-line system may fax the stop payment, cancellation, and all reversal requests to the Payroll Benefits Unit at (718)935-3702.

- For your convenience, the request form is attached to this memorandum as an appendix.
- Please note, it is the Principal's responsibility to inform an employee when any of these actions are initiated.
- Reversals for UFT employees, initiated more than five business days *after* the check-date, must be authorized, in writing, by the employee.
  - Example: If a Reversal Request Form is to be submitted for an employee for the September 14, 2012 check, then it must be submitted on or *before* the 21<sup>st</sup> of September. If not, then the authorization (as noted above) from the employee must be obtained.
- The signed authorization letter must accompany the reversal request.

### **Appendices**

For your convenience, we have attached the following:

- Payroll schedules, by employee group, (including stop payment deadline dates);
- Forms to be used for processing direct deposit stop payments/reversals; and,
- A form-letter to be used for employee notification the impending action.

If you have any questions regarding the procedures described, please contact the Payroll Benefits Unit at (718) 935-3545.

FPC/mw

Attachments

C: George Vasiliou  
Lawrence Becker  
Kevin Monroe  
Deborah John  
Laura Tamburo UFT  
Santos Crespo DC37  
Ernest Logan CSA  
R. Hendershat IBT 237

**2012 - 2013 Payroll Schedule  
H and Z Bank**

<b>H-Bank Pay Period</b>	<b>Z-Bank Pay Period</b>	<b>* APRL 9902 Close date</b>	<b>FMC Timekeeping Close</b>	<b>Payroll Close</b>	<b>Check Date</b>
07/01/12 - 07/14/12	06/24/12 - 07/07/12	07/09/12	07/09/12	07/10/12	07/20/12
07/15/12 - 07/28/12	07/08/12 - 07/21/12	07/23/12	07/23/12	07/24/12	08/03/12
07/29/12 - 08/11/12	07/22/12 - 08/04/12	08/06/12	08/06/12	08/07/12	08/17/12
08/12/12 - 08/25/12	08/05/12 - 08/18/13	08/20/2012	08/20/12	08/21/12	08/31/12
08/26/12 - 09/08/12	08/19/12 - 09/01/12	08/31/12 <sup>1</sup>	08/31/12 <sup>1</sup>	09/04/12	09/14/12
09/09/12 - 09/22/12	09/02/12 - 09/15/12	09/14/12 <sup>2</sup>	09/14/12 <sup>2</sup>	09/19/12 <sup>3</sup>	09/28/12
09/23/12 - 10/06/12	09/16/12 - 09/29/12	10/01/12	10/01/12	10/02/12	10/12/12
10/07/12 - 10/20/12	09/30/12 - 10/13/12	10/15/12	10/15/12	10/16/12	10/26/12
10/21/12 - 11/03/12	10/14/12 - 10/27/12	10/29/12	10/29/12	10/30/12	11/09/12
11/04/12 - 11/17/12	10/28/12 - 11/10/12	11/09/12 <sup>4</sup>	11/09/12 <sup>4</sup>	11/13/12	11/23/12
11/18/12 - 12/01/12	11/11/12 - 11/24/12	11/26/12	11/26/12	11/27/12	12/07/12
12/02/12 - 12/15/12	11/25/12 - 12/08/12	12/10/12	12/10/12	12/11/12	12/21/12
12/16/12 - 12/29/12	12/09/12 - 12/22/12	12/21/12 <sup>5</sup>	12/21/12 <sup>5</sup>	12/26/12 <sup>6</sup>	01/04/13
12/30/12 - 01/12/13	12/23/12 - 01/05/13	01/07/13	01/07/13	01/08/13	01/18/13
01/13/13 - 01/26/13	01/06/13 - 01/19/13	01/18/13 <sup>7</sup>	01/18/13 <sup>7</sup>	01/22/13	02/01/13
01/27/13 - 02/09/13	01/20/13 - 02/02/13	02/04/13	02/04/13	02/05/13	02/15/13
02/10/13 - 02/23/13	02/03/13 - 02/16/13	02/15/13 <sup>8</sup>	02/15/13 <sup>8</sup>	02/19/13	03/01/13
02/24/13 - 03/09/13	02/17/13 - 03/02/13	03/04/13	03/04/13	03/05/13	03/15/13
03/10/13 - 03/23/13	03/03/13 - 03/16/13	03/18/13	03/18/13	03/19/13	03/29/13
03/24/13 - 04/06/13	03/17/13 - 03/30/13	04/01/13	04/01/13	04/02/13	04/12/13
04/07/13 - 04/20/13	03/31/13 - 04/13/13	04/15/13	04/15/13	04/16/13	04/26/13
04/21/13 - 05/04/13	04/14/13 - 04/27/13	04/29/13	04/29/13	04/30/13	05/10/13
05/05/13 - 05/18/13	04/28/13 - 05/11/13	05/13/13	05/13/13	05/14/13	05/24/13
05/19/13 - 06/01/13	05/12/13 - 05/25/13	05/24/13 <sup>9</sup>	05/24/13 <sup>9</sup>	05/28/13	06/07/13
06/02/13 - 06/15/13	05/26/13 - 06/08/13	06/10/13	06/10/13	06/11/13	06/21/13
06/16/13 - 06/29/13	06/09/13 - 06/22/13	06/24/13	06/24/13	06/25/13	07/05/13
06/30/13 - 07/13/13	06/23/13 - 07/06/13	07/08/13	07/08/13	07/09/13	07/19/13
07/14/13 - 07/27/13	07/07/13 - 07/20/13	07/22/13	07/22/13	07/23/13	08/02/13

\* All staffing actions processed in NYCAPS must be in the APRL 9902 screen by this date for payroll to review. All accurate NYCAPS transactions in APRL by this date will be finalized by payroll for the appropriate check date. All staffing actions that are initiated through APRL (i.e. experience, education, assignment differentials, etc.) must be entered in APRL by this date.

Dates are subject to change

**FOOTNOTES - Payroll Close Check Dates amended due to Holidays**

- |                            |   |
|----------------------------|---|
| 1 - Labor Day 09/03/12     | 6 - Christmas Day 12/25/12                  |
| 2 - Rosh Hashanah 09/17/12 | 7 - Dr. Martin Luther King Jr. Day 01/21/13 |
| 3 - Rosh Hashanah 09/18/12 | 8 - Presidents Day 02/18/13                 |
| 4 - Veterans' Day 11/12/12 | 9 - Memorial Day 05/27/13                   |
| 5 - Christmas Eve 12/24/12 |   |

**2012-2013 Payroll Schedule**  
**Q-BANK 742 & 744 Payrolls**  
**(Excludes Sub Paras and PSOEP)**

Month		Staffing Close Date	Payroll Close Date	EFT Stop Paymt. Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	08/28/12	08/30/12	09/11/12	08/30/12	09/14/12	09/14/12
	2nd Half	09/12/12	09/14/12	09/25/12	09/17/12	09/28/12	09/28/12
Oct	1st Half	09/25/12	09/27/12	10/10/12	10/01/12	10/15/12	10/15/12
	2nd Half	10/11/12	10/15/12	10/26/12	10/16/12	10/31/12	10/31/12
Nov	1st Half	10/26/12	10/30/12	11/09/12	10/31/12	11/15/12	11/15/12
	2nd Half	11/13/12	11/15/12	11/27/12	11/16/12	11/30/12	11/30/12
Dec	1st Half	11/28/12	11/30/12	12/11/12	12/03/12	12/14/12	12/14/12
	2nd Half	12/12/12	12/14/12	12/26/12	12/17/12	12/31/12	12/21/12
Jan	1st Half	12/28/12	01/03/13	01/10/13	01/04/13	01/15/13	01/15/13
	2nd Half	01/14/13	01/16/13	01/28/13	01/17/13	01/31/13	01/31/13
Feb	1st Half	01/30/13	02/01/13	02/12/13	02/04/13	02/15/13	02/15/13
	2nd Half	02/13/13	02/15/13	02/25/13	02/19/13	02/28/13	02/28/13
Mar	1st Half	02/27/13	03/01/13	03/12/13	03/04/13	03/15/13	03/15/13
	2nd Half	03/13/13	03/15/13	03/26/13	03/18/13	03/29/13	03/22/13
Apr	1st Half	03/28/13	04/01/13	04/10/13	04/02/13	04/15/13	04/15/13
	2nd Half	04/12/13	04/16/13	04/25/13	04/17/13	04/30/13	04/30/13
May	1st Half	04/29/13	05/01/13	05/10/13	05/02/13	05/15/13	05/15/13
	2nd Half	05/06/13	05/08/13	05/28/13	05/09/13	05/31/13	05/31/13
June	1st Half	05/13/13	05/15/13	06/11/13	05/16/13	06/14/13	06/14/13
	2nd Half	05/16/13	05/20/13	06/25/13		06/28/13	06/26/13
July	1st Half			07/10/13		07/15/13	06/26/13
	2nd Half			07/26/13		07/31/13	06/26/13
Aug	1st Half			08/12/13		08/15/13	06/26/13
	2nd Half			08/27/13		08/30/13	06/26/13

\* Calendar is subject to change

## 2012-2013 Payroll Schedule

### Q744 Payrolls (SREPP & PSOEP only)

Month		Staffing Close Date	Timekeeping Close Date	EFT Stop Paymt. Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	09/12/12	09/13/12	09/25/12	09/17/12	09/28/12	09/28/12
	2nd Half	09/25/12	09/26/12	10/10/12	10/01/12	10/15/12	10/15/12
Oct	1st Half	10/11/12	10/12/12	10/26/12	10/16/12	10/31/12	10/31/12
	2nd Half	10/26/12	10/29/12	11/09/12	10/31/12	11/15/12	11/15/12
Nov	1st Half	11/13/12	11/14/12	11/27/12	11/16/12	11/30/12	11/30/12
	2nd Half	11/28/12	11/29/12	12/11/12	12/03/12	12/14/12	12/14/12
Dec	1st Half	12/12/12	12/13/12	12/26/12	12/17/12	12/31/12	12/21/12
	2nd Half	12/28/13	01/02/12	01/10/13	01/04/13	01/15/13	01/15/13
Jan	1st Half	01/14/13	01/15/13	01/28/13	01/17/13	01/31/13	01/31/13
	2nd Half	01/30/13	01/31/13	02/12/13	02/04/13	02/15/13	02/15/13
Feb	1st Half	02/13/13	02/14/13	02/25/13	02/19/13	02/28/13	02/28/13
	2nd Half	02/27/13	02/28/13	03/12/13	03/04/13	03/15/13	03/15/13
Mar	1st Half	03/13/13	03/14/13	03/26/13	03/18/13	03/29/13	03/22/13
	2nd Half	03/28/13	03/29/13	04/10/13	04/02/13	04/15/13	04/15/13
Apr	1st Half	04/12/13	04/15/13	04/25/13	04/17/13	04/30/13	04/30/13
	2nd Half	04/29/13	04/30/13	05/10/13	05/02/13	05/15/13	05/15/13
May	1st Half	***05/06/13	05/07/13	05/28/13	05/09/13	05/31/13	05/31/13
	2nd Half	***05/13/13	05/14/13	06/11/13	05/16/13	06/14/13	06/14/13
June	1st Half	***05/16/13	05/17/13	06/25/13		06/28/13	06/26/13
	2nd Half	***					
July	1st Half	***					
	2nd Half	***					
Aug	1st Half	***					
	2nd Half						

All SREPP and PSOEP are paid on a positive basis for each day/hour worked.

As a result, there is one payroll period lag for timekeeping entries.

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Follow the PAYROLL ADMINISTRATION MEMORANDUM End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payroll

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The EIS bulletin board is a source for information regarding the payroll /timekeeping close dates and any changes made to them.

## 2012 -2013 Payroll Schedule

### B Pay-cycle (E745)

Pay Period Earned Dates	Payroll Period Timekeeping Entry & Approval Dates	Timekeeping Close Date	EFT Stop Payment Deadline	Check Date	Check Delivery Date
06/20/12 - 07/03/12	06/27/12 - 07/10/12	07/10/12	07/16/12	07/19/12	
07/04/12 - 07/17/12	07/11/12 - 07/24/12	07/24/12	07/30/12	08/02/12	
07/18/12 - 07/31/12	07/25/12 - 08/07/12	08/07/12	08/13/12	08/16/12	
08/01/12 - 08/14/12	08/08/12 - 08/21/12	08/21/12	08/27/12	08/30/12	
08/15/12 - 08/28/12	08/22/12 - 09/04/12	09/04/12	09/10/12	09/13/12	
08/29/12 - 09/11/12	09/05/12 - 09/18/12	09/18/12	09/24/12	09/27/12	
09/12/12 - 09/25/12	09/19/12 - 10/02/12	10/02/12	10/05/12	10/11/12	
09/26/12 - 10/09/12	10/03/12 - 10/16/12	10/16/12	10/22/12	10/25/12	
10/10/12 - 10/23/12	10/17/12 - 10/30/12	10/30/12	11/05/12	11/08/12	
10/24/12 - 11/06/12	10/31/12 - 11/12/12	11/13/12	11/16/12	11/21/12	***11/21/12
11/07/12 - 11/20/12	11/14/12 - 11/27/12	11/27/12	12/03/12	12/06/12	
11/21/12 - 12/04/12	11/28/12 - 12/11/12	12/11/12	12/17/12	12/20/12	
12/05/12 - 12/18/12	12/12/12 - 12/25/12	12/21/12	12/31/12	01/03/13	*
12/19/12 - 01/01/13	12/26/12 - 01/08/13	01/08/13	01/14/13	01/17/13	
01/02/13 - 01/15/13	01/09/13 - 01/22/13	01/22/13	01/28/13	01/31/13	
01/16/13 - 01/29/13	01/23/13 - 02/05/13	02/05/13	02/11/13	02/14/13	
01/30/13 - 02/12/13	02/06/13 - 02/19/13	02/19/13	02/25/13	02/28/13	
02/13/13 - 02/26/13	02/20/13 - 03/05/13	03/05/13	03/11/13	03/14/13	
02/27/13 - 03/12/13	03/06/13 - 03/13/13	03/13/2013 *	03/25/13	03/28/13	***03/22/13
03/13/13 - 03/26/13	03/20/13 - 04/02/13	04/02/13	04/08/13	04/11/13	
03/27/13 - 04/09/13	04/03/13 - 04/16/13	04/16/13	04/22/13	04/25/13	
04/10/13 - 04/23/13	04/17/13 - 04/30/13	04/30/13	05/06/13	05/09/13	
04/24/13 - 05/07/13	05/01/13 - 05/14/13	05/14/13	05/20/13	05/23/13	
05/08/13 - 05/21/13	05/15/13 - 05/23/13	05/23/2013 *	06/03/13	06/06/13	*
05/22/13 - 06/04/13	05/29/13 - 06/11/13	06/11/13	06/17/13	06/20/13	**
06/05/13 - 06/18/13	06/12/13 - 06/24/13	06/24/2013 *	06/28/13	07/03/13	***07/3/13

\* Timekeeping closes earlier than usual

**\*\*05/22/13 - 06/26/13 will be anticipated for school based employees**

**\*\*Regular service will be anticipated; service for occasional employees must be keyed in.**

If there is a schedule change due to an anticipated payroll, notification will be via memo to the field.

The EIS bulletin board is a source for information regarding payroll/timekeeping close dates and any changes made to them.

\*\*\*Thanksgiving 11/22/12 & 11/23/12

\*\*\*Spring Recess: 03/25/13 - 04/02/13

\*\*\*Christmas Recess: 12/24/12 - 01/01/13

\*\*\*Mid-Winter Recess: 02/18/13 - 02/22/13

## 2012 - 2013 Payroll Schedule

### 746 (Per Diem) / 747 (Per Session) Payroll

Pay Period Earned Dates	Timekeeping/ Approvals Close Date	Appointments Sent	Gross Pay/ One Time Adj. FISA Calc	EFT Stop Payment Deadline	Mailing/ Check Date
07/01/12 – 07/15/12	07/19/12	07/20/12	07/25/12	07/26/12	07/31/12
07/16/12 – 07/31/12	08/06/12	08/07/12	08/10/12	08/13/12	08/16/12
08/01/12 – 08/15/12	08/21/12	08/22/12	08/27/12	08/28/12	08/31/12
08/16/12 – 08/31/12	09/07/12	09/10/12	09/13/12	09/14/12	09/21/12
09/01/12 – 09/15/12	09/24/12	09/25/12	10/01/12	10/02/12	10/05/12
09/16/12 – 09/30/12	10/04/12	10/05/12	10/11/12	10/12/12	10/17/12
10/01/12 – 10/15/12	10/19/12	10/22/12	10/25/12	10/26/12	10/31/12
10/16/12 – 10/31/12	11/07/12	11/08/12	11/14/12	11/15/12	11/20/12
11/01/12 – 11/15/12	11/21/12	11/26/12	11/29/12	11/30/12	12/05/12
11/16/12 – 11/30/12	12/06/12	12/07/12	12/12/12	12/13/12	12/18/12
12/01/12 – 12/15/12	12/20/12	12/21/12	12/28/12	01/2/13	01/07/13
12/16/12 – 12/31/12	01/07/13	01/08/13	01/11/13	01/14/13	01/17/13
01/01/13 – 01/15/13	01/22/13	01/23/13	01/28/13	01/29/13	02/01/13
01/16/13 – 01/31/13	02/06/13	02/07/13	02/13/13	02/14/13	02/20/13
02/01/13 – 02/15/13	02/28/13 *	03/01/13	03/06/13	03/07/13	03/12/13
02/16/13 – 02/28/13	03/06/13	03/07/13	03/12/13	03/13/13	03/18/13
03/01/13 – 03/15/13	03/21/13	03/22/13	03/27/13	03/28/13	04/02/13
03/16/13 – 03/31/13	04/08/13	04/09/13	04/12/13	04/15/13	04/18/13
04/01/13 – 04/15/13	04/19/13	04/22/13	04/25/13	04/26/13	05/01/13
04/16/13 – 04/30/13	05/06/13	05/07/13	05/10/13	05/13/13	05/16/13
05/01/13 – 05/15/13	05/21/13	05/22/13	05/28/13	05/29/13	06/03/13
05/16/13 – 05/31/13	06/06/13	06/07/13	06/12/13	06/13/13	06/18/13
06/01/13 – 06/15/13	06/20/13	06/21/13	06/26/13	06/27/13	07/02/13
06/16/13 – 06/30/13	06/28/13	06/21/13	07/03/13	07/05/13	07/10/13

\* Timekeeping Delay to Accommodate Mid-Winter Recess

Winter Recess: 12/24/12 – 01/01/13

Spring Recess: 03/25/13 – 04/02/13

Mid-Winter Recess: 02/18/13 – 02/22/13

FISCAL Year Rollover (Tentative): 06/22/13 – 06/28/13

Dates are subject to change. Up-to-date payroll information can be obtained from the PDPS Per Diem/Per Session payroll bulletin boards, the TBNK Per Session Payroll bulletin board, the Division of Financial Operations (DFO) website: <http://schools.nyc.gov/offices/dfo> and the DFO Payroll Portal: <https://payrollportal.nycboe.net>

DISTRICT \_\_\_\_\_

FAX NO. \_\_\_\_\_

**EFT REVERSAL/STOP PAYMENT/CANCELLATION REQUEST**

TODAY'S DATE \_\_\_/\_\_\_/\_\_\_ PAYPERIOD END DATE \_\_\_/\_\_\_/\_\_\_ PAYROLL NO. \_\_\_\_\_

BORO/SCHOOL

CHECK DATE

\_\_\_/\_\_\_/\_\_\_

EMPLOYEE NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SOCIAL SECURITY NO. [ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

FILE NO. [ ][ ][ ][ ][ ][ ]

**REASON FOR ACTION:**

- Terminated Date: \_\_\_\_\_
- Resignation Date: \_\_\_\_\_
- Retirement Date: \_\_\_\_\_
- Leave Without Pay Start Date: \_\_\_\_\_
- Deceased Date: \_\_\_\_\_
- Grace Period Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- Unauthorized Absences Start Date: \_\_\_\_\_
- Sabbatical Adjustment Required Start Date: \_\_\_\_\_
- OTHER: Dates: \_\_\_\_\_

**Please select one of the following options:**

- Process reversal and cancel future Direct Deposit participation
- Reversal requested for this pay period only
- Process stop and cancel future Direct Deposit participation
- Stop requested for this pay period only
- Cancel Direct Deposit only

School/FMC Contact: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Principal/FMC Authorization: \_\_\_\_\_

**You are required to inform employees of all reversal requests.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEAR \_\_\_\_\_:

Please be advised that an Electronic Funds Transfer stop payment/reversal has been initiated for the pay period ending on \_\_\_\_\_.

You are not entitled to this payment for the following reason(s):

- Termination Date: \_\_\_\_\_
- Resignation Date: \_\_\_\_\_
- Retirement Date: \_\_\_\_\_
- Leave without pay Date: \_\_\_\_\_
- Grace Period Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- Unauthorized Absences Start Date: \_\_\_\_\_ No. of Days: \_\_\_\_\_
- Sabbatical Adjustment Required Start Date: \_\_\_\_\_
- OTHER: \_\_\_\_\_ Date: \_\_\_\_\_

Please Contact the Principal listed below if you have any questions.

\_\_\_\_\_  
Principal