

PAYROLL ADMINISTRATION MEMORANDUM

2012 – 2013

NO. 07



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George Vasiliou
Executive Director

DATE: October 10, 2012

TO: CFN Deputy Directors (via e-mail)
Principals (via "Principals' Weekly Newsletter")
Payroll Secretaries/Timekeepers (via e-mail)

FROM: Francine Perkins-Colón 

Subject: E-Bank Pay-check Reversals

This memorandum pertains to school-based hourly support titles on the E-Bank, 745, payroll.

During the automatic processing of the October 11, 2012 payroll, a timekeeping-system error occurred that resulted in the overpayment to these employees. In order to ensure that all employees were paid on time, the payroll cycle was rerun with the corrected amounts, today, October 10, 2012.

However, if an employee logged into the Payroll Portal earlier this week, they may have seen a paystub that included the overpayment amount. The Payroll Portal will have the corrected paystub information tomorrow, October 11, 2012.

Likewise, in the event that an employee is enrolled in EFT/Direct Deposit, some banks may have already posted the incorrect amount to an employee's bank account, prior to the actual October 11, 2012 pay date. Therefore, employees enrolled in EFT/Direct Deposit should be aware that they will see an EFT/Direct Deposit reversal transaction in their personal bank account ledger, for the net amount of the original overpayment.

This EFT/Direct Deposit reversal will be processed on October 11, 2012, and again, will recoup the monies paid during the original transaction, ultimately having no adverse impact on an individual's account.

If you have any questions, please contact Payroll Administration at (718) 935-2651.

FPC/mw

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