



**Department of  
Education**

*Dennis M. Walcott, Chancellor*

**PAYROLL ADMINISTRATION MEMORANDUM**

**2012 – 2013**

**NO. 10**



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*Executive Director*

**DATE:** November 13, 2012

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

**FROM:** Francine Perkins-Colón 

**Subject:** **Hurricane Sandy Disaster Relief Fund**

The Office of the Mayor and The New York City Council have announced that employees of the City of New York will be able to set aside part of their paychecks to directly aid in the relief efforts of Hurricane Sandy. Contributions will be collected by the Mayor's Fund to Advance New York City which will ensure that 100 percent of the contributions through this program are directed to organizations that are providing relief for the aftermath effects of the hurricane.

The new citywide PMS payroll deduction program will begin with the paychecks and direct deposits issued as follows:

<b>Payroll Bank</b>	<b>Check Date</b>
Hourly Support and Custodian Payroll	November 21, 2012
Biweekly Employee/Administrative Payrolls	November 23, 2012
Pedagogue Payroll	November 30, 2012
Per Diem Payroll	December 5, 2012

All NYC Department of Education (DOE) employees who wish to participate may donate a recurring or one-time specified amount of money from their paycheck towards the hurricane relief efforts. Please note that recurring payroll deduction will only exist for four bi-weekly pay periods.

H740, Q742, and T746 'F' Status employees may sign up through NYCAPS Employee Self Service at [www.nyc.gov/ESS](http://www.nyc.gov/ESS):

- **Your User ID** is your 7 digit Employee ID/PMS Reference # found on your pay stub;

- **Your Initial Password** consists of the last 2 digits of your SSN, the first 3 letters of your birth month (must be upper case), your birth day including the leading zero, and your birth year (i.e. the password for an employee with an SSN of XXX-XX-XX99 and a birth date of January 01, 1910 would be **99JAN011910**).

In addition, all DOE employees regardless of payroll bank can sign up via the DOE Payroll Portal at <https://payrollportal.nycboe.net/payrollportalweb/main.aspx>:

- Sign in to the Portal using your Network/Email Id and Password along with your SSN, EIS ID, or Empl ID.
- On the left hand side click on Employee Self Service and then on Sandy Relief Fund.
- Type in your donation amount and select either one time or installments.

If you have any questions, please contact HR Connect at (718) 935-4000.

FPC/mw

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