



Department of  
Education

Dennis M. Walcott, Chancellor

PAYROLL ADMINISTRATION MEMORANDUM

2012-2013

NO. 11



Francine Perkins Colón  
Chief Administrator  
Payroll Administration  
Division of Financial Operations

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

George Vasiliou  
Executive Director

**DATE:** December 10, 2012  
**TO:** CFN Executive Directors (Via Email)  
Principals (Via Principal's Weekly)  
Payroll Secretaries (Via Email)  
**FROM:** Francine Perkins-Colón   
**SUBJECT:** Deadline Dates for Calendar Year 2012 W-2 Production

---

In an effort to comply with the New York State and Internal Revenue Service reporting requirements for the 2012 W-2s, the New York City's Office of Payroll Administration (OPA) has established deadline dates for processing transactions affecting the issuance of the 2012 W-2s. Adherence to these dates is crucial to facilitate the issuance of accurate W-2 information to all New York City Department of Education employees.

**Electronic Fund Transfer (EFT) / PMS Transactions:**

- Electronic Fund Transfer (EFT) reversals, manual check refunds, PMS check refunds, and motor vehicle / parking fringe benefits will be correctly reflected on the W-2 as well as the employee's year-to-date on the last pay statement, for transactions received/processed prior to 12/17/12.
- EFT reversals, manual check refunds, PMS check refunds, and motor vehicle / parking fringe benefits will be correctly reflected on the W-2 for transactions received after 12/20/12. However, the year-to-date amounts on the employee's last pay statement **will not** reflect the transactions.

**Please note that all EFT reversal requests must be received no later than midday on Monday, 12/17/12 in order to be included on the 2012 W-2.**

Questions regarding EFT and/or EFT reversals must be directed to the EFT Unit at (718) 935-3545.

**Manual Checks:**

All undistributed manual checks must be received by Payroll Check Management **no later than 12/21/12**. This will allow for the return/cancellation to be correctly reflected on the employee's 2012 W-2. Since 12/21/12 is the last day before the holiday, every effort should be made to return any undistributed checks to Check Management by this date. This will ensure that checks to which the employee was not entitled and / or which were not issued to the employee, are not included in the employee's 2012 W-2.

Please contact HR Connect at 718-935-4000, if you have any questions.  
FPC/mw

c: G. Vasiliou, K. Monrose, A. Chisholm, F. Chiodini, D. John