



**Department of
Education**

Dennis M. Walcott, Chancellor

PAYROLL ADMINISTRATION MEMORANDUM

2012-2013

NO.15



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George Vasiliou
Executive Director

DATE: January 15, 2013

TO: CFN Executive Directors (Via Email)
Principals (Via Principal's Weekly)
Payroll Secretaries (Via Email)

FROM: Francine Perkins-Colón 

SUBJECT: **WageWorks/Commuter Benefits Program Pre-Tax Benefit Increase and MTA Fare Increase**

Effective March 1, 2013, fare increases will be implemented by the MTA. In order to complete necessary system changes to accommodate these increases, a temporary *Commuter Benefits Program Enrollment **black-out period*** has been implemented.

Therefore, enrollment and/or any other updates in the Commuter Benefits Program through Employee Self Service/ Payroll portal or by paper application has been temporarily suspended as of close of business Friday, January 11, 2013 and continuing through the close of business Friday, January 18th 2013. Enrollments and/or other updates will resume on Saturday, the January 19, 2013.

The NYC Department of Education, in conjunction with the NYC Office of Payroll Administration, is preparing to implement the following updates to the Commuter Benefits Plans:

1. *The Transportation Fringe Benefit Monthly Pre-Tax Limit will increase from \$125 per month to \$245 per month.*
 - Employees with payroll deductions that are \$125 per month or less will not be affected by this change.
 - Employees with deduction amounts of more than \$125 per month will see a decrease in their taxable earnings resulting in an increase in their net pay.
 - The pre-tax limit for the Park-N-Ride Plan will be increased to \$245 per month.
 - This change will take effect, for all payrolls, on or after February 1, 2013.
 - Please refer to the table below for specific payroll-bank dates.

2. *The cost of the MTA New York City Transit (MTA NYCT) 30-Day Unlimited Ride MetroCard will increase from \$104 to \$112.*

- This change will only impact the deduction amounts for the Commuter Card-No Admin Fee plan, which is based on the cost of the 30-Day Unlimited Ride MetroCard.
- Please note that this increase will be automatic.
- Employees with deduction amounts which increase to \$112 per month or more will see a decrease in their taxable earnings resulting in an increase in their net pay.
- This change will take effect for all payrolls on or after February 1, 2013 so that employees will have enough money to purchase cards at the higher rates in March.
- Please refer to the following chart for the new deduction amounts, and applicable payroll effective dates:

Payrolls	Current Deduction Amount	New Deduction Amount Effective 2/1/13	Payroll Date
H740	\$52.00	\$56.00	2/1/2013
Q742 & Q744	\$52.00	\$56.00	2/15/2013
E745	\$52.00	\$56.00	2/14/2013
T746	\$52.00	\$56.00	2/1/2013

Please contact the Payroll Benefits Unit at 718-935-3545, if you have any questions.

FPC/mw
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