



Department of
Education

Dennis M. Walcott, Chancellor

PAYROLL ADMINISTRATION MEMORANDUM

2012-2013

NO. 18



Francine Perkins Colón
Chief Administrator
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Division of Financial Operations

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George Vasiliou
Executive Director

DATE: February 21, 2013

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

FROM: Francine Perkins-Colón 

SUBJECT: **March 29, 2013 Paper-check Distribution Procedures for Administrative (H740) School-Based Employees**

This year, spring recess is from March 25, 2013 through April 2, 2013. As such, the March 29, 2013, Administrative (H740), payroll will be generated while schools are closed. Therefore, **paper checks** for the school-based Administrative employees *will be held for pick-up* by the individual employees at:

Payroll Check Management
65 Court Street, Room 1800A
Brooklyn, N. Y. 11201

Please note:

- **Only pay checks** will be distributed. **We will not distribute pay stubs.**
- All employees for whom pay-stubs are generated will receive them at their work locations when schools reopen on April 3, 2013.
- Any undistributed paper-checks will be sent to the school locations on April 3, 2013.

Employees also have the option of enrolling in Direct Deposit, and having their net pay deposited into their **personal bank accounts**. Employees must enroll via the link/steps below, no later than 12:00 noon on Friday March 15, 2013, to receive direct deposit of their check on the March 29th distribution date.

<https://payrollportal.nycboe.net/payrollportalweb/main.aspx>

- Click on Employee Self Service Tab
- Click on EFT/Direct Deposit
- Select your Payroll Bank
- Select Enrollment and then follow the prompts to complete your application.

FPC: mw