



**Department of  
Education**

*Dennis M. Walcott, Chancellor*

**PAYROLL ADMINISTRATION MEMORANDUM**

**2012-2013**

**NO. 19**



**Francine Perkins Colón**  
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**Payroll Administration**

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**George Vasiliou**  
*Executive Director*

**DATE:** April 18, 2013  
**TO:** CFN Executive Directors (Via Email)  
Principals (Via Principal's Weekly)  
Payroll Secretaries (Via Email)  
**FROM:** Francine Perkins-Colón   
**SUBJECT:** Payroll Benefits Processing Deadlines for FY13

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The NYC Department of Education's Office of Payroll Administration, in collaboration with the City's Office of Payroll Administration, generates summer pay-checks prior to the end of the fiscal year.

Therefore, please be advised that for payroll banks Q742, Q744, and E745 the enrollment, change, and cancellation period for the following Payroll Benefit Programs will close on May 1, 2013:

- Electronic Fund Transfer (EFT-direct deposit) of employee paychecks
- Wage Works/Transit Benefit Program
- 529 College Savings Program

As such, any paper-based applications received after May 1, 2013 will be processed for the first check in September.

However, employees may enroll, update, and cancel their EFT enrollment, and suspend their participation in the WageWorks Program, online, through the NYCDOE Payroll Portal at <https://payrollportal.nycboe.net> until the close of business on May 06, 2013.

Employees who wish to suspend WageWorks/Transit deductions on their summer checks must enter suspension, and subsequent resumption dates for these deductions by May 10, 2013.

Please use the dates indicated below to help facilitate the suspension of deductions on all summer checks and the resumption of these deductions in September. These deductions will be *automatically* reinstated on the 1<sup>st</sup> check in September if the dates below are utilized appropriately.

Q742/Q744 Suspend date - 07/01/13  
Resume date – 08/23/13

E745 Suspend date – 06/03/13

Resume date -- 08/23/13

If an employee is enrolled in the Park-n-Ride program, and will be resigning/retiring at the end of the school year, s/he must cancel their enrollment. Please complete and fax the WageWorks Park-n-Ride form to 718-935-3702 on or before May 10, 2013. Park-n-Ride funds are not accessible or refunded after the date of separation from service. To access this and other Payroll Benefit forms please use this link: <http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayrollAdministration/KeyDocuments/PayrollForms.htm> and then click on the required form.

**Please inform all employees of these dates and deadlines.**

If you have any questions regarding the payroll benefits programs, please call (718) 935-3545. For assistance in accessing the Payroll Portal, please call HR Connect at (718) 935-4000.

Thank you for your cooperation.

FPC: mw

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