



PAYROLL ADMINISTRATION MEMORANDUM

2012-2013

NO. 24



Francine Perkins Colón
Chief Administrator
Payroll Administration

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George Vasiliou
Executive Director

DATE: June 7, 2013
TO: CFN Executive Directors (Via Email)
 Principals (Via Principal's Weekly)
 Payroll Secretaries (Via Email)
FROM: Francine Perkins-Colón *Francine Perkins Colón*
SUBJECT: Payroll Schedules for the 2013-2014 School Year

This memorandum provides the payroll calendars for the upcoming 2013-14 School Year. The chart immediately below outlines the contact number for support specific to each particular payroll bank.

Schedule Type	Payroll Bank Description	Payroll Contact Tel. #
H & Z Banks (740)	Administrative Employees	(718) 935-2201
Q-Banks (742 & 744)	Annual UFT & CSA Titles	(718) 935-2218 / 3030
Q-Bank (744) <i>Positive Pay</i>	UFT SREPPS & PSOEPs	(718) 935-3030
E-Bank (745)	Hourly Support Employees	(718) 935-3030
T-Bank (746 & 747)	Per Diem & Per Session	(718) 935-2218

If you have any questions, please refer to the telephone numbers indicated above.

FPC/co
 Attachments

- C. M. Tragale
- G. Vasiliou
- K. Monroe
- L. Tamburo, UFT
- E. Logan, CSA
- S. Crespo, DC37
- A. Cheliotis, CWA 1180
- S. Hong, OLR
- J. Wierzbowski, TRS

2013 - 2014 Payroll Schedule H and Z Bank

H-Bank Pay Period Pay Period From To		Z- Bank Pay Period From To		*APRL 9902 Close Date	FMC Timekeeping Close	Payroll Close	Check Date
06/30/13	07/13/13	06/23/13	07/06/13	07/08/13	07/08/13	07/09/13	07/19/13
07/14/13	07/27/13	07/07/13	07/20/13	07/22/13	07/22/13	07/23/13	08/02/13
07/28/13	08/10/13	07/21/13	08/03/13	08/05/13	08/05/13	08/06/13	08/16/13
08/11/13	08/24/13	08/04/13	08/17/13	08/19/13	08/19/13	08/20/13	08/30/13
08/25/13	09/07/13	08/18/13	08/31/13	08/30/13 ¹	08/30/13 ¹	09/03/13	09/13/13
09/08/13	09/21/13	09/01/13	09/14/13	09/16/13	09/16/13	09/17/13	09/27/13
09/22/13	10/05/13	09/15/13	09/28/13	09/30/13	09/30/13	10/01/13	10/11/13
10/06/13	10/19/13	09/29/13	10/12/13	10/11/13 ²	10/11/13 ²	10/15/13	10/25/13
10/20/13	11/02/13	10/13/13	10/26/13	10/28/13	10/28/13	10/29/13	11/08/13
11/03/13	11/16/13	10/27/13	11/09/13	11/08/13 ³	11/08/13 ³	11/12/13	11/22/13
11/17/13	11/30/13	11/10/13	11/23/13	11/22/13 ⁴	11/22/13 ⁴	11/25/13 ⁴	12/06/13
12/01/13	12/14/13	11/24/13	12/07/13	12/09/13	12/09/13	12/10/13	12/20/13
12/15/13	12/28/13	12/08/13	12/21/13	12/20/13 ⁵	12/20/13 ⁵	12/23/13 ⁵	01/03/14
12/29/13	01/11/14	12/22/13	01/04/14	01/06/14	01/06/14	01/07/14	01/17/14
01/12/14	01/25/14	01/05/14	01/18/14	01/17/14 ⁶	01/17/14 ⁶	01/21/14	01/31/14
01/26/14	02/08/14	01/19/14	02/01/14	02/03/14	02/03/14	02/04/14	02/14/14
02/09/14	02/22/14	02/02/14	02/15/14	02/14/14 ⁷	02/14/14 ⁷	02/18/14	02/28/14
02/23/14	03/08/14	02/16/14	03/01/14	03/03/14	03/03/14	03/04/14	03/14/14
03/09/14	03/22/14	03/02/14	03/15/14	03/17/14	03/17/14	03/18/14	03/28/14
03/23/14	04/05/14	03/16/14	03/29/14	03/31/14	03/31/14	04/01/14	04/11/14
04/06/14	04/19/14	03/30/14	04/12/14	04/14/14	04/14/14	04/15/14	04/25/14
04/20/14	05/03/14	04/13/14	04/26/14	04/28/14	04/28/14	04/29/14	05/09/14
05/04/14	05/17/14	04/27/14	05/10/14	05/12/14	05/12/14	05/13/14	05/23/14
05/18/14	05/31/14	05/11/14	05/24/14	05/23/14 ⁸	05/23/14 ⁸	05/27/14	06/06/14
06/01/14	06/14/14	05/25/14	06/07/14	06/09/14	06/09/14	06/10/14	06/20/14
06/15/14	06/28/14	06/08/14	06/21/14	06/23/14	06/23/14	06/24/14	07/03/14 ⁹
06/29/14	07/12/14	06/22/14	07/05/14	07/07/14	07/07/14	07/08/14	07/18/14
07/13/14	07/26/14	07/06/14	07/19/14	07/21/14	07/21/14	07/22/14	08/01/14

* All staffing actions processed in NYCAPS must be in the APRL 9902 screen by this date for payroll to review.
 All accurate NYCAPS transactions in APRL by this date will be finalized by payroll for the appropriate check date.
 All staffing actions that are initiated through APRL (i.e. experience, education, assignment differentials, etc.) must be entered in APRL by this date.
 Dates are subject to change

Footnotes: Payroll Close/Check Dates amended due to Holidays

- | | | |
|--------------------------|---|------------------------------|
| 1 - Labor Day 09/23/13 | 4- Thanksgiving 11/28/13 - 11/29/13 | 7- President's Day 2/17/14 |
| 2- Columbus Day 10/14/13 | 5- Christmas Eve 12/24/13 | 8- Memorial Day 05/26/14 |
| 3- Veterans Day 11/11/13 | 6- Dr. martin Luther King Jr Day 01/20/14 | 9- Independence Day 07/04/14 |

2013 - 2014 Payroll Schedule

Q-BANK 742 & 744 Payrolls (Includes Sub Paras and PSOEP)

Month		Staffing Close Date	Timekeeping Close Date	Payroll Close Date	EFT Stop Payment Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	08/27/13	08/28/13	08/29/13	09/11/13	08/30/13	09/16/13	09/16/13
	2nd Half	09/11/13	09/12/13	09/13/13	09/25/13	09/16/13	09/30/13	09/30/13
Oct	1st Half	09/24/13	09/25/13	09/26/13	10/09/13	09/27/13	10/15/13	10/15/13
	2nd Half	10/10/13	10/11/13	10/15/13	10/28/13	10/16/13	10/31/13	10/31/13
Nov	1st Half	10/28/13	10/29/13	10/30/13	11/12/13	10/31/13	11/15/13	11/15/13
	2nd Half	11/12/13	11/13/13	11/14/13	11/25/13	11/15/13	11/29/13	11/27/13
Dec	1st Half	11/25/13	11/26/13	11/27/13	12/11/13	11/29/13	12/16/13	12/16/13
	2nd Half	12/09/13	12/10/13	12/11/13	12/26/13	12/12/13	12/31/13	12/20/13
Jan	1st Half	12/27/13	12/30/13	01/02/14	01/10/14	01/03/14	01/15/14	01/15/14
	2nd Half	01/13/14	01/14/14	01/15/14	01/28/14	01/16/14	01/31/14	01/31/14
Feb	1st Half	01/29/14	01/30/14	01/31/14	02/11/14	02/03/14	02/14/14	02/14/14
	2nd Half	02/12/14	02/13/14	02/14/14	02/25/14	02/18/14	02/28/14	02/28/14
Mar	1st Half	02/26/14	02/27/14	02/28/14	03/11/14	03/03/14	03/14/14	03/14/14
	2nd Half	03/12/14	03/13/14	03/14/13	03/26/14	03/17/14	03/31/14	03/31/14
Apr	1st Half	03/27/14	03/28/14	03/31/14	04/10/14	04/01/14	04/15/14	04/11/14
	2nd Half	04/11/14	04/14/14	04/15/14	04/25/14	04/16/14	04/30/14	04/30/14
May	1st Half	04/28/14	04/29/14	04/30/14	05/12/14	05/01/14	05/15/14	05/15/14
	2nd Half	05/05/14	05/06/14	05/07/14	05/27/14	05/08/14	05/30/14	05/30/14
June	1st Half	05/12/14	05/13/14	05/14/14	06/11/14	05/15/14	06/16/14	06/16/14
	2nd Half	05/19/14	05/20/14	05/21/14	06/25/14		06/30/14	06/26/14
July	1st Half	**			07/10/14		07/15/14	06/26/14
	2nd Half	**			07/28/14		07/31/14	06/26/14
Aug	1st Half	**			08/12/14		08/15/14	06/26/14
	2nd Half	**			08/26/14		08/29/14	06/26/14

Please Note:

The EIS Bulletin Board is a source for information regarding the Payroll/Timekeeping close dates and any changes made to them.

All SREPP and PSOEP are paid on a positive basis for each day/hour worked. As a result, there is one payroll period lag for timekeeping entries.

** Follow the Payroll Administration Memorandum, "End of Year Information and Procedures for E745, Q742, and Q744"

Date are subject to change

**2013 - 2014 PAYROLL SCHEDULE
B PAY CYCLE (E745)**

Pay Period Earned Dates	Payroll Period Timekeeping Entry & Approval Dates	Timekeeping Close Date	EFT Stop Payment Deadline	Check Date	Check Delivery Date
06/19/13 - 07/02/13	06/26/13 - 07/09/13	07/09/13	07/15/13	07/18/13	
07/03/13 - 07/16/13	07/10/13 - 07/23/13	07/23/13	07/29/13	08/01/13	
07/17/13 - 07/30/13	07/24/13 - 08/06/13	08/06/13	08/12/13	08/15/13	
07/31/13 - 08/13/13	08/07/13 - 08/20/13	08/20/13	08/26/13	08/29/13	
08/14/13 - 08/27/13	08/21/13 - 09/03/13	09/03/13	09/09/13	09/12/13	
08/28/13 - 09/10/13	09/04/13 - 09/17/13	09/17/13	09/23/13	09/26/13	
09/11/13 - 09/24/13	09/18/13 - 10/01/13	10/01/13	10/07/13	10/10/13	
09/25/13 - 10/08/13	10/02/13 - 10/15/13	10/15/13	10/21/13	10/24/13	
10/09/13 - 10/22/13	10/16/13 - 10/29/13	10/29/13	11/07/13	11/07/13	
10/23/13 - 11/05/13	10/30/13 - 11/12/13	11/12/13	11/18/13	11/21/13	
11/06/13 - 11/19/13	11/13/13 - 11/26/13	11/26/13	12/02/13	12/05/13	
11/20/13 - 12/03/13	11/27/13 - 12/10/13	12/10/13	12/16/13	12/19/13	
12/04/13 - 12/17/13	12/11/13 - 12/23/13	12/23/13	12/30/13	01/02/14	*
12/18/13 - 12/31/13	12/25/13 - 01/07/14	01/07/14	01/13/14	01/16/14	
01/01/14 - 01/14/14	01/08/14 - 01/21/14	01/21/14	01/27/14	01/30/14	
01/15/14 - 01/28/14	01/22/14 - 02/04/14	02/04/14	02/10/14	02/13/14	
01/29/14 - 02/11/14	02/05/14 - 02/18/14	02/18/14	02/24/14	02/27/14	
02/12/14 - 02/25/14	02/19/14 - 03/04/14	03/04/14	03/10/14	03/13/14	
02/26/14 - 03/11/14	03/05/14 - 03/18/14	03/18/14	03/24/14	03/27/14	
03/12/14 - 03/25/14	03/19/14 - 04/01/14	04/01/14	04/07/14	04/10/14	
03/26/14 - 04/08/14	04/02/14 - 04/15/14	04/15/14	04/21/14	04/24/14	
04/09/14 - 04/22/14	04/16/14 - 04/29/14	14/29/14	05/05/14	05/08/14	
04/23/14 - 05/06/14	04/30/14 - 05/13/14	05/13/14	05/19/14	05/22/14	
05/07/14 - 05/20/14	05/14/14 - 05/22/14	05/22/14	06/02/14	06/05/14	*
05/21/14 - 06/03/14	05/28/14 - 06/10/14	06/10/14	06/16/14	06/19/14	**
06/04/14 - 06/17/14	06/11/14 - 06/24/14	06/24/14	06/30/14	07/03/14	**

* Timekeeping closes earlier than usual

** 05/21/14 - 06/26/14 will be anticipated for school based employees.

** Regular service will be anticipated; service for occasional employees must be keyed in.

If there is a schedule change due to an anticipated payroll, notification will be via memo to the field.

The EIS Bulletin Board is a source for information regarding the payroll/timekeeping close dates and any change(s) made to them.

*** Thanksgiving: 11/28/13 - 11/29/13

*** Mid-Winter Recess: 2/17/14 - 02/21/14

*** Christmas Recess: 12/23/13 - 01/01/14

*** Spring Recess 04/14/14 - 04/22/14

746 (PER DIEM) / 747 (PER SESSION) PAYROLLS

Pay Period Earned Dates	Timekeeping/ Approval Close Dates	Appointments Sent	Gross Pay/ One Time ADJ FISA Calc	EFT Stop Payment Deadline	Mailing/ Check Date
07/01/13 – 07/15/13	07/19/13	07/22/13	07/25/13	07/26/13	07/31/13
07/16/13 – 07/31/13	08/06/13	08/07/13	08/12/13	08/13/13	08/16/13
08/01/13 – 08/15/13	08/21/13	08/22/13	08/27/13	08/28/13	09/03/13
08/16/13 – 08/31/13	09/10/13	09/11/13	09/16/13	09/17/13	09/20/13
09/01/13 – 09/15/13	09/19/13	09/20/13	09/25/13	09/26/13	10/01/13
09/16/13 – 09/30/13	10/04/13	10/07/13	10/10/13	10/11/13	10/17/13
10/01/13 – 10/15/13	10/21/13	10/22/13	10/25/13	10/28/13	10/31/13
10/16/13 – 10/31/13	11/07/13	11/08/13	11/14/13	11/15/13	11/20/13
11/01/13 – 11/15/13	11/21/13	11/22/13	11/27/13	12/02/13	12/05/13
11/16/13 – 11/30/13	12/05/13	12/06/13	12/11/13	12/12/13	12/17/13
12/01/13 – 12/15/13	12/19/13	12/20/13	12/27/13	12/30/13	01/06/14
12/16/13 – 12/31/13	01/07/14	01/08/14	01/13/14	01/14/14	01/17/14
01/01/14 – 01/15/14	01/22/14	01/23/14	01/28/14	01/29/14	02/03/14
01/16/14 – 01/31/14	02/06/14	02/07/14	02/13/14	02/14/14	02/20/14
02/01/14 – 02/15/14	02/27/14 *	02/28/14	03/05/14	03/06/14	03/11/14
02/16/14 – 02/28/14	03/06/14	03/07/14	03/12/14	03/13/14	03/18/14
03/01/14 – 03/15/14	03/20/14	03/21/14	03/26/14	03/27/14	04/01/14
03/16/14 – 03/31/14	04/04/14	04/07/14	04/10/14	04/11/14	04/16/14
04/01/14 – 04/15/14	04/28/14**	04/29/14	05/02/14	05/05/14	05/08/14
04/16/14 – 04/30/14	05/06/14	05/07/14	05/12/14	05/13/14	05/16/14
05/01/14 – 05/15/14	05/21/14	05/22/14	05/28/14	05/29/14	06/03/14
05/16/14 – 05/31/14	06/05/14	06/06/14	06/11/14	06/12/14	06/17/14
06/01/14 – 06/15/14	06/19/14	06/20/14 ***	06/25/14	06/26/14	07/01/14
06/16/14 – 06/30/14	06/30/14		07/03/14	07/07/14	07/10/14

* Timekeeping Delay to Accommodate Mid-Winter Recess

**Timekeeping Delay to Accommodate Spring Recess

*** Cut-off for New Appointments

Winter Recess: 12/23/13 - 01/01/14

Spring Recess: 04/14/14/ - 04/22/14

Mid-Winter Recess: 02/17/14 - 02/21/14

FISCAL Year Rollover (Tentative): 06/21/14 - 06/27/14

Dates are subject to change

Up-to-date payroll information can be obtained from the PDPS Per Diem / Per Session Payroll Bulletin Boards, the TBNK Per Session Payroll Bulletin Board, the Division of Financial Operations (DFO) website: <http://schools.nyc.gov/offices/DFO> and the Payroll Portal website: <https://PayrollPortal.nycboe.net>