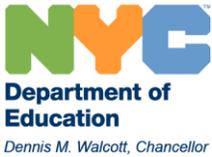


PAYROLL ADMINISTRATION MEMORANDUM



2013-2014

NO. 01

DATE: September 5, 2013
TO: CFN Directors (Via Email)
FROM: Francine Perkins-Colón
SUBJECT: EBANK Vacation / Summer Pay Adjustment



Francine Perkins-Colon
 Chief Administrator
 Payroll Administration

65 Court Street
 Rm. 1400
 Brooklyn, NY 11201

☎ (718) 935-2219
 ☎ (718) 935-4633

George Vasiliou
 Executive Director

Due to a system miscalculation, vacation entitlement for service during the month of September 2012, was not properly recorded. This resulted in the underpayment of approximately 900 EBANK employees for their vacation/summer pay.

The September 2012 vacation entitlements have been recalculated, and the underpayment amounts have been added to the employee's sixth vacation check, dated August 29th, 2013.

Affected employees will receive Hourly Summer Vacation Detail Statements. For you convenience, a sample statement is below. These statements will outline the following:

- A deduction for the original, incorrect, amount that was previously paid as part of their five (5) summer checks, that were distributed in June 2012.
- The corrected full-amount an employee is entitled to, based on their corrected September 2012 service;
- Additionally, any other payment/adjustment that would normally occur, for service history corrections from the months of May and June 2012.

00CNO0

EMPLOYEE INFORMATION SYSTEM
 HOURLY SUMMER VACATION DETAIL REPORT

EIS ID	SOCIAL	LAST NAME	F	TITLE	TOTAL PAY ^(A)	CALL MON	TOTAL MTH GROSS (A)	TOTAL MTH HRS	TOTAL MTH DAYS	MET REQ DAY	MONTH PAY RATE	VACATION PAY (B)	25.481X OF (B)	25.481X OF (A)	SES
					-\$77.91	09	\$305.76	21.00	3	N	14.56	\$0.00	\$0.00	-\$77.91	10
9876543	123456789	SMITH	A	RSSLN	\$571.36	09	\$1,816.36	124.75	17	C	14.56	\$86.49	\$22.04	\$462.83	10
					\$577.04	05	\$1,834.56	126.00	18	C	14.56	\$87.33	\$22.25	\$467.46	10
					\$577.08	06	\$1,834.56	126.00	18	C	14.56	\$87.36	\$22.26	\$467.46	10
												\$261.18	\$66.55	\$1,319.84	
							*\$1,647.57								

If you have any questions, please contact Payroll Administration's Hourly Support Payroll Unit at 718-935-3030.

Cc: George Vasiliou
 Siu Ting Tang
 Kevin Monrose