



PAYROLL ADMINISTRATION MEMORANDUM

2012-2013

NO. 27



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

DATE: June 24, 2013

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

FROM: Francine Perkins-Colon

SUBJECT: Summer Payroll Distribution

Overview

This memorandum outlines the distribution of pay-checks for the period, July 5th 2013 – August 29th 2013. This pertains to *all* school-based personnel working throughout the summer. The Division of Financial Operations and the Office of School Support have partnered to ensure the successful and efficient distribution of summer payrolls.

Important Notes

- The Q744 Miscellaneous Para Payroll for the period of 6/16/13 – 6/30/13, will be paid on June 27th 2013, but will be delivered to the locations outlined below for distribution on July 5th 2013.
 - Employees enrolled in Direct Deposit/Electronic Fund Transfer (EFT), will receive their payments, accordingly on June 27th 2013.
- For the period, 7/5/13 - 8/15/13, the Division of Financial Operations **will not** be distributing pay stubs associated with Direct Deposit/EFT. Instead, these pay stubs will be held at Payroll Check Management, located at 65 Court Street, Room 1800A Brooklyn, New York 11201. Employees may come to Payroll Check Management to pick up their pay stub, if they wish. *Please note proper identification will be required.*
 - These paystubs **will** be distributed, to the location indicated on the employees' paystub, on August 29th 2013.
 - Staff can always access their pay stub information, from the Payroll Portal at the following link:
<https://payrollportal.nycboe.net/payrollportalweb/main.aspx>
- August 29th 2013 will be considered the first payroll distribution date of the 2013-14 School Year.
- This payroll distribution will be sent to employees' regular school year work locations, and will contain the following payrolls and documentation:
 - All pay-stubs not distributed during the summer period
 - E-Bank payroll for August 29th 2013;
 - H-Bank, and Z-Bank payrolls for August 30, 2013;
 - Any paychecks *not* distributed during the summer period, at the locations outlined below.

H-Bank & Z-Bank Distribution Sites

The table below outlines, by Community School District, where H-Bank and Z-Bank employees, who are not enrolled in Direct Deposit/EFT, may retrieve their paychecks:

Payroll Delivery Dates	District**	Address	Contact
July 5, 2013 & July 18, 2013 & August 1, 2013 & August 15, 2013	7, 9, 10	1 Fordham Plaza, Bronx	Raquel Vega, 718-741-5046 Seride Read, 718-741-3468
	8, 11, 12	1230 Zerega Avenue, Bronx	Phyllis Castellano, 718-828-5094 Juana Castillo, 718-828-7198
	25, 26, 28, 29	30-48 Linden Place, Queens	Allison Pedone, 718-281-3252 Susana Tam, 718-281-7522
	24, 30	28-11 Queens Plaza North, Queens	Kristine Pinon, 718-391-8509 Yelena Kramer, 718-391-8108
	27	82-01 Rockaway Blvd, Queens	Jeanetta McMichael, 718-642-5711 Ann Grosso, 718-348-2957
	17, 18, 22	5619 Flatlands Avenue, Brooklyn	Monique Durham, 718-968-6267
	20, 21	415 89th Street, Brooklyn	Sylvia Johnson, 718-759-4841
	31	715 Ocean Terrace, Staten Island	Sally Amato, 718-420-5601 Patricia Kindborg, 718-556-8379
	1, 2, 3, 4, 5, 6 13, 14, 15, 16, 19, 23, 32	333 Seventh Avenue, Manhattan 131 Livingston Street, Brooklyn	Jennifer Medina, 917-339-1797 Yolanda Wellington, 718-935-3583 Vanessa Helms, 718-935-3571

**** Please Note:** *Employees working in Districts 75 and 79 will have their summer payroll checks distributed to the District location (outlined above) in which their assigned school is located.*

Q-Bank & E-Bank Summer Distribution

The table below outlines the paycheck distribution schedule for Q-Bank and E-Bank employees, who work during the summer period:

Payroll Delivery Date	Bank	Location
July 18, 2013	E-Bank & Q-Bank	Employees' Summer Work Locations
August 1, 2013	E-Bank	Employees' Summer Work Locations
August 5, 2013	Q-Bank	Employees' Summer Work Locations
August 15, 2013	E-Bank & Q-Bank	Community School District Locations (outlined in table above)

If you have any questions regarding the summer 2013 Payroll Check Distribution schedule, please contact the Bureau of Employee Support Services, at 718-935-2219.

C.: M. Tragale
G. Vasiliou
Y. Vazquez
S. Brawer
K. Monroe