



Dennis M. Walcott, Chancellor

PAYROLL ADMINISTRATION MEMORANDUM

2013 – 2014

NO. 05



Francine Perkins Colón
Chief Administrator
Payroll Administration

65 Court Street, Room 1400
Brooklyn, NY 11201
+1 718 935 2651 tel
+1 718 935 5638 fax

DATE: December 9, 2013
TO: CFN Deputy Directors (Via Email)
Principals (Via Principal's Weekly)
Payroll Secretaries/Timekeepers (Via Email)
FROM: Francine Perkins-Colón
SUBJECT: Philippines Relief Fund

The Office of the Mayor and The New York City Council have announced that employees of the City of New York will be able to set aside part of their paychecks to directly aid in the relief efforts following the typhoon that struck the Philippines. Contributions will be collected by the Mayor's Fund to Advance New York City which will ensure that 100 percent of the contributions through this program are directed to organizations that are providing relief for the aftermath effects of Typhoon Haiyan.

New York City Department of Education (DOE) employees who wish to participate may donate a recurring or one-time specified amount of money from their paycheck towards the Philippines relief efforts. The PMS payroll deduction program will begin with the paychecks and direct deposits issued as follows:

Table with 2 columns: Payroll Bank, Check Date. Rows include Hourly Support and Custodian Payrolls, Bi-weekly Employee/Administrative Payrolls, Pedagogue and UFT Para Payrolls, and Per Diem.

Please note that recurring payroll deductions will only exist for three bi-weekly / semi-monthly pay periods.

DOE employees may sign up via the DOE Payroll Portal at https://payrollportal.nycboe.net/payrollportalweb/main.aspx. To locate the enrollment form, instruct employees to sign in to the Portal and then do the following:

- Click Employee Self Service on the left-hand navigation menu
Click Philippines Relief Fund
Type in the desired donation amount and select either a one-time payment or installments

H740, Q742, Q744, E745, and T746 'F' Status employees may also sign up through NYCAPS Employee Self Service at www.nyc.gov/ESS. The following information will be useful to employees logging in for the first time:

- User ID: Employee's 7-digit Employee ID/PMS Reference # found on their pay stub

- **Initial Password:** Consists of the last 2 digits of the employee's SSN, the first 3 letters of their birth month (must be upper case), their birth day including the leading zero, and their birth year (i.e. the password for an employee with an SSN of XXX-XX-XX99 and a birth date of January 01, 1910 would be **99JAN011910**).

Should you have any questions about this initiative, please contact HR Connect at (718) 935-4000.

FPC/mw

C: Michael Tragale
Kevin Monroe
Ann Chisholm