



Dennis M. Walcott, Chancellor



Francine Perkins Colón  
Chief Administrator  
Payroll Administration  
Division of Financial Operations

## PAYROLL ADMINISTRATION MEMORANDUM

2013-2014

NO. 06

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**DATE:** December 10, 2013

**TO:** CFN Deputy Directors (Via Email)  
Principals (Via Principals' Weekly)  
Payroll Secretaries/Timekeepers (Via Email)

**FROM:** Francine Perkins-Colón

**SUBJECT:** Deadline Dates for Calendar Year 2013 W-2 Production

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In an effort to comply with New York State and Internal Revenue Service reporting requirements, the New York City Office of Payroll Administration (OPA) has established deadline dates for processing transactions affecting the issuance of the 2013 W-2s. Adherence to these dates is crucial to facilitate the issuance of accurate W-2 information to all New York City Department of Education employees.

### **Electronic Fund Transfer (EFT):**

- For transactions received and processed prior to December 16, 2013, Electronic Fund Transfer (EFT) reversals, manual check refunds, PMS check refunds, and motor vehicle/parking fringe benefits will be correctly reflected on each employee's W-2 as well as in the year-to-date earnings on their last pay statement.
- For transactions received after December 19, 2013, EFT reversals, manual check refunds, PMS check refunds, and motor vehicle/parking fringe benefits will be correctly reflected on the W-2, however, the year-to-date amounts on the employee's last pay statement **will not** reflect these transactions.

**Please note that all EFT reversal requests must be received no later than midday on Monday, December 16, 2013 in order to be included on the 2013 W-2.**

Questions regarding EFT and/or EFT reversals must be directed to the EFT Unit at (718) 935-3545.

### **Paper Checks:**

All undistributed paper checks must be received by Payroll Check Management **no later than December 26, 2013**. This will allow for the return/cancellation to be correctly reflected on the employee's 2013 W-2. Every effort should be made to return any undistributed checks to Check Management by this date. This will ensure that checks to which the employee was not entitled and/or were not issued to the employee are not included in the employee's 2013 W-2.

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

FPC/mw

C: Michael Tragale

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