



Department of  
Education

Carmen Fariña, Chancellor



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PAYROLL ADMINISTRATION MEMORANDUM

2013-2014

NO. 09

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**DATE:** March 3, 2014

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

**FROM:** Francine Perkins-Colón

**SUBJECT:** Payroll Portal Modifications

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Since the Payroll Portal was implemented in June 2008 we have continued to modify and enhance the system in an effort to keep pace with changing technological trends while remaining employee /user friendly and maintaining a more secure environment. Towards this end, changes are being made to the login process.

Beginning **Tuesday, March 4, 2014**, when employees go to the [Payroll Portal](#), they will be required to sign in by entering their DOE (Outlook) user ID and password on the first screen and proceed normally. This change is necessary to securely separate employee information from public information. **The Payroll Portal will *continue* to be accessible from either a DOE network computer or private computer.**

Beginning **Monday, March 31, 2014**, the option to enter an employees' Social Security Number will no longer be available. Rather, employees will be required to use either their Employee ID or EIS ID (file number) in conjunction with their DOE (Outlook) user id and password. Please note your Employee ID is the same as the Reference # found on your payroll stub. Additionally, H Bank employees can obtain their Employee ID by logging into Cybershift.

These changes will not have an impact on the items that can be accessed when utilizing the Payroll Portal. Employees will still be able to access their payroll information, use the various self-service features, link to other NYC DOE websites, and view all the news, documents, and training material posted on Payroll Portal.

For assistance accessing the Payroll Portal please call the Finance Service Center at (718) 935-5000

FPC/mw

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