



**Department of  
Education**

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**PAYROLL ADMINISTRATION MEMORANDUM**

**2013-2014**

**NO. 10**

**DATE:** April 14, 2014

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

**FROM:** Francine Perkins-Colón

**SUBJECT:** Payroll Benefits Processing Deadlines for FY14

The NYC Department of Education's Office of Payroll Administration, in collaboration with the City's Office of Payroll Administration, generates summer pay-checks for payroll banks Q742, Q744, and E745 prior to the end of the fiscal year.

To facilitate this, the enrollment, change, and cancellation period for the following Payroll Benefit Programs will close on **Thursday, May 1, 2014 if processing via paper application:**

- Electronic Fund Transfer (EFT-direct deposit) of employee paychecks
- Wage Works/Transit Benefit Program
- 529 College Savings Program

As such, any paper-based applications received after May 1, 2014 will be processed for the first check in September (except for Park-n-Ride cancellations as indicated below).

However, **online** enrollment, update, and cancellation of all of the aforementioned benefits programs and suspension of the WageWorks Program, can be processed **via** the NYCDOE Payroll Portal at <https://payrollportal.nycboe.net> until the close of business on **Friday, May 09, 2014.**

Employees who wish to **suspend** WageWorks/Transit deductions on their summer checks must enter suspension, and subsequent resumption dates for these deductions by **May 09, 2014.**

Please use the dates indicated below to suspend deductions on all summer checks and resume these deductions in September. These deductions will be *automatically* reinstated on the 1<sup>st</sup> check in September if the dates below are utilized appropriately.

Payroll Banks	Suspend Dates	Resume Dates
Q742/Q744	07/01/14	08/22/14
E745	06/02/14	08/22/14

If an employee is enrolled in the Park-n-Ride program, and will be resigning/retiring at the end of the school year, s/he must cancel their enrollment. Park-n-Ride funds cannot be accessed or refunded after the date of separation from service. Please complete and fax the WageWorks Park-n-

Ride form to 718-935-3702 on or before May 09, 2014. To access this and other Payroll Benefit forms please use this link:

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayrollAdministration/KeyDocuments/PayrollForms.htm>; and then click on the required form.

**Please inform all employees of these dates and deadlines.**

If you have any questions regarding the payroll benefits programs, please call (718) 935-3545. For assistance in accessing the Payroll Portal, please call HR Connect at (718) 935-4000.

Thank you for your cooperation.

FPC/mw

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