



PAYROLL ADMINISTRATION MEMORANDUM

2013-2014

NO. 16

DATE: June 11, 2014

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

FROM: Francine Perkins-Colón *F. Perkins-Colón*

SUBJECT: Summer Payroll Distribution

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Overview

This memorandum outlines the distribution of pay-checks for the period of July 3rd 2014 – August 28th, 2014. This pertains to *all* school-based personnel working throughout the summer. The Division of Financial Operations & 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 6/6/14 – 6/30/14 will be dated for June 27th, 2014 but will be delivered to the locations outlined below for distribution on July 3rd, 2014 (along with the H and Z Bank payrolls).
 - Employees enrolled in Direct Deposit/Electronic Fund Transfer (EFT), will receive their payments, accordingly on June 27th 2014.
- For the period, 7/3/14 - 8/14/14, 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 at 65 Court Street, Room 1800A, Brooklyn, NY 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 impacted employees' paystub, on August 28th 2014.
 - *Staff can also access their pay stub information, on the Payroll Portal at the following link:*
<https://payrollportal.nycboe.net/payrollportalweb/main.aspx>
- August 28th 2014 will be considered the first payroll distribution date of the 2014 – 2015 School Year.
 - This distribution will be sent to employees' regular school year work locations, and will contain the following payrolls:
 - All pay-stubs not distributed during the summer period
 - E-Bank payroll for August 28th 2014;
 - H-Bank, and Z-Bank payrolls for August 29th, 2014;
 - Paychecks *not* distributed during the summer period, at the locations outlined below, will be picked up by Payroll, Check Management and re-distributed on this date.

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 3, 2014 & July 17, 2014 & July 31, 2014 & August 14, 2014	7, 9, 10	1 Fordham Plaza, Bronx	Raquel Vega, 718-741-5046
	8, 11, 12	1230 Zerega Avenue, Bronx	Phyllis Castellano, 718-828-5094
	25, 26, 28, 29	30-48 Linden Place, Queens	Allison Pedone, 718-281-3252
	24, 30	28-11 Queens Plaza North, Queens	Kristine Pinon, 718-391-8509
	27	82-01 Rockaway Blvd, Queens	Jeanetta McMichael, 718-642-5711
	17, 18, 22	5619 Flatlands Avenue, Brooklyn	Laurie Beane 718-968-6151 Monique Dunham, 718-968-6267
	20, 21	415 89th Street, Brooklyn	Michael Dantona, 646-341-3990
	31	715 Ocean Terrace, Staten Island	Sally Amato, 718-420-5601
	1, 2, 3, 4, 5, 6	333 Seventh Avenue, Manhattan	Judith Rivera, 917-339-1797
	13, 14, 15, 16, 19, 23, 32	131 Livingston Street, Brooklyn	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 17, 2014	E-Bank & Q-Bank	Employees' Summer Work Locations
July 31, 2014	E-Bank	Employees' Summer Work Locations
August 5, 2014	Q-Bank	Employees' Summer Work Locations
August 14, 2014	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 Payroll Check Management, at 718-935-2219.

Cc: R. Orlando
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K. Monroe