



**PAYROLL ADMINISTRATION MEMORANDUM**

**2014 - 2015**

**NO. 01**



**Francine Perkins Colón**  
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**Payroll Administration**

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**DATE:** September 15, 2014  
**TO:** CFN Executive Directors (Via Email)  
Principals (Via Principals Weekly)  
Payroll Secretaries (Via Email)  
**FROM:** Francine Perkins-Colón *F. Perkins-Colón*  
**SUBJECT:** Electronic Fund Transfer (EFT) Enrollment

Department of Education (DOE) employees may have their paycheck (net-pay amount) electronically deposited into the personal checking or savings account of their choosing. Electronic Fund Transfer (EFT) allows employees to have immediate access to their pay. The following table outlines the enrollment periods for the 2014-2015 school year:

Enrollment Calendar		
Employee Group		Enrollment Close Date
Payroll Bank	Description	
742	Q-Bank* (Pedagogic)	May 1, 2015
744	Q-Bank* (Education Professionals)	May 1, 2015
745	E-Bank (Hourly Support / School Based)	May 1, 2015
740	H/Z-Banks* (Administrative)	Does Not Close
746	T-Bank* (Per Diem)	Does Cot Close
747	T-Bank* Per Session*	Does Not Close

**\*Please note that the current UFT contract requires all newly hired employees to have their wages paid via (EFT); to comply, they must enroll in the DOE's Direct Deposit Program.**

**Enrollment Process**

- Employees must be active on (at least) one of the DOE's payroll systems.
- Separate applications must be submitted if an employee is dually employed, and would like both checks directly deposited.

- For example, a full time teacher (Q742) who is also employed as a Per Session teacher (Q747)
- The employee must be an owner or co-owner of a valid bank account.
  - The City of New York has partnered with some banking institutions to offer direct deposit services, *free of charge*, to employees.
  - Please click [here](#) for a list of these institutions and the services that are available.
- **Please Note:** As part of the Mayor's "Go Green Initiative", paper paystubs are no longer automatically created.
  - In order for a paper stub to be created, enrollees must request this at the time of enrollment.
  - This applies to both the on-line application, as well as the paper application.

There are two ways an employee can enroll in EFT:

*Web-Application Enrollment*

- This is the fastest and easiest method for enrollment.
- In order to utilize the web service facility, an employee must have an active DOE email address (i.e. [JDOE555@schools.nyc.gov](mailto:JDOE555@schools.nyc.gov) ).
- To enroll, employees must access the application via the Payroll Portal's Employee Self Service tab at <http://payrollportal.nycboe.net>.
- If an employee does not have an email address, s/he may contact the DOE helpdesk at 718-935-5100 to obtain one.
- **Please Note:** This same application is used when an employee, who is a participant in the EFT Program, wishes to make any adjustments such as a cancellation of enrollment, change of bank or change of account number.

*Paper-Application Enrollment*

- An employee may submit a EFT paper-application; including:
  - A voided check with the **pre-printed** name of employee
  - Bank's direct deposit authorization letter
  - A copy of employee's bank statement
  - Copy of passbook account (showing pre-printed name, account number and name of bank)

Incomplete applications will be returned to the sender's address. The complete paper application should be faxed or sent to:

Division of Financial Operations  
 Payroll Benefits Unit  
 65 Court Street, Room 1400  
 Brooklyn, NY 11201  
 Fax – (718)935-3702

- **Please Note:** This same application is used when an employee, who is a participant in the EFT Program, wishes to make any adjustments such as a cancellation of enrollment, change of bank or change of account number.

If you have any questions regarding the procedures outlined above, please contact the Payroll Benefits Unit at 718-935-3545.

FPC/mw

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