Department of Education
Carmen Fariña, Chancellor

DFO

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PAYROLL ADMINISTRATION MEMORANDUM

2014 - 2015

NO. 02

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: Direct Deposit Cancellation, Stop Payment & Reversal Procedures

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This memorandum pertains to employees from one of the following payroll groups, who separated from service (i.e. resignation, termination, retirement) or who went on an approved leave of absence *without pay* during the period of June 26th 2014 through September 2nd 2014:

- Q-Bank 742, Pedagogic Employees
- Q-Bank 744, Educational Paraprofessionals
- E-Bank 745, Hourly Support Employees

In the event of a separation as noted above, a direct deposit cancellation, stop payment or reversal of payment must be processed to ensure that there is no overpayment to employees.

Please do not cancel the EFT enrollment, or place a stop payment request for employees who have transferred to new locations.

Processing Procedures & Policies

Scenario 1
If the payroll close date for a given pay-period *has not* passed, the *cancellation* transaction can be completed directly in EIS.

- This transaction should be entered in EIS (9.6 option 5).
- For your convenience, the full year's payroll calendars have been provided as appendices to this memorandum.
- Please be advised that the transaction must be processed before noon on the date of the payroll close deadline.

Scenario 2
If the payroll close date for a given pay-period *has* passed the procedures are as follows:

- Schools *with* access to the on-line Direct Deposit System may process the *stop payment* transactions utilizing EIS.
- This transaction should be completed in EIS (9.6 option 6).
- If the deadline is missed then a reversal request must be initiated.

- Schools that *do not* have access to the on-line system may fax the stop payment, cancellation, and all reversal requests to the Payroll Benefits Unit at (718)935-3702.
- For your convenience, the request form is attached to this memorandum as an appendix.
- Please note, it is the Principal's responsibility to inform an employee when any of these actions are initiated.
- Reversals for UFT employees, initiated more than five business days *after* the check-date, must be authorized, in writing, by the employee.
    - Example: If a Reversal Request Form is to be submitted for an employee for the September 15, 2014 check, then it must be submitted on or *before* the 22nd of September. If not, then the authorization (as noted above) from the employee must be obtained.
- The signed authorization letter must accompany the reversal request.

Appendices

For your convenience, we have attached the following:

- Payroll schedules, by employee group, (including stop payment deadline dates);
- Forms to be used for processing direct deposit stop payments/reversals; and,
- A form-letter to be used for employee notification the impending action.

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

FPC/co
Attachments

C: Raymond Orlando
Michael Tragale
Lawrence Becker
Kevin Monrose
Deborah John
Ann Chisholm
Laura Tamburo UFT
Santos Crespo DC37
Ernest Logan CSA
R. Hendershat IBT 237

H and Z Bank
2014 - 2015 Payroll Calendar

H-Bank Pay Period From		To	Z-Bank Pay Period From		To	* APRL 9902 Close Date	FMC Timekeeping Close	Payroll Close	Check Date
07/13/14	-	07/26/14	07/06/14	-	07/19/14	07/21/14	07/21/14	07/22/14	08/01/14
07/27/14	-	08/09/14	07/20/14	-	08/02/14	08/04/14	08/04/14	08/05/14	08/15/14
08/10/14	-	08/23/14	08/03/14	-	08/16/14	08/18/14	08/18/14	08/19/14	08/29/14
08/24/14	-	09/06/14	08/17/14	-	08/30/14	08/29/14[1]	08/29/14[1]	09/02/14	09/12/14
09/07/14	-	09/20/14	08/31/14	-	09/13/14	09/15/14	09/15/14	09/16/14	09/26/14
09/21/14	-	10/04/14	09/14/14	-	09/27/14	09/29/14	09/29/14	09/30/14	10/10/14
10/05/14	-	10/18/14	09/28/14	-	10/11/14	10/10/14[2]	10/10/14[2]	10/14/14	10/24/14
10/19/14	-	11/01/14	10/12/14	-	10/25/14	10/27/14	10/27/14	10/28/14	11/07/14
11/02/14	-	11/15/14	10/26/14	-	11/08/14	11/07/14[3]	11/07/14[3]	11/10/14[3]	11/21/14
11/16/14	-	11/29/14	11/09/14	-	11/22/14	11/21/14[4]	11/21/14[4]	11/24/14[4]	12/05/14
11/30/14	-	12/13/14	11/23/14	-	12/06/14	12/08/14	12/08/14	12/09/14	12/19/14
12/14/14	-	12/27/14	12/07/14	-	12/20/14	12/19/14[5]	12/19/14[5]	12/22/14[5]	01/02/15
12/28/14	-	01/10/15	12/21/14	-	01/03/15	01/05/15	01/05/15	01/06/15	01/16/15
01/11/15	-	01/24/15	01/04/15	-	01/17/15	01/16/15[6]	01/16/15[6]	01/20/15	01/30/15
01/25/15	-	02/07/15	01/18/15	-	01/31/15	02/02/15	02/02/15	02/03/15	02/13/15
02/08/15	-	02/21/15	02/01/15	-	02/14/15	02/13/15[7]	02/13/15[7]	02/17/15	02/27/15
02/22/15	-	03/07/15	02/15/15	-	02/28/15	03/02/15	03/02/15	03/03/15	03/13/15
03/08/15	-	03/21/15	03/01/15	-	03/14/15	03/16/15	03/16/15	03/17/15	03/27/15
03/22/15	-	04/04/15	03/15/15	-	03/28/15	03/30/15	03/30/15	03/31/15	04/10/15
04/05/15	-	04/18/15	03/29/15	-	04/11/15	04/13/15	04/13/15	04/14/15	04/24/15
04/19/15	-	05/02/15	04/12/15	-	04/25/15	04/27/15	04/27/15	04/28/15	05/08/15
05/03/15	-	05/16/15	04/26/15	-	05/09/15	05/11/15	05/11/15	05/12/15	05/22/15
05/17/15	-	05/30/15	05/10/15	-	05/23/15	05/22/15[8]	05/22/15[8]	05/26/15	06/05/15
05/31/15	-	06/13/15	05/24/15	-	06/06/15	06/08/15	06/08/15	06/09/15	06/19/15
06/14/15	-	06/27/15	06/07/15	-	06/20/15	06/22/15	06/22/15	06/23/15	07/03/15
06/28/15	-	07/11/15	06/21/15	-	07/04/15	07/06/15	07/06/15	07/07/15	07/17/15
07/12/15	-	07/25/15	07/05/15	-	07/18/15	07/20/15	07/20/15	07/21/15	07/31/15
07/26/15	-	08/08/15	07/19/15	-	08/01/15	08/03/15	08/03/15	08/04/15	08/14/15

*** All staffing actions processed in NYCAPS must be in the APRL 9902 screen by this date for payroll to review. All accurate NYCAPS transactions in APRL by this date will be finalized by payroll for the appropriate check date. All staffing actions that are initiated through APRL (i.e. experience, education, assignment differentials, etc.) must be entered in APRL by this date.**

Dates are subject to change

Footnotes: Payroll Close/Check Dates amended due to Holidays

1 - Labor Day 09/01/14
2 - Columbus Day 10/13/14
3 - Veterans Day 11/11/14
4 - Thanksgiving 11/27/13 - 11/28/14
5 - Christmas Day 12/25/14
6 - Dr. Martin Luther King Jr. Day 01/19/15
7 - President's Day 2/16/15
8 - Memorial Day 05/25/15

2014 - 2015 Payroll Schedule
Q-BANK 742 & 744 Payrolls
(Includes Sub Paras and PSOEP)

Month		Staffing Close Date	Timekeeping Close Date	Payroll Close Date	EFT Stop Payment Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	08/29/14	09/02/14	09/03/14	09/10/14	09/04/14	09/15/14	09/15/14
	2nd Half	09/15/14	09/16/14	09/17/14	09/25/14	09/18/14	09/30/14	09/30/14
Oct	1st Half	10/02/14	10/03/14	10/06/14	10/10/14	10/07/14	10/15/14	10/15/14
	2nd Half	10/20/14	10/21/14	10/22/14	10/28/14	10/23/14	10/31/14	10/31/14
Nov	1st Half	10/30/14	11/03/14	11/05/14	11/10/14	11/06/14	11/14/14	11/14/14
	2nd Half	11/14/14	11/17/14	11/18/14	11/25/14	11/19/14	11/28/14	11/28/14
Dec	1st Half	12/02/14	12/03/14	12/04/14	12/10/14	12/05/14	12/15/14	12/15/14
	2nd Half	12/11/14	12/12/14	12/15/14	12/24/14	12/16/14	12/31/14	12/23/14
Jan	1st Half	12/30/14	01/05/15	01/06/15	01/12/15	01/07/15	01/15/15	01/15/15
	2nd Half	01/16/15	01/20/15	01/21/15	01/27/15	01/22/15	01/30/15	01/30/15
Feb	1st Half	02/02/15	02/03/15	02/04/15	02/10/15	02/05/15	02/13/15	02/13/15
	2nd Half	02/13/15	02/17/15	02/18/15	02/24/15	02/19/15	02/27/15	02/27/15
Mar	1st Half	03/03/15	03/04/15	03/05/15	03/11/15	03/06/15	03/16/15	03/16/15
	2nd Half	03/18/15	03/19/15	03/20/15	03/26/15	03/23/15	03/31/15	03/31/15
Apr	1st Half	04/01/15	04/02/15	04/06/15	04/10/15	04/07/15	04/15/15	04/15/15
	2nd Half	04/17/15	04/20/15	04/21/15	04/27/15	04/22/15	04/30/15	04/30/15
May	1st Half	04/28/15	04/29/15	04/30/15	05/12/15	05/01/15	05/15/15	05/15/15
	2nd Half	05/04/15	05/05/15	05/06/15	05/26/15	05/07/15	05/29/15	05/29/15
June	1st Half	05/12/15	05/13/15	05/14/15	06/10/15	05/15/15	06/15/15	06/15/15
	2nd Half	05/18/15	05/19/15	05/20/15	06/25/15	05/21/15	06/30/15	06/26/15
July	1st Half				07/10/15		07/15/15	06/26/15
	2nd Half				07/28/15		07/31/15	06/26/15
Aug	1st Half				08/11/15		08/14/15	06/26/15
	2nd Half				08/26/15		08/31/15	06/26/15

Please Note:

The EIS Bulletin Board is a source for information regarding the Payroll/Timekeeping close dates and any changes made to them.

All SREPP and PSOEP are paid on a positive basis for each day/hour worked. As a result, there is one payroll period lag for timekeeping entries.

** Follow the Payroll Administration Memorandum, "End of Year Information and Procedures for E745, Q742, and Q744"

Date are subject to change

2014 -2015 Payroll Schedule
B Pay-Cycle (E745)

Pay Period Earned Dates	Payroll Period Timekeeping Entry & Approval Dates	Timekeeping Close Date	EFT Stop Payment Deadline	Check Date	Check Delivery Date
06/18/14 - 07/01/14	06/25/14 - 07/08/14	07/08/14	07/11/14	07/16/14	07/17/14
07/02/14 - 07/15/14	07/09/14 - 07/22/14	07/22/14	07/25/14	07/30/14	07/31/14
07/16/14 - 07/29/14	07/23/14 - 08/05/14	08/05/14	08/08/14	08/13/14	08/14/14
07/30/14 - 08/12/14	08/06/14 - 08/19/14	08/19/14	08/22/14	08/27/14	08/28/14
08/13/14 - 08/26/14	08/20/14 - 09/02/14	09/02/14	09/08/14	09/11/14	09/11/14
08/27/14 - 09/09/14	09/03/14 - 09/16/14	09/16/14	09/22/14	09/25/14	09/24/14
09/10/14 - 09/23/14	09/17/14 - 09/30/14	09/30/14	10/06/14	10/09/14	10/09/14
09/24/14 - 10/07/14	10/01/14 - 10/14/14	10/14/14	10/20/14	10/23/14	10/23/14
10/08/14 - 10/21/14	10/15/14 - 10/28/14	10/28/14	11/03/14	11/06/14	11/06/14
10/22/14 - 11/04/14	10/29/14 - 11/11/14	11/10/14	11/17/14	11/20/14	11/20/14
11/05/14 - 11/18/14	11/12/14 - 11/25/14	11/25/14	12/01/14	12/04/14	12/04/14
11/19/14 - 12/02/14	11/26/14 - 12/09/14	12/09/14	12/15/14	12/18/14	12/18/14
12/03/14 - 12/16/14	12/10/14 - 12/23/14	12/23/14	12/29/14	01/02/15	01/05/15
12/17/14 - 12/30/14	12/24/14 - 01/06/15	01/06/15	01/12/15	01/15/15	01/15/15
12/31/14 - 01/13/15	01/07/15 - 01/20/15	01/20/15	01/26/15	01/29/15	01/29/15
01/14/15 - 01/27/15	01/21/15 - 02/03/15	02/03/15	02/09/15	02/12/15	02/12/15
01/28/15 - 02/10/15	02/04/15 - 02/17/15	02/17/15	02/23/15	02/26/15	02/26/15
02/11/15 - 02/24/15	02/18/15 - 03/03/15	03/03/15	03/09/15	03/12/15	03/12/15
02/25/15 - 03/10/15	03/04/15 - 03/17/15	03/17/15	03/23/15	03/26/15	03/26/15
03/11/15 - 03/24/15	03/18/15 - 03/25/15	03/25/15	04/06/15	04/09/15	04/02/15
03/24/15 - 04/07/15	04/01/15 - 04/14/15	04/14/15	04/20/15	04/23/15	04/23/15
04/08/15 - 04/21/15	04/15/15 - 04/28/15	04/28/15	05/04/15	05/07/15	05/07/15
04/22/15 - 05/05/15	04/29/15 - 05/12/15	05/12/15	05/18/15	05/21/15	05/21/15
05/06/15 - 05/19/15	05/13/15 - 05/26/15	05/26/15	06/01/15	06/04/15	06/04/15
05/20/15 - 06/02/15	05/27/15 - 06/04/15	06/04/15	06/15/15	06/18/15	06/18/15
06/03/15 - 06/16/15	06/10/15 - 06/23/15	06/23/15	06/26/15	07/02/15	**

* Timekeeping closes earlier than usual

**** 6/03/15 - 6/26/15 will be anticipated for school based employees**

**** Regular service will be anticipated; service for occasional employees must be keyed in.**

If there is a schedule change due to an anticipated payroll, notification will be via memo to the field.

The EIS Bulletin Board is a source for information regarding the payroll/timekeeping close dates and any changes that may occur.

*****Thanksgiving** **11/27/14 & 11/28/14** *****Mid-Winter Recess:** **02/16/2015 - 02/20/2015**

*****Christmas Recess:** **12/24/14 - 01/02/15** *****Spring Recess:** **04/03/2015 - 04/10/2015**

2014 - 2015 PAYROLL SCHEDULE
746 (PER DIEM) / 747 (PER SESSION) PAYROLLS

Pay Period Earned Dates	Timekeeping / Approvals Close Date	Appointment Sent	Gross Pay/ One Time ADJ FISA Calc	EFT Stop Payment Deadline	Mailing/ Check Date
07/01/14 – 07/15/14	07/21/14	07/22/14	07/25/14	07/28/14	07/31/14
07/16/14 – 07/31/14	08/06/14	08/07/14	08/12/14	08/13/14	08/18/14
08/01/14 – 08/15/14	08/21/14	08/22/14	08/27/14	08/28/14	09/03/14
08/16/14 – 08/31/14	09/05/14	09/08/14	09/11/14	09/12/14	09/17/14
09/01/14 – 09/15/14	09/19/14	09/22/14	09/29/14	09/30/14	10/03/14
09/16/14 – 09/30/14	10/06/14	10/07/14	10/10/14	10/14/14	10/17/14
10/01/14 – 10/15/14	10/21/14	10/22/14	10/27/14	10/28/13	10/31/14
10/16/14 – 10/31/14	11/07/14	11/10/14	11/14/14	11/17/14	11/20/14
11/01/14 – 11/15/14	11/20/14	11/21/14	11/26/14	12/01/14	12/04/14
11/16/14 – 11/30/14	12/04/14	12/05/14	12/10/14	12/11/14	12/16/14
12/01/14 – 12/15/14	12/19/14	12/22/14	12/29/14	12/30/14	01/06/15
12/16/14 – 12/31/14	01/08/15	01/09/15	01/14/15	01/15/15	01/21/15
01/01/15 – 01/15/15	01/22/15	01/23/15	01/28/15	01/29/15	02/03/15
01/16/15 – 01/31/15	02/05/15	02/06/15	02/11/15	02/12/15	02/18/15
02/01/15 – 02/15/15	02/26/15 *	02/27/15	03/04/15	03/05/15	03/10/15
02/16/15 – 02/28/15	03/05/15	03/06/15	03/11/15	03/12/15	03/17/15
03/01/15 – 03/15/15	03/19/15	03/20/15	03/25/15	03/26/15	03/31/15
03/16/15 – 03/31/15	04/14/15**	04/15/15	04/20/15	04/21/15	04/24/15
04/01/15 – 04/15/15	04/21/15	04/22/15	04/27/15	04/28/15	05/01/15
04/16/15 – 04/30/15	05/06/15	05/07/15	05/12/15	05/13/15	05/18/15
05/01/15 – 05/15/15	05/21/15	05/22/15	05/28/15	05/29/15	06/03/15
05/16/15 – 05/31/15	06/04/15	06/05/15	06/10/15	06/11/15	06/16/15
06/01/15 – 06/15/15	06/19/15		06/25/15	06/26/15	07/01/15
06/16/15 – 06/30/15	06/30/15	6/22/15***	07/06/15	07/07/15	07/10/15

* Timekeeping delayed to accommodate Mid-Winter Recess.

** Timekeeping delayed to accommodate Spring Recess.

***Cut -Off date for new appointments.

Winter Recess: 12/24/14 – 01/02/15 Mid-Winter Recess: 2/16/15 – 2/20/15

Spring Recess: 4/03/15 – 4/10/15 FY Rollover (tentative): 6/27/15

Dates are subject to change. Up-to-date payroll information can be obtained from the PDPS Per Diem / Per Session Payroll Bulletin Boards, The Division of Financial Operations (DFO) website: http://schools.nyc.gov/offices/DFO and the DFO Payroll Portal: https://payrollportal.nycboe.net

DISTRICT_____ FAX NO._____

EFT REVERSAL/STOP PAYMENT/CANCELLATION REQUEST

TODAY'S DATE___/___/___ PAYPERIOD END DATE___/___/___ PAYROLL NO. _____

BORO/SCHOOL

CHECK DATE ___/___/___

EMPLOYEE NAME_____**TITLE**_____

SOCIAL SECURITY NO. ☐☐☐ - ☐☐ - ☐☐☐☐

FILE NO. ☐☐☐☐☐☐

REASON FOR ACTION:

☐ Terminated Date:_____

☐ Resignation Date:_____

☐ Retirement Date:_____

☐ Leave Without Pay Start Date:_____

☐ Deceased Date:_____

☐ Grace Period Start Date:_____ End Date:_____

☐ Unauthorized Absences Start Date:_____

☐ Sabbatical Adjustment Required Start Date:_____

☐ OTHER: Dates:_____

Please select one of the following options:

-Process reversal and cancel future Direct Deposit participation ☐

-Reversal requested for this pay period only ☐

-Process stop and cancel future Direct Deposit participation ☐

-Stop requested for this pay period only ☐

-Cancel Direct Deposit only ☐

School/FMC Contact:_____

Telephone No.:_____

Principal/FMC Authorization:_____

You are required to inform employees of all reversal requests.

_____

_____

_____

DEAR_____:

Please be advised that an Electronic Funds Transfer stop payment/reversal has been initiated for the pay period ending on _____.

You are not entitled to this payment for the following reason(s):

☐ Termination Date: _____

☐ Resignation Date: _____

☐ Retirement Date: _____

☐ Leave without pay Date: _____

☐ Grace Period Start Date: _____ End Date: _____

☐ Unauthorized Absences Start Date: _____ No. of Days: _____

☐ Sabbatical Adjustment Required Start Date: _____

☐ OTHER: _____ Date: _____

Please Contact the Principal listed below if you have any questions.

_____
Principal

PAYROLL NO. 4/01-02