



PAYROLL ADMINISTRATION MEMORANDUM

2014-2015

NO. 09



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Chief Administrator
Payroll Administration
Division of Financial Operations

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DATE: April 10, 2015
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 FY15

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 Friday, May 1, 2015 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, 2015 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 08, 2015.

Employees who wish to suspend WageWorks/Transit deductions on their summer checks must enter suspension, and subsequent resumption dates for these deductions by May 08, 2015.

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 1st check in September if the dates below are utilized appropriately and provided the employee has a check generated with September service dates.

Table with 3 columns: Payroll Banks, Suspend Dates, Resume Dates. Rows include Q742/Q744 and E745.

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 08, 2015. 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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