



**Department of
Education**

Carmen Fariña, Chancellor



Francine Perkins Colón
Chief Administrator
Payroll Administration
Division of Financial Operations

65 Court Street, Room 1400
Brooklyn, NY 11201
+1 718 935 2651 tel
+1 718 935 5638 fax

PAYROLL ADMINISTRATION MEMORANDUM

2014-2015

NO. 10

DATE: May 11, 2015

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

FROM: Francine Perkins-Colón

SUBJECT: Nepal Earthquake Disaster Relief Fund

The City of New York Office of the Mayor and City Council have announced that employees of the City of New York will be able to set aside part of their paychecks directly to aid in the relief efforts following the earthquake that devastated Nepal on April 25, 2015. The Mayor's Fund to Advance New York City will ensure that 100 percent of the contributions through this program are directed to reputable organizations that are providing relief for the aftermath effects of the Nepal earthquake.

New York City Department of Education (DOE) employees who wish to participate may donate a recurring or one-time specified amount of money from their paycheck towards the Nepal Earthquake Disaster relief efforts. The PMS payroll deduction program will begin with the pay checks and direct deposits issued as follows:

Payroll Bank	Check Date
Per Diem	May 18, 2015
Hourly Support and Custodial Payrolls	May 21, 2015
Bi-weekly Employee / Administrative Payrolls	May 22, 2015
Pedagogue and UFT Para Payrolls	June 15, 2015

Please note that recurring payroll deductions will only exist for three to four biweekly / semimonthly pay periods.

DOE employees may sign up via the DOE Payroll Portal at: <https://payrollportal.nycboe.net> To locate the enrollment form, instruct employees to sign in to the Portal and then do the following:

- Click Employee Self Service on the left hand navigation menu
- Click Nepal Disaster Relief Fund
- Type in the desired donation amount
- Select either one-time payment or installments.

Should you have any questions about this initiative, please contact HR Connect at (718) 935-4000.

FPC/mw
C: Michael Tragale
Kevin Monroe
Ann Chisolm