

PAYROLL ADMINISTRATION MEMORANDUM

2015-2016

NO. 16



Department of
Education

Carmen Fariña, Chancellor



Fred W. Chiodini

Director

Bureau of Employee
Support Services

65 Court Street
Rm. 1800
Brooklyn, NY 11201

+1 (718) 935-2219 tel
+1 (718) 935-4633 fax

Francine Perkins Colón

Chief Administrator

Payroll Administration
Division of Financial
Operations

DATE: June 24, 2015

TO: Borough Field Support Center Directors, Deputies, and Senior Managers
Principals (Via Principal's Weekly)
Payroll Secretaries (Via Email)

FROM: Francine Perkins-Colón

SUBJECT: Summer Payroll Distribution

Overview

This memorandum outlines the distribution of pay-checks for the period, July 2th 2015 – August 27th 2015. This pertains to *all* school-based personnel working throughout the summer. The Division of Financial Operations & the Office of School Support Services have partnered to ensure the successful and efficient distribution of summer payrolls.

Important Notes

- The Q744 (*miscellaneous*) Para Payroll for the period of 6/16/15 – 6/30/15, will be paid on June 29th 2015, but will be delivered to the locations outlined below or if coded to open summer school sites for distribution on July 2rd 2015.
 - Employees enrolled in Direct Deposit/Electronic Fund Transfer (EFT), will receive their payments, accordingly on June 29th 2015.
- The E745 Hourly Payroll for the period of 6/3/15 – 6/16/15 will be dated July 1st, but will be delivered to the locations outlined below or if coded to open summer school sites for distribution on July 2rd 2015.
 - Employees enrolled in Direct Deposit/Electronic Fund Transfer (EFT), will receive their payments, accordingly on July 1st 2015.
- For the period, 7/2/15 - 8/27/15, 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, located in Room 1800a, at 65 Court Street, in Brooklyn.
 - Employees may also come to Payroll Check Management to pick up their pay stub, if they wish. *Please note proper identification will be required. However,*
 - These paystubs *will be* distributed, to the location indicated on the impacted employees' paystub, on **September 10th, 2015.**
 - Staff can always access their pay stub information, via the Payroll Portal at the following link:
<https://payrollportal.nycboe.net/payrollportalweb/main.aspx>
- September 10th 2015 will be considered the first payroll distribution date of the 2015-16 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

- 745 Hourly payroll dated for September 9th 2015;
- 740 Administrative payroll dated for September 11th, 2015;
- Any paychecks *not* distributed during the summer period, at the locations outlined below, will be picked up by Payroll Check Management, and will be re-distributed on this date.

740 Administrative Paycheck Distribution Sites

The table below outlines by Community School District, where 740 Administrative employees, who are not enrolled in Direct Deposit/EFT, may retrieve their paychecks:

Payroll Delivery Dates	District**	Address	Contact
July 2, 2015 & July 16, 2015 & July 30, 2015 & August 13, 2015 & August 27, 2015	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	Paula Lotito PLotito@schools.nyc.gov
	24, 30	28-11 Queens Plaza North, Queens	Susana Tam STam@schools.nyc.gov
	27	82-01 Rockaway Blvd, Queens	Jeanetta McMichael 718-348-2959
	17, 18, 22	5619 Flatlands Avenue, Brooklyn	Lori Bean LBean@schools.nyc.gov
	20, 21	415 89th Street, Brooklyn	Patricia Kindborg (Primary) 718-759-4867 Francine Tolento (Secondary) (718) 759-4854
	31	715 Ocean Terrace, Staten Island	Sally Amato, 718-420-5601
	1, 2, 3, 4, 5, 6	333 Seventh Avenue, Manhattan	Jamila Jenkins 917-339-1701
13, 14, 15, 16, 19, 23, 32	131 Livingston Street, Brooklyn	Vanessa Helms, 718-935-3571 Barbara Pryor 917-239-8178	

**** 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.*

744 Para & 745 Hourly Summer Distribution

The table below outlines the paycheck distribution schedule for 744 Para and 745 Hourly employees, who work during the summer period:

Payroll Delivery Date	Bank	Location
July 2, 2015	745 Hourly & 744 Para	Open Summer Work Locations and Community School District Locations (outlined in table above)
July 16, 2015	745 Hourly & 744 Para	Employees' Summer Work Locations
July 30, 2015	745 Hourly	Employees' Summer Work Locations
August 5, 2015	744 Para	High Schools only to Employees' Summer Work Location all others to Community School District Locations (outlined in table above)

August 13, 2015 745 Hourly & 744 Para High Schools only to Employees Summer Work Location all others to Community School District Locations (outlined in table above)
August 27, 2015 745 Hourly Community School District Locations (outlined in table above)

If you have any questions regarding the summer 2015 Payroll Check Distribution schedule, please contact the Bureau of Employee Support Services, at 718-935-2219.

C.: M. Tragale
S. Brawer
K. Monroe