



**Department of  
Education**

*Carmen Fariña, Chancellor*



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## PAYROLL ADMINISTRATION MEMORANDUM

2015-2016

NO. 01

**DATE:** July 15, 2015

**TO:** BFSC Directors (Via Email)  
Principals (Via Principal's Weekly)  
Payroll Secretaries (Via Email)

**FROM:** Francine Perkins-Colón

**SUBJECT:** Fiscal Leap Year Began 7/1/15

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Administrative Payroll (H/Z Bank) will be calculated on a leap year basis commencing with pay periods covering any day falling on or after 7/1/15 and prior to 7/1/16.

This means that any calculations utilizing 365 as part of the formula will be changed to use 366 for the fiscal year ending 6/30/16. For example, biweekly paychecks dated 7/17/15 covering the pay period of 6/28/15 – 7/11/15 for full time and part time employees with annualized salaries (and other forms of annual recurring additional compensation) will be calculated as follows:

**6/28/15- 6/30/15 @ 3/365 X Annual Salary (and Additional Compensation)**

**7/1/15 – 7/11/15 @ 11/366 X Annual Salary (and Additional Compensation)**

A full two week pay period following the above referenced pay period will be calculated as follows:

**14/366 X Annual Salary (and other forms of recurring additional compensation)**

This change in calculation during the fiscal leap year will result in a small decrease in gross pay.

If you have any questions, please contact Administrative Payroll at (718) 935-2201,

FPC/mw

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