



Vincent A. Giordano  
Executive Director  
Division of Financial Operations

vagiord@schools.nyc.gov

**PAYROLL ADMINISTRATION MEMORANDUM - NO. 3, 2008-2009**

**DATE:** August 28, 2008  
**TO:** ISC Executive Directors (via email)  
School Secretaries/Timekeepers (via email)  
**FROM:** Vincent A. Giordano, Executive Director  
**SUBJECT:** Administrative Payroll (APRL) System Modification

A handwritten signature in blue ink that reads 'Vincent A. Giordano'.

---

In an effort to facilitate navigation within the Administrative Payroll (APRL) System, the City's employee ID number has been incorporated into the APRL processing screens. The Employee ID Number is listed on each employee's pay stub as the reference number. This is also the main search and processing field in the New York City Automated Personnel System (NYCAPS).

The function keys have also been updated on all screens for uniform and consistent processing. All screens will now have the following keys:

<u>KEY</u>	<u>FUNCTION</u>
Enter	Inquiry
PF3	Go back to the previous screen
PF5	Update
PF6	Delete
PF7	Scroll Backward
PF8	Scroll Forward
PF12	Main Menu

This change will go into effect on Tuesday, September 2, 2008. If you have any questions, please call Angel Lopez at (718) 935-3029.

VAG  
c. Judith Hederman  
Angel Lopez