




Vincent A. Giordano  
Executive Director  
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**PAYROLL ADMINISTRATION MEMORANDUM - NO. 5, 2008-2009**

**DATE:** September 2, 2008

**TO:** ISC Executive Directors (via e-mail)  
Principals (via "Principal's Weekly Newsletter")  
School Secretaries

**FROM:** Vincent A. Giordano   
Executive Director

**SUBJECT:** Annual Enrollment of Electronic Fund Transfer for Employees on the Q742, Q744, Q746, Q747 and E745 Payrolls

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Employees on the Q742 Pedagogic, Q744 Educational Paraprofessional, Q746 Per Diem, Q747 Per Session and E745 Payroll Banks may have their paycheck (net pay) directly electronically deposited into their checking or savings account. The enrollment period will remain open until May 1, 2009 for the Q742, Q744 and E745 payrolls.

Employees wishing to participate must be active on payroll and have a valid bank account in a bank that accepts Electronic Fund Transfer. The employee must appear as an owner of the account to be used for direct deposit. Bank accounts that are not in the employee's name cannot be used.

A separate application must be submitted if you are already enrolled and you wish to enroll for Per Session payroll EFT.

**Web Enrollment**

Employees will also have the benefit of choosing between a web self-service enrollment facility or by submitting a paper application.

In order to utilize this facility, employees must have a DOE Outlook e-mail address (active in central directory) and logon to the website at <http://payrollportal.nycboe.net>. If the employee does not have an email address, he/she may contact the DOE helpdesk at 718-935-5100 to obtain one. The website will contain instructions for new users.

## **Form Enrollment**

A Alternatively, if the employee wishes to submit a paper form, a copy of a voided check (with pre-printed name), savings statement, or passbook account (with pre-printed name) is required. Incomplete applications will be returned.

Applications may be sent to:

**Division of Financial Operations  
Payroll Benefits Program  
65 Court Street, Room 1701  
Brooklyn, NY 11201**

Please note the same form and procedure is used when an employee who is a participant of the EFT program wishes to cancel enrollment or change an account number.

If you have any questions, please contact the Payroll Benefits Unit at (718) 935-3545.

VAG/co  
Att.

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