



**Department of
Education**

Vincent A. Giordano
Executive Director
Division of Financial Operations

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PAYROLL ADMINISTRATION MEMORANDUM - NO. 6, 2008 - 2009

DATE: October 8, 2008

TO: ISC Executive Directors (via email)
Principals (via "Principal's Weekly Newsletter")
School Secretaries

FROM: Vincent A. Giordano
Executive Director

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

SUBJECT: Early Encashment of 2008 Summer Q742, Q744 and E745 Checks

Employees on the Q742, Q744 and E745 Payroll Banks who presented a post dated check for early encashment during the summer of 2008 will have a payroll deduction of \$55 per check made as follows:

- Q742/744 employees will receive a deduction on the 10/15/08 paycheck. If more than one post dated check was presented early and the fee totals more than \$110; it will be deducted in two installments. The second installment will be on the 10/31/08 paycheck.
- E745 employees will receive a deduction on the 10/16/08 paycheck. If more than one post dated check was presented early and the fee totals more than \$110; it will be deducted in two installments. The second installment will be on the 10/30/08 paycheck.

Please contact the following for any questions concerning these deductions:

Exception Payroll (Q742)
Phone: (718) 935-3434
Fax: (718) 935-5638

Hourly Support Payrolls (Q744 & E745)
Phone: (718) 935-3030
Fax: (718) 935-4093

Thank you.

VAG/co

c. Judy Hederman, Francine Perkins-Colon, Angel Lopez, Kevin Monroe Jill Hickey,
Laura Tamburo-UFT, Veronica Montgomery-Costa – DC37, Marva Lewis-Bradford-DC37,
Ernest Logan - CSA