



Vincent A. Giordano
Executive Director
Division of Financial Operations

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PAYROLL ADMINISTRATION MEMORANDUM - NO. 8, 2008-2009

DATE: October 10, 2008

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

FROM: Vincent A. Giordano, Executive Director

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

SUBJECT: 9/2/08 Earn Date Payment Adjustment

Please be advised that School-Based Hourly Employees on the E745 payroll payment for the 9/2/08 earn date, which was part of the service period 8/2/08-9/2/08 was processed at the summer rate instead of the regular school year rate on the 9/18/08 payroll. We have reconciled the summer payment for the 9/2/08 earn date and the adjustment to take back the difference between the regular and summer rate will be processed on the check dated 10/16/08.

A letter notifying the affected employees has been sent to advise them of the reconciliation on the 10/16/08 pay date.

If you have any questions regarding this matter; please call (718)935-3030. Thank you.

VAG
c. Judith Hederman
Angel Lopez
Barbara Werner, DC37