



Vincent A. Giordano
Executive Director
Division of Financial Operations

vagiord@schools.nyc.gov

PAYROLL ADMINISTRATION MEMORANDUM – NO. 18, 2008- 2009

DATE: January 15, 2009

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

FROM: Vincent A. Giordano, Executive Director

SUBJECT: **Paycheck Distribution Code Update for Administrative Employees (740)**

Effective January 28, 2009, updates to the paycheck distribution code for administrative employees will no longer require a staffing action in NYCAPS. Update to the employee's paycheck distribution code must be processed through the Administrative Payroll (APRL) System. APRL Users with update access will be able to change an employee's paycheck distribution code in APRL beginning 1/28/09.

The Division of Financial Operations (DFO) will be conducting training via a Web Cast on Tuesday, January 20, 2009 at 11:00am. Listed below is link to register for the Web Cast.

<http://www.learningtimes.net/dfocheckupdate>

If you have questions, please call Brian Weekes at (718) 935-2201.

VAG/co
Attachments

C: G. Raab
L. Becker
J. Hederman
A. Lopez
B. Weekes
N. Grillo