




Vincent A. Giordano
Executive Director
Division of Financial Operations

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PAYROLL ADMINISTRATION MEMORANDUM – NO. 30, 2008- 2009

DATE: May 18, 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: Payroll Schedules 2009-2010

Attached for your information are the FY 2010 schedules for the following payrolls:

Q Bank (Q742)	Pedagogic Employees	(718) 935-3434
Q Bank (Q746, Q747)	Per Diem/Per Session Employees	(718) 935-3434
Q Bank (Q744)	UFT Paraprofessional Payroll	(718) 935-3030
E Bank (E745)	Hourly Support Employees	(718) 935-3030
H/Z Bank (H/Z740)	Administrative Employees	(718) 935-2201

If you have questions please refer to the telephone number(s) noted above.

VAG/co
Attachments

- c. G.Raab
- J. Hederman
- F. Perkins-Colon
- A. Lopez
- M. Mendel, UFT
- L. Tamburo, UFT
- E. Logan, CSA
- S. Davis, DC37
- A. Cheliotis, CWA 1180
- R. Hendershot, Teamsters

**H and Z Bank
2009 - 2010 Payroll Calendar**

H-Bank Pay Period	Z-Bank Pay Period	* APRL 9902 Close date	FMC Timekeeping Close	Payroll Close	Check Date
7/5 - 7/18/09	6/28 - 7/11/09	7/13/2009	7/13/2009	7/14/2009	7/24/2009
7/19 - 8/1/09	7/12 - 7/25/09	7/27/2009	7/27/2009	7/28/2009	8/7/2009
8/2 - 8/15/09	7/26 - 8/8/09	8/10/2009	8/10/2009	8/11/2009	8/21/2009
8/16 - 8/29/09	8/9 - 8/22/09	8/24/2009	8/24/2009	8/25/2009	9/4/2009
8/30 - 9/12/09	8/23 - 9/5/09	9/4/2009	9/4/2009	9/8/2009	9/18/2009
9/13 - 9/26/09	9/6 - 9/19/09	9/21/2009	9/21/2009	9/22/2009	10/2/2009
9/27 - 10/10/09	9/20 - 10/3/09	10/5/2009	10/5/2009	10/6/2009	10/16/2009
10/11 - 10/24/09	10/4 - 10/17/09	10/19/2009	10/19/2009	10/20/2009	10/30/2009
10/25 - 11/7/09	10/18 - 10/31/09	11/2/2009	11/2/2009	11/3/2009	11/13/2009
11/8 - 11/21/09	11/1 - 11/14/09	11/16/2009	11/16/2009	11/17/2009	11/27/2009
11/22 - 12/5/09	11/15 - 11/28/09	11/30/2009	11/30/2009	12/1/2009	12/11/2009
12/6 - 12/19/09	11/29 - 12/12/09	12/14/2009	12/14/2009	12/15/2009	12/24/2009
12/20 - 1/2/2010	12/13 - 12/26/09	12/28/2009	12/28/2009	12/29/2009	1/8/2010
1/3 - 1/16/10	12/27 - 1/9/10	1/11/2010	1/11/2010	1/12/2010	1/22/2010
1/17 - 1/30/10	1/10 - 1/23/10	1/25/2010	1/25/2010	1/26/2010	2/5/2010
1/31 - 2/13/10	1/24 - 2/6/10	2/8/2010	2/8/2010	2/9/2010	2/19/2010
2/14 - 2/27/10	2/7 - 2/20/10	2/22/2010	2/22/2010	2/23/2010	3/5/2010
2/28 - 3/13/10	2/21 - 3/6/10	3/8/2010	3/8/2010	3/9/2010	3/19/2010
3/14 - 3/27/10	3/7 - 3/20/10	3/22/2010	3/22/2010	3/23/2010	4/2/2010
3/28 - 4/10/10	3/21 - 4/3/10	4/5/2010	4/5/2010	4/6/2010	4/16/2010
4/11 - 4/24/10	4/4 - 4/17/10	4/19/2010	4/19/2010	4/20/2010	4/30/2010
4/25 - 5/8/10	4/18 - 5/1/10	5/3/2010	5/3/2010	5/4/2010	5/14/2010
5/9 - 5/22/10	5/2 - 5/15/10	5/17/2010	5/17/2010	5/18/2010	5/28/2010
5/23 - 6/5/10	5/16 - 5/29/10	5/28/2010	5/28/2010	6/1/2010	6/11/2010
6/6 - 6/19/10	5/30 - 6/12/10	6/14/2010	6/14/2010	6/15/2010	6/25/2010
6/20 - 7/3/10	6/13 - 6/26/10	6/28/2010	6/28/2010	6/29/2010	7/9/2010
7/4 - 7/17/10	6/27 - 7/10/10	7/12/2010	7/12/2010	7/13/2010	7/23/2010

* All staffing actions processed in NYCAPS must be in the APRL 9902 screen by this date for payroll to review. All accurate NYCAPS transactions in APRL by this date will be finalized by payroll for the appropriate check date. All staffing actions that are initiated through APRL (i.e. experience, education, assignment differentials, etc.) must be entered in APRL by this date.

Dates are subject to change

FOOTNOTES - Payroll Close/Supplementary Payroll Close/Check Dates amended due to Holidays

1 - Labor Day 9/7/09

2 - Yom Kippur 9/28/09

3 - Columbus Day 10/12/09

4 - Thanksgiving Holiday 11/26-27/09

5 - Christmas Day - 12/25/09

6 - Martin Luther King Jr. Day 1/18/10

7 - Presidents Day 2/15/10

8 - Memorial Day 5/31/10

**2009-2010 Payroll Schedule
Q Bank 742-744 Payrolls
(Excludes Sub Paras and PSOEPS)**

Month		Staffing Close Date	Payroll Close Date	EFT Stop Paymt. Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	08/28/09	09/01/09	09/10/09	09/02/09	09/15/09	09/15/09
	2nd Half	09/14/09	09/16/09	09/24/09	09/17/09	09/30/09	09/30/09
Oct	1st Half	09/29/09	10/01/09	10/09/09	10/02/09	10/15/09	10/15/09
	2nd Half	10/13/09	10/15/09	10/27/09	10/16/09	10/30/09	10/30/09
Nov	1st Half	10/29/09	11/02/09	11/10/09	11/04/09	11/16/09	11/16/09
	2nd Half	11/13/09	11/17/09	11/23/09	11/18/09	11/30/09	11/30/09
Dec	1st Half	12/01/09	12/03/09	12/10/09	12/04/09	12/15/09	12/15/09
	2nd Half	12/09/09	12/11/09	12/23/09	12/14/09	12/30/09	12/23/09
Jan	1st Half	01/04/10	01/06/10	01/12/10	01/07/10	01/15/10	01/15/10
	2nd Half	01/13/10	01/15/10	01/26/10	01/18/10	01/29/10	01/29/10
Feb	1st Half	01/29/10	02/02/10	02/09/10	02/03/10	02/12/10	02/12/10
	2nd Half	02/12/10	02/17/10	02/23/10	02/18/10	02/26/10	02/26/10
Mar	1st Half	03/01/10	03/03/10	03/10/10	03/04/10	03/15/10	03/15/10
	2nd Half	03/12/10	03/16/10	03/26/10	03/17/10	03/31/10	03/26/10
Apr	1st Half	03/26/10	03/30/10	04/12/10	03/31/10	04/15/10	04/15/10
	2nd Half	04/13/10	04/15/10	04/27/10	04/16/10	04/30/10	04/30/10
May	1st Half	04/30/10	05/04/10	05/11/10	05/05/10	05/14/10	05/14/10
	2nd Half	05/14/10	05/18/10	05/25/10	05/19/10	05/28/10	05/28/10
June	1st Half	05/20/10	05/21/10	06/10/10	05/24/10	06/15/10	06/15/10
	2nd Half	05/26/10	05/28/10	06/25/10		06/30/10	06/28/10
July	1st Half			07/12/10		07/15/10	06/28/10
	2nd Half			07/27/10		07/30/10	06/28/10
Aug	1st Half			08/11/10		08/16/10	06/28/10
	2nd Half			08/26/10		08/31/10	06/28/10

* Calendar is subject to change

**2009-2010 PAYROLL CALENDAR
Q744 Payrolls (SREPP & PSOEP only)**

Month		Staffing Close Date	Timekeeping Close Date	EFT Stop Payment Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	09/14/09	09/15/09	09/24/09	09/17/09	09/30/09	09/30/09
	2nd Half	09/29/09	09/30/09	10/09/09	10/02/09	10/15/09	10/15/09
Oct	1st Half	10/13/09	10/14/09	10/27/09	10/16/09	10/30/09	10/30/09
	2nd Half	10/29/09	10/30/09	11/10/09	11/04/09	11/16/09	11/16/09
Nov	1st Half	11/13/09	11/16/09	11/23/09	11/18/09	11/30/09	11/30/09
	2nd Half	12/01/09	12/02/09	12/10/09	12/04/09	12/15/09	12/15/09
Dec	1st Half	12/09/09	12/10/09	12/23/09	12/14/09	12/30/09	12/23/09
	2nd Half	01/04/10	01/05/10	01/12/10	01/07/10	01/15/10	01/15/10
Jan	1st Half	01/13/10	01/14/10	01/26/10	01/18/10	01/29/10	01/29/10
	2nd Half	01/29/10	02/01/10	02/09/10	02/03/10	02/12/10	02/12/10
Feb	1st Half	02/12/10	02/15/10	02/23/10	02/18/10	02/26/10	02/26/10
	2nd Half	03/01/10	03/02/10	03/10/10	03/04/10	03/15/10	03/15/10
Mar	1st Half	03/12/10	03/15/10	03/26/10	03/17/10	03/31/10	03/26/10
	2nd Half	03/26/10	03/29/10	04/12/10	03/31/10	04/15/10	04/15/10
Apr	1st Half	04/13/10	04/14/10	04/27/10	04/16/10	04/30/10	04/30/10
	2nd Half	04/30/10	05/03/10	05/11/10	05/05/10	05/14/10	05/14/10
May	1st Half	***05/14/10	05/17/10	05/25/10	05/19/10	05/28/10	05/28/10
	2nd Half	***05/20/10	05/21/10	06/10/10	05/24/10	06/15/10	06/15/10
June	1st Half	***05/26/10	05/27/10	06/25/10	05/29/10	06/30/10	06/28/10
	2nd Half	***				07/08/10	07/09/10
July	1st Half	***				07/22/10	07/23/10
	2nd Half	***				08/05/10	08/06/10
Aug	1st Half	***				08/19/10	08/20/10
	2nd Half		08/29/10	09/10/10	08/31/10	09/15/10	09/15/10

All SREPP and PSOEP are paid on a positive basis for each day/hour worked.
As a result, there is one payroll period lag for timekeeping entries.

Follow the PAYROLL ADMINISTRATION MEMORANDUM

End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payroll

The EIS bulletin board is a source for information regarding the payroll /timekeeping close dates and any changes made to them.

**2009 -2010 PAYROLL CALENDAR
B PAYCYCLE (E745)**

PAY PERIOD EARNED DATES	PAYROLL PERIOD TIMEKEEPING ENTRY & APPROVAL DATES	TKEEPING CLOSE DATE	EFT STOP PAYMENT DEADLINE	CHECK DATES	CHECK DELIVERY DATE
06/10/09 - 06/23/09	06/17/09 - 06/30/09	06/30/09	07/06/09	07/09/09	
06/24/09 - 07/07/09	07/01/09 - 07/14/09	07/14/09	07/20/09	07/23/09	
07/08/09 - 07/21/09	07/15/09 - 07/28/09	07/28/09	08/03/09	08/06/09	08/05/09
07/22/09 - 08/04/09	07/29/09 - 08/11/09	08/11/09	08/17/09	08/20/09	
08/05/09 - 08/18/09	08/12/09 - 08/25/09	08/25/09	08/31/09	09/03/09	
08/19/09 - 09/01/09	08/26/09 - 09/08/09	09/08/09	09/14/09	09/17/09	
09/02/09 - 09/15/09	09/09/09 - 09/22/09	09/22/09	09/25/09	10/01/09	
09/16/09 - 09/29/09	09/23/09 - 10/06/09	10/06/09	10/09/09	10/15/09	
09/30/09 - 10/13/09	10/07/09 - 10/20/09	10/20/09	10/26/09	10/29/09	
10/14/09 - 10/27/09	10/21/09 - 11/03/09	11/03/09	11/06/09	11/12/09	
10/28/09 - 11/10/09	11/04/09 - 11/17/09	11/16/09	11/20/09	11/25/09	*11/25/2009
11/11/09 - 11/24/09	11/18/09 - 12/01/09	12/01/09	12/07/09	12/10/09	
11/25/09 - 12/08/09	12/02/09 - 12/15/09	12/14/09	12/21/09	12/24/09	*12/23/2009
12/09/09 - 12/22/09	12/16/09 - 12/29/09	12/29/09	01/04/10	01/07/10	
12/23/09 - 01/05/10	12/30/09 - 01/12/10	01/12/10	01/15/10	01/21/10	
01/06/10 - 01/19/10	01/13/10 - 01/26/10	01/26/10	02/01/10	02/04/10	
01/20/10 - 02/02/10	01/27/10 - 02/09/10	02/03/10	02/12/10	02/18/10	*2/12/2010
02/03/10 - 02/16/10	02/10/10 - 02/23/10	02/23/10	03/01/10	03/04/10	
02/17/10 - 03/02/10	02/24/10 - 03/09/10	03/09/10	03/15/10	03/18/10	
03/03/10 - 03/16/10	03/10/10 - 03/23/10	03/17/10	03/26/10	04/01/10	*3/26/2010
03/17/10 - 03/30/10	03/24/10 - 04/06/10	04/06/10	04/10/10	04/15/10	
03/31/10 - 04/13/10	04/07/10 - 04/20/10	04/20/10	04/26/10	04/29/10	
04/14/10 - 04/27/10	04/21/10 - 05/04/10	05/04/10	05/10/10	05/13/10	
04/28/10 - 05/11/10	05/05/10 - 05/18/10	05/18/10	05/24/10	05/27/10	
05/12/10 - 05/25/10	05/19/10 - 05/27/10	05/27/10	06/07/10	06/10/10	*
05/26/10 - 06/08/10	06/02/10 - 06/15/10	6/15/010	06/21/10	06/24/10	**
06/09/10 - 06/22/10	06/16/10 - 06/29/10	06/29/10	07/05/10	07/08/10	**

* Timekeeping closes earlier than usual

** 5/26/10 - 6/28/10 will be anticipated for school based employees

****Regular service will be anticipated; service for occasional employees must be keyed in.**

If there is a schedule change due to an anticipated payroll, notification will be via memo to the field. The EIS bulletin board is a source for information regarding the payroll/timekeeping close dates and any changes made to them.

Columbus Day 10/12/09

Thanksgiving 11/26/09 & 11/27/09

Christmas Recess: 12/24/09 - 01/01/10

Mid-Winter Recess: 2/15/10 -2/19/10 = Early Timekeeping close.

Spring Recess: 3/29/10 - 4/6/10

**2009 - 2010 PAYROLL SCHEDULE
Q746 (PER DIEM) / Q747 (PER SESSION) PAYROLLS**

PAY PERIOD EARNED DATES	TIMEKEEPING/ APPROVALS CLOSE DATE	APPOINTMENTS SENT	GROSS PAY/ ONE TIME ADJ FISA CALC	EFT STOP PAYMENT DEADLINE	MAILING/ CHECK DATE
7/01/09 – 7/15/09	7/21	7/22	7/27	7/28	7/31/09
7/16/09 – 7/31/09	8/06	8/07	8/12	8/13	8/18/09
8/01/09 – 8/15/09	8/20	8/21	8/26	8/27	9/01/09
8/16/09 – 8/31/09	9/04	9/08	9/11	9/14	9/17/09
9/01/09 – 9/15/09	9/21	9/22	9/25	9/29	10/02/09
9/16/09 – 9/30/09	10/06	10/07	10/13	10/14	10/19/09
10/01/09 – 10/15/09	10/21	10/22	10/27	10/28	11/02/09
10/16/09 – 10/31/09	11/06	11/09	11/13	11/16	11/19/09
11/01/09 – 11/15/09	11/19	11/20	11/25	11/30	12/03/09
11/16/09 – 11/30/09	12/04	12/07	12/10	12/11	12/16/09
12/01/09 – 12/15/09	12/21	12/22	12/23	12/28	1/04/10
12/16/09 – 12/31/09	1/07	1/08	1/13	1/14	1/20/10
1/01/10 – 1/15/10	1/22	1/25	1/28	1/29	2/03/10
1/16/10 – 1/31/10	2/04	2/05	2/10	2/11	2/17/10
2/01/10 – 2/15/10	2/25 *	2/26	3/03	3/04	3/09/10
2/16/10 – 2/28/10	3/04	3/05	3/10	3/11	3/16/10
3/01/10 – 3/15/10	3/19	3/22	3/25	3/26	3/31/10
3/16/10 – 3/31/10	4/12 **	4/13	4/16	4/19	4/22/10
4/01/10 – 4/15/10	4/21	4/22	4/27	4/28	5/03/10
4/16/10 – 4/30/10	5/06	5/07	5/12	5/13	5/18/10
5/01/10 – 5/15/10	5/20	5/21	5/26	5/27	6/02/10
5/16/10 – 5/31/10	6/04	6/07	6/10	6/11	6/16/10
6/01/10 – 6/15/10	6/21	6/22	6/25	6/28	7/01/10
6/16/10 – 6/30/10	6/30	6/22	7/02	7/06	7/09/10

* TIMEKEEPING DELAYED TO ACCOMMODATE MID-WINTER RECESS

** TIMEKEEPING DELAYED TO ACCOMMODATE SPRING RECESS

WINTER RECESS: 12/24/09 – 1/01/10

MID-WINTER RECESS: 2/15/10 – 2/19/10

SPRING RECESS: 3/29/10 – 4/06/10

FISCAL YEAR ROLLOVER (TENTATIVE): 6/27/10 - 7/02/10

DATES ARE SUBJECT TO CHANGE. PLEASE CHECK THE PDPS PER DIEM/PER SESSION PAYROLL BULLETIN BOARDS AND THE TBNK PER SESSION PAYROLL BULLETIN BOARD FOR UPDATES TO THE PAYROLL SCHEDULE. PLEASE ALSO REFER TO THE WEBSITE ADDRESS INDICATED ON THE PDPS BULLETIN BOARDS FOR UP-TO-DATE PAYROLL INFORMATION.

CY09

2009 CUSTODIAL PAYROLL CALENDAR

PERIOD	202 PAYROLL PERIODS	DE 113, PO1 & PO2 PERIODS	DE 113 AND PO1 PAYMENTS DATES
1 1	12/12/08 -12/25/08 12/26/08 -1/8/09	12/12/08 - 1/8/09	2/5/09
2 2	1/9/09 - 1/22/09 1/23/09 - 2/5/09	1/9/09 - 2/5/09	3/5/09
3 3	2/6/09 - 2/19/09 2/20/09 - 3/5/09	2/6/09 - 03/5/09	4/2/09
4 4	3/6/09 - 3/19/09 3/20/09 - 4/2/09	3/6/09 - 4/2/09	4/30/09
5 5	4/3/09 - 4/16/09 4/17/09 - 4/30/09	4/3/09 - 04/30/09	5/28/09
6 6	5/1/09 - 5/14/09 5/15/09 -5/28/09	5/1/09 - 5/28/09	6/25/09
7 7	5/29/09 - 6/11/09 6/12/09 - 6/25/09	5/29/08 - 6/25/09	7/23/09
8 8	6/26/09 - 7/9/09 7/10/09 - 7/23/09	6/26/09 - 7/23/09	8/20/09
9 9	7/24/09 - 8/6/09 8/7/09 - 8/20/09	7/24/09 - 8/20/09	9/17/09
10 10	8/21/09 -09/3/09 9/4/09 - 9/17/09	8/21/08 - 9/17/09	10/15/09
11 11	9/18/09 - 10/1/09 10/2/09 - 10/15/09	9/18/09 - 10/15/09	11/12/09
12 12	10/16/09 - 10/29/09 10/30/09 - 11/12/09	10/16/09 - 11/12/09	12/10/09
13 13	11/13/09 - 11//26/09 11/27/09 - 12/10/09	11/13/09 - 12/10/09	1/7/10
14 14	12/11/09 - 12/24/09 12/25/09 - 1/7/10	12/11/09- 1/7/10	2/4/10

2009 Custodial Payroll Calendar

DE 113 PERIOD SPACE SHEETS	LAST DAY TO KEY IN SPACE	PAYROLL CHECK DATE	PERMIT DUE DATE
12/12/2008 - 12/25/2008	01/16/2009	01/22/2009	01/16/2009
12/26/2008 - 01/08/2009	02/02/2009	02/05/2009	02/02/2009
01/09/2009 - 02/05/2009	03/02/2009	03/05/2009	03/02/2009
02/06/2009 - 03/05/2009	03/30/2009	04/02/2009	03/30/2009
03/06/2009 - 04/02/2009	04/27/2009	04/30/2009	04/27/2009
04/03/2009 - 04/30/2009	05/22/2009	05/28/2009	05/22/2009
05/01/2009 - 05/28/2009	06/22/2009	06/25/2009	06/22/2009
05/29/2009 - 06/25/2009	07/20/2009	07/23/2009	07/20/2009
06/26/2009 - 07/23/2009	08/17/2009	08/20/2009	08/17/2009
07/24/2009 - 08/20/2009	09/14/2009	09/17/2009	09/14/2009
08/21/2009 - 09/17/2009	10/09/2009	10/15/2009	10/09/2009
09/18/2009 - 10/15/2009	11/06/2009	11/12/2009	11/06/2009
10/16/2009 - 11/12/2009	12/07/2009	12/10/2009	12/07/2009
11/13/2009 - 12/10/2009	01/04/2010	01/07/2010	01/04/2010
12/11/2009 - 12/24/2009	01/15/2010	01/21/2010	01/15/2010
12/25/2009 - 01/07/2010	02/01/2010	02/04/2010	02/01/2010

REMINDERS****HOLIDAY AND RECESS PERIODS**

PLEASE REMEMBER TO PAY EACH DAY SEPARATELY

****SPLIT IN PAY PERIOD**

WHEN PAYING SPACE SHEETS FOR PERIOD 12/25/2009 – 01/07/2010

ANY PAYMENT FOR 12/25/2009 – 12/31/2009 PERIOD END DATE IS 12/31/2009

ANY PAYMENT FOR 01/01/2010 – 01/07/2010 PERIOD END DATE IS 01/07/2010