



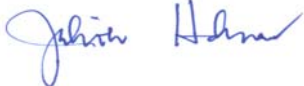
Judith Hederman  
Division of Financial Operations

JHederm@schools.nyc.gov

**PAYROLL ADMINISTRATION MEMORANDUM NO. 4, 2009-2010**

**DATE:** September 8, 2009

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

**FROM:** Judith Hederman 

**SUBJECT:** **Direct Deposit Cancellations for Retirees and Terminated Employees and Stop Payments/Reversal Procedures (Q742, Q744 and E745)**

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Please process a direct deposit cancellation request for any employee who has ceased employment between 7/1/09 through 9/7/09 due to retirement, resignation, termination or leave of absence without pay. You may enter this transaction directly in EIS (Function 9.6.5).

If the cancellation deadline has passed and you wish to stop payment or place a reversal for employees who have started a leave of absence without pay or who are terminated, the procedures are as follows:

- Schools with access to the on-line Direct Deposit System may process the stop payment and/or cancellation transactions utilizing the EIS Direct Deposit screens (9.6.6) and (9.6.5). Please be advised that the stop payment must be processed by 12:00 noon on the EFT stop payment deadline date. If the deadline is missed, a reversal request must be initiated.
- Schools that do not have on-line access may fax their stop payment and cancellation requests to Payroll Benefits Program at (718) 935-3702.
- Reversal requests must be faxed to **Payroll Benefits Program**. It is the principal's responsibility to inform the employee when any of these actions are processed for an employee. Reversals for UFT employees initiated five business days after the check date must be authorized by the employee. A signed authorization letter from the employee is required for these reversals.

**Please do not cancel the enrollment or place a stop payment for an employee who has transferred to a new location.**

Attached please find the payroll schedules including stop payment deadline dates, the form letters to be used for processing Direct Deposit stop payments/reversals, and a form letter to notify employees of the action taken and the reason for it.

If you have any questions concerning the procedures described, please contact the Payroll Benefits Program at (718) 935-3545.

VAG/co  
Attachments

C: G. Raab, V. Giordano, L. Becker, A. Lopez, F. Perkins-Colon, D. Anthony, L. Tamburo, UFT, M. Mendel, UFT, V. Montgomery-Costa, DC37, E. Logan CSA, R. Hendershat, IBT 237

**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                 | 5 - Christmas Day - 12/25/09           |
| 2 - Yom Kippur 9/28/09               | 6 - Martin Luther King Jr. Day 1/18/10 |
| 3 - Columbus Day 10/12/09            | 7 - Presidents Day 2/15/10             |
| 4 - Thanksgiving Holiday 11/26-27/09 | 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.

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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.

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

<b>PAY PERIOD EARNED DATES</b>	<b>PAYROLL PERIOD TIMEKEEPING ENTRY &amp; APPROVAL DATES</b>	<b>TKEEPING CLOSE DATE</b>	<b>EFT STOP PAYMENT DEADLINE</b>	<b>CHECK DATES</b>	<b>CHECK DELIVERY DATE</b>
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	6/15/10	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**

<b>PAY PERIOD EARNED DATES</b>	<b>TIMEKEEPING/ APPROVALS CLOSE DATE</b>	<b>APPOINTMENTS SENT</b>	<b>GROSS PAY/ ONE TIME ADJ FISA CALC</b>	<b>EFT STOP PAYMENT DEADLINE</b>	<b>MAILING/ CHECK DATE</b>
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.

DISTRICT \_\_\_\_\_

FAX NO. \_\_\_\_\_

**EFT REVERSAL/STOP PAYMENT/CANCELLATION REQUEST**

TODAY'S DATE \_\_\_/\_\_\_/\_\_\_

PAYPERIOD END DATE \_\_\_/\_\_\_/\_\_\_

BORO/SCHOOL  
[ ]

CHECK DATE \_\_\_/\_\_\_/\_\_\_

EMPLOYEE NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SOCIAL SECURITY NO. [ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

FILE NO. [ ][ ][ ][ ][ ][ ]

**REASON FOR ACTION:**

- Terminated Date: \_\_\_\_\_
- Resignation Date: \_\_\_\_\_
- Retirement Date: \_\_\_\_\_
- Leave Without Pay Start Date: \_\_\_\_\_
- Deceased Date: \_\_\_\_\_
- Grace Period Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- Unauthorized Absences Start Date: \_\_\_\_\_
- Sabbatical Adjustment Required Start Date: \_\_\_\_\_
- OTHER: Dates: \_\_\_\_\_

Please select one of the following options:

- Process reversal and cancel future Direct Deposit participation
- Reversal requested for this pay period only
- Process stop and cancel future Direct Deposit participation
- Stop requested for this pay period only
- Cancel Direct Deposit only

School/FMC Contact: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Principal/FMC Authorization: \_\_\_\_\_

**You are required to inform employees of all reversal requests.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEAR \_\_\_\_\_:

Please be advised that an Electronic Funds Transfer stop payment/reversal has been initiated for the pay period ending \_\_\_\_\_.

You are not entitled to this payment for the following reason(s):

- Termination Date: \_\_\_\_\_
- Resignation Date: \_\_\_\_\_
- Retirement Date: \_\_\_\_\_
- Leave without pay Date: \_\_\_\_\_
- Grace Period Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- Unauthorized Absences Start Date: \_\_\_\_\_ No. of Days \_\_\_\_\_
- Sabbatical Adjustment Required Start Date: \_\_\_\_\_
- OTHER: \_\_\_\_\_ Date: \_\_\_\_\_

Please Contact the Principal listed below if you have any questions.

\_\_\_\_\_  
Principal