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**PAYROLL ADMINISTRATION MEMORANDUM - NO. 5, 2009-2010**

**DATE:** September 10, 2009

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

**FROM:** Judith Hederman 

**SUBJECT:** **Electronic Fund Transfer (EFT) Enrollment**

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Department of Education employees may have their paycheck (net pay) electronically deposited into their checking or savings account. Electronic Fund Transfer (EFT) allows employees to have immediate access to his/her pay.

The enrollment period for employees on Q742 Pedagogic, Q744 Educational Paraprofessional and E745 Hourly Support will remain open until May 3, 2010. EFT enrollment for employees on the H/Z 740 Administrative, T746 Per Diem and T747 Per Session Payrolls is open throughout the year.

Please note that the current UFT contract requires all new employees hired on a UFT title (beginning fiscal year 2007-2008), to have their wages paid through Electronic Fund Transfer (EFT).

Employees wishing to participate must be active on payroll and have a valid bank account in a bank that accepts EFT. The employee must appear as an owner of the account to be used for EFT/direct deposit. Bank accounts that are not in the employee's name cannot be used.

A separate application must be submitted if you are already enrolled in a Q Bank title and you wish to enroll for Per Diem/Per Session payroll EFT.

**Web Enrollment**

Employees will also have the option of choosing between a web self-service enrollment and paper application.

In order to utilize the web self service facility, employees must have a DOE Outlook e-mail address (active in central directory) and logon to the website at <http://payrollportal.nycboe.net>. If the employee does not have an email address, he/she may contact the DOE helpdesk at 718-935-5100 to obtain one. The website will contain instructions for new users.

## **Form Enrollment**

Alternatively, if the employee wishes to submit a paper form, a voided check (with pre-printed name), copy of savings statement, or passbook account (with pre-printed name) is required. Incomplete applications will be returned.

Applications may be sent to:

**Division of Financial Operations  
Payroll Benefits Program  
65 Court Street, Room 1003  
Brooklyn, NY 11201**

Please note that the same form and procedure is used when an employee who is a participant of the EFT program wishes to cancel enrollment or change an account number.

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

JH/co  
Att.

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