




Judith Hederman
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PAYROLL ADMINISTRATION MEMORANDUM – NO. 6, 2009- 2010

DATE: October 6, 2009

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

FROM: Judith Hederman 

SUBJECT: **Elimination of Distribution of Check Registers**

In accordance with the Mayor's "Green Initiative", please be advised that effective October 29, 2009, the Chief Financial Office Operations' Payroll Check Management Unit will no longer be distributing check registers with payroll checks. The following are the first paycheck dates this will be in effect for each payroll bank.

E 745	10/29/09
H/Z 740	10/30/09
Q 742/744	10/30/09

Timekeepers who previously utilized the paper check register as a paycheck sign off list can now use the school roster for this purpose. The roster can be accessed through EIS screen 9.1.1. The timekeeper can print out a log for each of the pay cycles in EIS (S, P, or B).

For the H/Z Banks, it will be the responsibility of each school and central location to produce the roster for their site for employee sign off when checks are distributed.

Timekeepers /Payroll secretaries will be able to access and print employee check detail register and information through EIS *Check Register Screen 13.3 and APRL Check Register Screen 17*. All employees may also view and obtain paycheck detail information through the Payroll Portal (<https://payrollportal.nycboe.net>).

Please contact the following for any questions directly related:

If you have any questions directly related to check register distribution please contact
Check Management Unit at 718-935-2219.

Accessing the Check Registers in EIS/APRL
HR Connect at 718-935-4000

Thank you.

JH
c. V. Giordano
R. Carlo
B. Knipping
F. Chiodini
A. Lopez
F. Perkins Colon
J. Blundo