



Vincent A. Giordano
Executive Director
Division of Financial Operations

vagiord@schools.nyc.gov

PAYROLL ADMINISTRATION MEMORANDUM – NO. 19, 2007- 2008

DATE: June 10, 2008

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

A handwritten signature in blue ink that reads "Vincent A. Giordano".

SUBJECT: Payroll Portal

The Division of Financial Operations (DFO) will be implementing the new DOE Payroll Portal on June 16, 2008. This portal will enable all employees to access payroll related functions as well as serving as the main website for all payroll related information. Employees can use this site to:

- access payroll news, published payroll documents and guides;
- enroll online in the various employee self-service options, such as, EFT, Transit Spending Account (TSA), College Savings Program, Savings Bond and the Metro Card;
- securely view their own payroll information; and
- have the ability to view payroll calendars for upcoming events

In addition, there are links to other NYC Department of Education websites, retirement systems and union websites.

The DFO will be conducting training via a web cast on the following dates:

Thursday, June 12th at 10 am
Thursday, June 12th at 3 pm
Friday, June 13th at 10 am
Friday, June 13th at 12:30 pm
Monday, June 16th at 10:30 am

Please register in advance for at least one session using the following link:

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

VAG/co
c. J. Hederman, F. Perkins-Colon, A. Lopez