



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

Vincent A. Giordano, *Executive Director*
Division of Financial Operations

PAYROLL ADMINISTRATION MEMORANDUM - NO. 4, 2006-2007

DATE: September 15, 2006

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

FROM: Vincent A. Giordano, Executive Director

SUBJECT: **Annual Enrollment of Electronic Fund Transfer for Employees on the Q742, Q744, Q746, Q747 and E745 Payrolls**

The annual enrollment period for employees on the Q742 Pedagogic, Q744 Educational Paraprofessional, Q746 Per Diem, Q747 Per Session and E745 Payroll Banks wishing to have their paycheck (net pay) directly electronically deposited into their checking or savings account is now open. The enrollment period will remain open until May 1, 2007 for the Q742, Q744 and E745 payrolls.

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

If you are a new enrollment or already enrolled and you wish to enroll for Per Session payroll please submit a separate application.

Web Enrollment

Employees will also have the benefit of choosing between a web self-service enrollment facility or by submitting a paper application.

In order to utilize this 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 e-mail 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 form, he/she may submit a paper form. Instructions and a copy of the form are attached. The Form Application requires a copy of a voided check, savings statement, or passbook account (with pre-printed name). Incomplete applications will be returned.

Applications may be sent to:

**Division of Financial Operations
Administrative/Support Payrolls
65 Court Street, Room 1003
Brooklyn, New York 11201**

Please note 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 Administrative/Support Payrolls at: (718) 935-3545. Please note our fax number is (718) 935-3702 or (718) 935-3812.

VAG/ms
Att.

c: Sam Mehta
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