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PAYROLL ADMINISTRATION MEMORANDUM 22

Please ensure that your payroll secretary has reviewed the following Payroll Administration Memorandum which can be accessed by clicking on the following link:

<http://schools.nyc.gov/Offices/DFO/PayrollAdministration/KeyDocuments/Payroll+Memoranda.htm>.

Memo #22 – Dated March 3, 2009

DC37 Recurring Increment Payment (RIP) 4% Contractual Increase Effective 3/3/08

This memo advises all DC 37 active employees currently receiving a Recurring Increment Payment (RIP) will receive a 4% increase effective 3/3/08 to their RIP amount. The RIP increase will be processed on the 3/6/09 pay check.

If you have any questions please call Brian Weekes, Director of Administrative Payroll, (718) 935-2201.