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## **PAYROLL ADMINISTRATION MEMORANDUM 28**

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 #28 – Dated April 20, 2009**

Advises that enrollment for the following Payroll Benefit Programs will close on May 7, 2009 for payroll banks Q742, Q744, and E745

- Electronic Fund Transfer (EFT-direct deposit) of employee paychecks;
- Savings Bonds;
- 529 College Savings Program;
- Transit Spending Account (TSA); and
- Transit Benefit Program (Metrocard)

Paper applications received after April 30, 2009 will be processed for the first check in September. However, employees may enroll, update and cancel their enrollment for EFT, Savings Bond, TSA and Metrocard through the DOE Payroll Portal at <https://payrollportal.nycboe.net> until close of business, May 15, 2009. Please inform employees of these deadlines.

The enrollment deadline allows for the timely production of summer paychecks, which are due in early June.

**Please contact Deborah Anthony at the Payroll Benefits Unit at (718) 935-3545 if there are any questions.**

Please direct questions regarding the Payroll Portal to [payrollportal@schools.nyc.gov](mailto:payrollportal@schools.nyc.gov)