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PAYROLL ADMINISTRATION MEMORANDA
NUMBERS 31, 32, 33 and 34

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

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

Memo #31 – Dated May 28, 2009

End of the Year Procedures and Information for Q742 & Q744

Provides important payroll information which is relevant to the ending of this school year. Please direct any questions to Pedagogic/School Based Payroll at 718-935-3434 or the Hourly Support Payroll at 718-935-3030.

Memo #32 – Dated May 28, 2009

Summer Processing Procedures for Q744 and E745 Employees

This memo serves as a guide for Employee Information System (EIS) users who will have a regular or summer payroll processed during July and August 2009 (non-Chapter 683) for Q744 and E745 employees. Please direct any questions, to Jill Hickey at (718) 935-3030.

Memo #33 – Dated May 28, 2009

End of the Year Procedures and Information for E745

This memo details procedures which will guide you through the end of year service processing for E745 employees in the Employee Information System (EIS). Also, included is the 2009 Summer/Vacation pay schedule. If you have any questions please call Hourly Support Payrolls (718) 935-3030. This memorandum will also be available on the DFO website and the Payroll Portal at <https://payrollportal.nycboe.net>.

Memo #34 – Dated May 28, 2009

Vacation Pay Calculation and Summer Service Processing for UFT 10 Month Administrative Titles

This memo discusses the vacation pay processing for nurses, therapists and sign language interpreters. If you have any questions, please call Brian Weekes at 718-935-2201.