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## 2009 Summer Payroll Delivery Schedule

This is to inform you that during the summer (**July 9, 2009 through August 20, 2009**) the **H & Z-Bank Administrative Payrolls**, which include both pay checks and pay stubs (for those enrolled in direct deposit), are scheduled for delivery to the location indicated on the chart below. The following day they will be sent to the respective ISC's and held there for distribution until the pickup scheduled for **August 31, 2009**. They will be redistributed to the locations indicated on the checks and stubs with the first school payroll scheduled on **September 3, 2009**.

Please do not return any checks or stubs for redistribution before **August 31, 2009**.

Any questions regarding this payroll schedule should be directed to:

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CSD #	ADDRESS	CONTACT NO.
7,9, 10	1 FORDHAM PLAZA, BRONX	Carmen Vega – <a href="tel:718-741-3149">718-741-3149</a> <a href="mailto:cvega2@schools.nyc.gov">cvega2@schools.nyc.gov</a>
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24, 30	28-11 QUEENS PLAZA NORTH, QUEENS	Susana Tam <a href="tel:718-391-8138">718-391-8138</a> - <a href="mailto:stam@schools.nyc.gov">stam@schools.nyc.gov</a> or Rosalind Nation-Thomas <a href="tel:718-391-8111">718-391-8111</a> - <a href="mailto:rthomas@schools.nyc.gov">rthomas@schools.nyc.gov</a>
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17, 18, 22	5619 FLATLANDS AVENUE, BROOKLYN	Lori Bean 718-968-6189 <a href="mailto:lbean@schools.nyc.gov">lbean@schools.nyc.gov</a>
20, 21	415 89 <sup>TH</sup> STREET, BROOKLYN	Diane Gullo <a href="tel:718-759-3922">718-759-3922</a> - <a href="mailto:dgullo@schools.nyc.gov">dgullo@schools.nyc.gov</a>

31	715 OCEAN TERRACE, S.I.	Sally Amato 718-420-5601 <a href="mailto:samato2@schools.nyc.gov">samato2@schools.nyc.gov</a>
13, 14, 15, 16	131 LIVINGSTON STREET, BROOKLYN	Christopher Rodriguez (718) 935-3352 <a href="mailto:CRodriguez10@schools.nyc.gov">CRodriguez10@schools.nyc.gov</a>
1, 2, 3, 4, 5, 6	333 SEVENTH AVENUE, MANHATTAN	Mary Frizzel <a href="tel:212-356-3880">212-356-3880</a> <a href="mailto:mfrizze@schools.nyc.gov">mfrizze@schools.nyc.gov</a>
19, 23, 32	1665 ST. MARKS PLACE, BROOKLYN	Beverly Reid 718-240-3500- <a href="mailto:breid@schools.nyc.gov">breid@schools.nyc.gov</a>

School based administrative staff assigned to Districts 75 and 79 will have their summer checks and pay stubs delivered to the CSD (per the chart above) in which their assigned school is located.

The chart below indicates additional deliveries of **E and Q-Bank Payrolls** to open schools from July 9 through August 5 as follows:

Date	Bank	Location
<b>June 30</b>	Q744 (miscellaneous payments for Paras)	Locations listed
<b>July 9</b>	Q ( payments for some summer employees)	Locations listed and open schools
	H & Z Bank	Locations listed
<b>July 23</b>	E & Q ( payments for all summer employees)	Locations listed and open schools
	H & Z Bank	Locations listed
<b>August 5</b>	E & Q ( payments for all summer employees)	Locations listed and open schools
<b>August 6</b>	H & Z Bank	Locations listed
<b>August 20</b>	E & Q ( payments for all summer employees)	Locations listed
	H & Z Bank	Locations listed