



The Following Article
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Revised - 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:

Fred W. Chiodini
 fchiodi@schools.nyc.gov
 Phone: 718-935-2239

CSD #	ADDRESS	CONTACT NO.
7,9, 10	1 FORDHAM PLAZA, BRONX	Carmen Vega 718-741-3149 cvega2@schools.nyc.gov
8, 11, 12	3450 TREMONT AVE., BRONX	Michelle Beatty 718-794-7460 mbeatty@schools.nyc.gov
25, 26, 28, 29	30-48 LINDEN PLACE, QUEENS	Carolyn Williams 718-281-3271- cwillia@schools.nyc.gov
24, 30	28-11 QUEENS PLAZA NORTH, QUEENS	Kim Brockington 718-391-8213 KBrockington@schools.nyc.gov or Rosalind Nation-Thomas 718-391-8111 rthomas@schools.nyc.gov
27	82-01 ROCKAWAY BLVD., QUEENS	Gladys Acosta 718-642-5723 gacosta@schools.nyc.gov
17, 18, 22	5619 FLATLANDS AVENUE, BROOKLYN	Lori Bean 718-968-6189 lbean@schools.nyc.gov
20, 21	415 89 TH STREET, BROOKLYN	Diane Gullo 718-759-3922

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

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