



The Following Article
Published by:
The Division of Financial Operations

Appeared in the
August 11, 2009
Edition of the Principal's Weekly Newsletter



PAYROLL ADMINISTRATION MEMORANDUM **NUMBER 2**

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 #2 – Dated July 27, 2009 **Overtime CAP for Administrative Employees**

Most administrative employees are not eligible to earn more than 5% of their annual salaries in overtime per calendar year. A waiver must be submitted to Administrative Payroll from the employee's appropriate Executive Director or Head of Office. This waiver must indicate the duration for the overtime, as well as an estimate for the cost of overtime

If you have any questions, please contact Brian Weekes at (718) 935-2201.