



The Following Article
Published by:
The Division of Financial Operations

Appeared in the
September 1, 2009
Edition of the Principal's Weekly Newsletter



PAYROLL ADMINISTRATION MEMORANDUM
NUMBER 3

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 #3 – Dated August 28, 2009

New Employee Nominations for 742 and 744 Employees

Employees need to be finalized by 8/28/09 in order to receive payroll checks on 9/15/09. To determine if an employee has been staffed in time for the 9/15/09 pay date, please review and verify that the transaction date and job have been assigned and finalized by 8/28/09 with a PTF status of "C 7 C". This information is available on the EIS (2.6) Person Inquiry by PTF on-line screen.