



The Following Article
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Payroll Administration Memoranda Numbers 16, 17 and 18

Please bring to the attention of your Payroll Secretary the Payroll Administration Memoranda outlined in the chart below. You may access these memoranda by [clicking here](#).

Number	Date	Subject
16	June 5, 2007	<p>Summer Processing Procedures for Q744 and E745 Employees Using the Employee Information System</p> <hr/> <p><i>Abstract of Memo:</i></p> <p>This memorandum serves as a guide for Employee Information System (EIS) users who will have a regular or summer payroll processed during July and August 2007 (non-Chapter 683).</p>
17	June 6, 2007	<p>Q742 and Q744 Payroll End of School Year Procedures and Information</p> <hr/> <p><i>Abstract of Memo:</i></p> <p>This memorandum provides important payroll information which is relevant to the ending of this school year.</p>
18	June 15	<p>Summer Processing Procedures for Nurses and Therapists Using the Administrative Payroll System (APRL)</p> <hr/> <p><i>Abstract of Memo:</i></p> <p>This memorandum serves as a guide for all APRL users who will be utilizing the Administrative Payroll system to process payroll for nurses and therapists this summer. It contains information on the following:</p> <ol style="list-style-type: none">1. Summer Vacation Pay Entitlements for Annual Employees2. Prorated Vacation Pay Entitlement for Annual Employees with a Break in Service

		3. Summer Pay Processing for Annual Employees working in Summer Programs
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Questions?

Memo No. 16

Please call Administrative/Hourly Support Payroll at 718-935-3030

Memo No. 17

Please call Pedagogic Payroll at 718-935-2218 or the Paraprofessional Payroll at 718-935-3030 if there are any questions.

Memo No. 18

Please call 718-935-2201