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Payroll Administration Memoranda Numbers 1 and 2

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

Number	Date	Subject
1	August 23, 2007,	<p style="text-align: center;">Payroll Administration Memorandum Number 1 Q742, Q744 and E745 Payroll Issues for September</p> <p>This memorandum provides information for timekeeping personnel on the following:</p> <ul style="list-style-type: none">• New Employee Nominations'• Direct Deposit• Checks for Terminated Employees• 2007 Fall Sabbaticals• Timekeeping Deductions• Online Employee Information• CSA Principal School Size Differential <p>Please direct questions as follows:</p> <p>Q742 payroll - Yvonne Kong at (718) 935-3434 Q744 & E745 payroll - Francine Perkins-Colon at (718) 935-4387.</p>
2	August 23, 2007	<p style="text-align: center;">Payroll Administration Memorandum Number 2 Direct Deposit Cancellations for Retirees and Terminated Employees and Stop Payments/Reversal Procedures</p> <p>This memorandum provides information for timekeeping personnel on the following:</p> <ul style="list-style-type: none">• Direct Deposit Cancellation Requests• Payroll Schedules including stop payment deadline dates, the form letters to be used for processing Direct Deposit stop payments/reversals, and a form letter to notify employees of the action taken and the reason for it. <p>Please direct questions to: Payroll Benefits program: 718-935-3545</p>