



The Following Article  
Published by:  
**THE DIVISION OF FINANCIAL OPERATIONS**



Appeared in the  
**JUNE 17, 2008**  
Edition of the Principal's Weekly Newsletter

**Payroll Administration Memoranda Numbers 18 and 19**

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
18	June 9, 2008	<p style="text-align: center;"><b><u>Vacation Pay and Summer Pay</u></b></p> <hr/> <p>This memo is to be used as a guide for all APRL user who will be utilizing the Administrative Payroll system to process payroll for nurses and therapists this summer as follows:</p> <ol style="list-style-type: none"> <li>1. Summer Vacation Pay Entitlements for Annual Employees</li> <li>2. Prorated Vacation Pay Entitlement for Annual Employees with a Break in Service</li> <li>3. <b>Summer Pay Processing for Annual Employees working in Summer Programs</b></li> </ol> <p>Questions regarding this memo should be directed to Angel Lopez at 718-935-2201.</p>
19	June 10, 2008	<p style="text-align: center;"><b><u>Payroll Portal</u></b></p> <hr/> <p>This memo advises all employees of the implementation of the new Payroll Portal on June 16, 2008. This portal will enable all employees to access payroll related functions as well as serving as the main website for all payroll related information.</p>