

REMINDER

Early FMC and Payroll Close for the 9/21/07 for Implementation of NYCAPS

In preparation for the NYCAPS implementation, Payroll will be closing early for the 9/21/07 pay date.

- 9902 Data Entry and Timekeeping Entries will be closed on COB 9/5/07.
- Payroll closes on 9/6/07.
- All APRL processing will be closed from 9/6/07-9/17/07.
- There will be no supplemental payroll processing for 9/20/07.
- Transactions not finalized by payroll due to error by 9/6/07 will need to be re-entered in NYCAPS beginning 9/18/07.
- APRL processing including the 9902 screen for experience, educational, assignment and breakfast and grievances on will re-open on 9/18/07.

The system closure is necessary to allow the conversion of data and programs for the NYCAPS implementation.