



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

Vincent A. Giordano, *Executive Director*
Division of Financial Operations

PAYROLL ADMINISTRATION MEMORANDUM - NO. 9, 2006 - 2007

DATE: November 3, 2006

TO: ROC Directors (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries

FROM: Vincent A. Giordano
Executive Director

SUBJECT: Early Encashment of 2006 Summer Q742, Q744 and E745 Checks

As specified in Payroll Memorandum #18 (Item #1) issued June 6, 2006, employees who were paid on the Q742, Q744 and E745 Payroll Banks and presented a post dated check for early encashment during the summer of 2006 will have a payroll deduction of \$40 per check made as follows:

Q742/744 employees will receive a deduction on the 11/15/06 paycheck. If more than one post dated check was presented early and the fee totals more than \$100; it will be deducted in two installments. The second installment will be on the 11/30/06 paycheck.

E745 employees will receive a deduction on the 11/16/06 paycheck. If more than one post dated check was presented early and the fee totals more than \$100; it will be deducted in two installments. The second installment will be on the 11/30/06 paycheck.

Please contact the following telephone numbers for any questions concerning these deductions:

Q742 Pedagogic Payroll
Phone: (718) 935-2218
Fax: (718) 935-5638

Q744 Paraprofessional and E745 Payrolls
Phone: (718) 935-3030
Fax: (718) 935-3702

Thank you.

VAG/ms

c. Phyllis Rini
Judy Hederman
Yvonne Kong
Laura Tamburo – UFT
Veronica Montgomery-Costa – DC37