



THE NEW YORK CITY DEPARTMENT OF EDUCATION


JOEL I. KLEIN, *Chancellor*

DIVISION OF FINANCIAL OPERATIONS
65 Court Street (Room 1701) – Brooklyn NY 11201

PAYROLL ADMINISTRATION MEMORANDUM NO. 12, 2003-2004

DATE: February 23, 2004

TO: Regional Operation Center Directors,
Heads of Offices,
Personnel Directors
Principals (via “Principal’s Weekly Newsletter”)

FROM: Lou Benevento 

SUBJECT: New TransitBenefit TSA Debit Card Program

Effective March 1, 2004, DOE employees will be eligible to participate in a new TransitBenefit program that utilizes pre-tax earnings to cover certain public transportation costs. This program provides the employee with a debit card that is funded through payroll deductions in a variety of deduction plan options designed to suit the employee’s need.

A detailed handout titled “*What You Should Know About the TransitBenefit TSA Card*” describing the program and an enrollment application are enclosed (except for principals who may access this material from the website mentioned below) for your review. Employees wishing to enroll should read the handout carefully and submit their application to their school secretary or timekeeper. The application and handout are also available online at http://www.nycenet.edu/dfo/payroll/payroll_forms.html. Please download and print as necessary.

Questions concerning the program may be referred to the following offices:

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| Pedagogic Payroll | 718-935-2218 |
| Administrative/Hourly Support Payroll | 718-935-3545 |

LB/ms

Att.

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| c. Bruce Feig | Mel Aaronsen, UFT |
| Elizabeth Arons | Laura Tamburo, UFT |
| Charles Neissner | Jill Levy, CSA |
| Vincent Giordano | Veronica Montgomery-Costa, DC37 |
| Phyllis Rini | |