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**PAYROLL ADMINISTRATION MEMORANDUM NO. 13, 2010-2011**

**DATE:** April 18, 2011

**TO:** Principals (Via Principal's Weekly)  
Cluster Representatives (Via Email)  
Payroll Secretaries (Via Email)

**FROM:** Kevin Monrose 

**SUBJECT:** Payroll Benefit Program Processing Deadlines for FY 11

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Summer paychecks are processed beginning the end of May. To ensure the accuracy of deductions on these checks please be advised that the enrollment, change, cancellation, and suspension periods for the following Payroll Benefit Programs will close on May 4<sup>th</sup>, 2011 for payroll banks Q742, Q744, and E745.

- Electronic Fund Transfer (EFT-direct deposit) of employee paychecks
- Wage Works/Transit Program
- 529 College Savings Program

Paper applications received after May 4<sup>th</sup>, 2011 will be processed for the first check in September. However, employees may enroll, update, and cancel their enrollment for EFT, and suspend their participation in the WageWorks Program online through the NYCDOE Payroll Portal at <https://payrollportal.nycboe.net> until close of business on May 16<sup>th</sup>, 2011.

Employees who do not want WageWorks/Transit deductions on their summer checks must enter a suspension and resumption date for these deductions. The dates indicated below will facilitate the suspension of deductions on all summer checks. These deductions will be reinstated on the first check in September. Suspension and resumption date entries must be entered online by May 16<sup>th</sup>, 2011 to ensure that benefits are suspended for the summer.

742/744 – Suspend date – 07/01/11  
Resume date – 09/01/11

745 – Suspend date – 06/01/11  
Resume date – 08/16/11

If you are enrolled in the Park-n-Ride program and will be resigning/retiring at the end of the school year, you must cancel your enrollment. Please complete and fax the CBP Park-n-Ride form to 718-935-3702 on or before May 18<sup>th</sup>, 2011. Park-n-Ride funds are not accessible or refunded after the date of separation from service.

**Please inform all employees of these dates and deadlines.**

If you have any questions regarding the payroll benefits programs, please call (718) 935-3545. For assistance in accessing the Payroll Portal, please call HR Connect at (718) 935-4000.

Thank you for your cooperation.

JH

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