



**Francine Perkins-Colón**  
Chief Administrator  
Division of Financial Operations  
Office of Payroll Administration

FPerkin@schools.nyc.gov

## **PAYROLL ADMINISTRATION MEMORANDUM NO. 2, 2011-2012**

**DATE:** September 9, 2011

**TO:** CFN Executive Directors (Via Email)  
Principals (Via Principal Weekly)  
Payroll Secretaries (Via Email)

**FROM:** Francine Perkins-Colón

A handwritten signature in cursive script, appearing to read 'Francine Perkins-Colón', is written over the printed name.

**RE: Electronic Fund Transfer (EFT) Enrollment**

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Department of Education employees may have their paycheck (net pay amount) electronically deposited into their checking or savings account. Electronic Fund Transfer (EFT) allows employees to have immediate access to their pay.

The enrollment period for employees on the Q742 Pedagogic, Q744 Educational Paraprofessional, and E745 Hourly Support Payrolls will remain open until May 7, 2012. EFT enrollment for employees on the H/Z 740 Administrative, T746 Per Diem, and T747 Per Session Payrolls is open throughout the year.

**Please note that the current UFT contract requires all new employees hired in a UFT title (beginning with 2007 – 2008) to have their wages paid through Electronic Funds Transfer (EFT).**

Employees wishing to participate must be active on payroll have a valid bank account in a bank that accepts EFT. The employee must appear as an owner of the account to be used for EFT/direct deposit.

New EFT enrollments will default to “No Stub Print” unless otherwise indicated by employees at the time that the application is submitted. This applies to both online and paper applications.

A separate application must be submitted if you are already enrolled in a QBANK title and you wish to enroll for Per Diem / Per Session payroll EFT.

### **Web Enrollment**

Employees will also have the option of choosing between a web self service enrollment and a paper application.

In order to utilize the web self service facility, employees must have a DOE Outlook email address (active in central directory) and logon to the website at: <http://payrollportal.nycboe.net>. If the employee does not have an email address, he/she may contact the DOE helpdesk at 718-935-5100 to obtain one.

## **Form Enrollment**

Alternatively, if the employee wishes to submit a paper form, a voided check (with pre-printed name), copy of savings statement, or passbook account (with pre-printed name) is required. Incomplete applications will be returned.

Paper Applications should be sent to:

Division of Financial Operations  
Payroll Benefits Program  
65 Court Street, Room 1003  
Brooklyn, NY 11201

Please note that the same form and procedure is used when an employee who is a participant of the EFT Program wishes to cancel enrollment or change an account number.

If you have any questions, please contact the Payroll Benefits Program at 718-935-3545.

FPC/mw

C: Michael Tragale  
Lawrence Becker  
Andrew Buher  
Kevin Monroe  
Andrew Gordon  
Deborah John  
Laura Tamburo UFT  
Ernest Logan CSA  
Santos Crespo DC37