



Dennis M. Walcott, Chancellor


Francine Perkins-Colón
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Division of Financial Operations
Office of Payroll Administration

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PAYROLL ADMINISTRATION MEMORANDUM NO. 3, 2011-2012

DATE: September 9, 2011

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

FROM: Francine Perkins-Colón 

RE: **Direct Deposit Cancellations for Retirees and Terminated Employees and Stop Payment/Reversal Procedures (Q742, Q744, and E745)**

Please process a direct deposit cancellation request for any employee who has ceased employment between 6/29/11 and 9/6/11 due to retirement, resignation, termination, or leave of absence without pay. You may enter this transaction directly in EIS (Function 9.6.5).

If the cancellation deadline (payroll close date) has passed and you wish to stop payment on or reverse the deposit of a pay check generated for an employee who has terminated or is on a leave of absence without pay, the procedures are as follows:

- Schools with access to the on-line Direct Deposit System may process the stop payment and/or cancellation transactions utilizing the EIS Direct Deposit screens (9.6.6) and (9.6.5). Please be advised that the stop payment must be processed before 12:00 noon on the EFT stop payment deadline date. If the deadline is missed then a reversal request must be initiated.
- Schools that do not have on-line access may fax their stop payment, cancellation, and reversal requests the Payroll Benefits Program at (718) 935-3702.
- Reversal requests must be faxed to the Payroll Benefits Program. It is the principal's responsibility to inform the employee when any of these actions are processed. Reversals for UFT employees initiated more than five business days after the check date must be authorized, in writing, by the employee. The signed authorization letter from the employee must accompany the reversal request in order for it to be processed.

Please do not cancel the enrollment or place a stop payment for an employee who has transferred to a new location.

Attached are the payroll schedules, including stop payment deadline dates, the form letters to be used for processing Direct Deposit stop payments/reversals, and a form letter to notify employee of the action being taken and the reason for it.

If you have any questions concerning the procedures described, please contact the Payroll Benefits Program at (718)

935-3545.

FPC
Attachments

C: Veronica Conforme
Lawrence Becker
Michael Tragale
Andrew Buher
Kevin Monroe
Deborah John
Laura Tamburo UFT
Santos Crespo DC37
Ernest Logan CSA
R. Hendershat IBT 237

H and Z Bank 2011 - 2012 Payroll Calendar

H-Bank Pay Period	Z-Bank Pay Period	* APRL 9902 Close date	FMC Timekeeping Close	Payroll Close	Check Date
7/3 - 7/16/11	6/26 - 7/9/11	7/11/2011	7/11/2011	7/12/2011	7/22/2011
7/17 - 7/30/11	7/10 - 7/23/11	7/25/2011	7/25/2011	7/26/2011	8/5/2011
7/31 - 8/13/11	7/24 - 8/6/11	8/8/2011	8/8/2011	8/9/2011	8/19/2011
8/14 - 8/27/11	8/7 - 8/20/11	8/22/2011	8/22/2011	8/23/2011	9/2/2011
8/28 - 9/10/11	8/21 - 9/3/11	9/2/2011 ¹	9/2/2011 ¹	9/6/2011	9/16/2011
9/11 - 9/24/11	9/4 - 9/17/11	9/19/2011	9/19/2011	9/20/2011	9/30/2011
9/25 - 10/8/11	9/18 - 10/1/11	10/3/2011	10/3/2011	10/4/2011	10/14/2011
10/9 - 10/22/11	10/2 - 10/15/11	10/17/2011	10/17/2011	10/18/2011	10/28/2011
10/23 - 11/5/11	10/16 - 10/29/11	10/31/2011	10/31/2011	11/1/2011	11/10/2011 ²
11/6 - 11/19/11	10/30 - 11/12/11	11/14/2011	11/14/2011	11/15/2011	11/25/2011
11/20 - 12/3/11	11/13 - 11/26/11	11/28/2011	11/28/2011	11/29/2011	12/9/2011
12/4 - 12/17/11	11/27 - 12/10/11	12/12/2011	12/12/2011	12/13/2011	12/23/2011
12/18 - 12/31/11	12/11 - 12/24/11	12/23/2011 ³	12/23/2011 ³	12/27/2011	1/6/2012
1/1 - 1/14/12	12/25 - 1/7/12	1/9/2012	1/9/2012	1/10/2012	1/20/2012
1/15 - 1/28/12	1/8 - 1/21/12	1/23/2012	1/23/2012	1/24/2012	2/3/2012
1/29 - 2/11/12	1/22 - 2/4/12	2/6/2012	2/6/2012	2/7/2012	2/17/2012
2/12 - 2/25/12	2/5 - 2/18/12	2/17/2012 ⁴	2/17/2012 ⁴	2/21/2012	3/2/2012
2/26 - 3/10/12	2/19 - 3/3/12	3/5/2012	3/5/2012	3/6/2012	3/16/2012
3/11 - 3/24/12	3/4 - 3/17/12	3/19/2012	3/19/2012	3/20/2012	3/30/2012
3/25 - 4/7/12	3/18 - 3/31/12	4/2/2012	4/2/2012	4/3/2012	4/13/2012
4/8 - 4/21/12	4/1 - 4/14/12	4/16/2012	4/16/2012	4/17/2012	4/27/2012
4/22 - 5/5/12	4/15 - 4/28/12	4/30/2012	4/30/2012	5/1/2012	5/11/2012
5/6 - 5/19/12	4/29 - 5/12/12	5/14/2012	5/14/2012	5/15/2012	5/25/2012
5/20 - 6/2/12	5/13 - 5/26	5/25/2012 ⁵	5/25/2012 ⁵	5/29/2012	6/8/2012
6/3 - 6/16/12	5/27 - 6/9/12	6/11/2012	6/11/2012	6/12/2012	6/22/2012
6/17 - 6/30/12	6/10 - 6/23/12	6/25/2012	6/25/2012	6/26/2012	7/6/2012
7/1 - 7/14/12	6/24 - 7/7/12	7/9/2012	7/9/2012	7/10/2012	7/20/2012

* All staffing actions processed in NYCAPS must be in the APRL 9902 screen by this date for payroll to review. All accurate NYCAPS transactions in APRL by this date will be finalized by payroll for the appropriate check date. All staffing actions that are initiated through APRL (i.e. experience, education, assignment differentials, etc.) must be entered in APRL by this date.

Dates are subject to change

FOOTNOTES - Payroll Close/Supplementary Payroll Close/Check Dates amended due to Holidays

1 - Labor Day 9/5/11

2 - Veteran's Day 11/11/11

3 - Christmas Observance 12/26/11

4 - Presidents' Day 2/20/12

5 - Memorial Day 5/28/12

2011-2012 Payroll Schedule
Q-BANK 742 & 744 Payrolls
(Excludes Sub Paras and PSOEP)

Month		Staffing Close Date	Payroll Close Date	EFT Stop Paymt. Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	08/30/11	09/01/11	09/12/11	09/02/11	09/15/11	09/15/11
	2nd Half	09/13/11	09/15/11	09/27/11	09/16/11	09/30/11	09/28/11
Oct	1st Half	09/26/11	09/28/11	10/11/11	09/29/11	10/14/11	10/14/11
	2nd Half	10/12/11	10/14/11	10/26/11	10/17/11	10/31/11	10/31/11
Nov	1st Half	10/26/11	10/28/11	11/09/11	10/31/11	11/15/11	11/15/11
	2nd Half	11/14/11	11/16/11	11/23/11	11/17/11	11/30/11	11/30/11
Dec	1st Half	11/30/11	12/02/11	12/12/11	12/05/11	12/15/11	12/15/11
	2nd Half	12/13/11	12/15/11	12/27/11	12/16/11	12/30/11	12/23/11
Jan	1st Half	01/03/12	01/05/12	01/10/12	01/06/12	01/13/12	01/13/12
	2nd Half	01/17/12	01/19/12	01/26/12	01/20/12	01/31/12	01/31/12
Feb	1st Half	01/30/12	02/01/12	02/10/12	02/02/12	02/15/12	02/15/12
	2nd Half	02/14/12	02/16/12	02/24/12	02/17/12	02/29/12	02/29/12
Mar	1st Half	02/29/12	03/02/12	03/12/12	03/03/12	03/15/12	03/15/12
	2nd Half	03/14/12	03/16/12	03/27/12	03/19/12	03/30/12	03/30/12
Apr	1st Half	03/28/12	03/30/12	04/11/12	04/02/12	04/16/12	04/16/12
	2nd Half	04/11/12	04/13/12	04/25/12	04/16/12	04/30/12	04/30/12
May	1st Half	04/27/12	05/01/12	05/10/12	05/02/12	05/15/12	05/15/12
	2nd Half	05/11/12	05/15/12	05/25/12	05/16/12	05/31/12	05/31/12
June	1st Half	05/18/12	05/22/12	06/12/12	05/23/12	06/15/12	06/15/12
	2nd Half	05/25/12	05/30/12	06/26/12		06/29/12	06/27/12
July	1st Half			07/11/12		07/16/12	06/27/12
	2nd Half			07/26/12		07/31/12	06/27/12
Aug	1st Half			08/10/12		08/15/12	06/27/12
	2nd Half			08/28/12		08/31/12	06/27/12

* Calendar is subject to change

**2011-2012 Payroll Schedule
Q744 Payrolls (SREPP & PSOEP only)**

Month		Staffing Close Date	Timekeeping Close Date	EFT Stop Paymt. Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	09/13/11	09/14/11	09/27/11	09/17/10	09/30/11	09/28/11
	2nd Half	09/26/11	09/27/11	10/11/11	09/16/11	10/14/11	10/14/11
Oct	1st Half	10/12/11	10/13/11	10/26/11	09/29/11	10/31/11	10/31/11
	2nd Half	10/26/11	10/27/11	11/09/11	10/17/11	11/15/11	11/15/11
Nov	1st Half	11/14/11	11/15/11	11/23/11	10/31/11	11/30/11	11/30/11
	2nd Half	11/30/11	12/01/11	12/12/11	11/17/11	12/15/11	12/15/11
Dec	1st Half	12/13/11	12/14/11	12/27/11	12/05/11	12/30/11	12/23/11
	2nd Half	01/03/12	01/04/12	01/10/12	12/16/11	01/13/12	01/13/12
Jan	1st Half	01/17/12	01/18/12	01/26/12	01/06/12	01/31/12	01/31/12
	2nd Half	01/30/12	01/31/12	02/10/12	01/20/12	02/15/12	02/15/12
Feb	1st Half	02/14/12	02/15/12	02/24/12	02/02/12	02/29/12	02/29/12
	2nd Half	02/29/12	03/01/12	03/12/12	02/17/12	03/15/12	03/15/12
Mar	1st Half	03/14/12	03/15/12	03/27/12	03/03/12	03/30/12	03/30/12
	2nd Half	03/28/12	03/29/12	04/11/12	03/19/12	04/16/12	04/16/12
Apr	1st Half	04/11/12	04/12/12	04/25/12	04/02/12	04/30/12	04/30/12
	2nd Half	04/27/12	04/30/12	05/10/12	04/16/12	05/15/12	05/15/12
May	1st Half	***5/11/2012	05/14/12	05/25/12	05/02/12	5/31/012	05/31/12
	2nd Half	***5/18/2012	05/21/12	06/12/12	05/16/12	06/15/12	06/15/12
June	1st Half	***5/25/2012	05/29/12	06/26/12	05/23/12	06/29/12	06/27/12
	2nd Half	***				07/05/12	07/06/12
July	1st Half	***				07/19/12	07/20/12
	2nd Half	***				08/02/12	08/03/12
Aug	1st Half	***				08/16/12	08/17/12
	2nd Half					09/14/12	09/14/12

All SREPP and PSOEP are paid on a positive basis for each day/hour worked.
As a result, there is one payroll period lag for timekeeping entries.

*** Follow the PAYROLL ADMINISTRATION MEMORANDUM

End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payroll

*** The EIS bulletin board is a source for information regarding the payroll /timekeeping close dates and any changes made to them.

**2011 -2012 PAYROLL CALENDAR
(E745)B PAYCYCLE**

PAY PERIOD EARNED DATES	PAYROLL PERIOD TIMEKEEPING ENTRY & APPROVAL DATES	TIMEKEEPING CLOSE DATE	EFT STOP PAYMENT DEADLINE	CHECK DATE	CHECK DELIVERY DATE
06/22/11 - 07/05/11	06/29/11 - 07/12/11	07/12/11	07/18/11	07/21/11	
07/06/11 - 07/19/11	07/13/11 - 07/26/11	07/26/11	08/01/11	08/04/11	
07/20/11 - 08/02/11	07/27/11 - 08/09/11	08/09/11	08/15/11	08/18/11	
08/03/11 - 08/16/11	08/10/11 - 08/23/11	08/23/11	08/29/11	09/01/11	
08/17/11 - 08/30/11	08/24/11 - 09/06/11	09/06/11	09/12/11	09/15/11	
08/31/11 - 09/13/11	09/07/11 - 09/20/11	09/20/11	09/26/11	09/29/11	9/28/2011
09/14/11 - 09/27/11	09/21/11 - 10/04/11	10/04/11	10/07/11	10/13/11	
09/28/11 - 10/11/11	10/05/11 - 10/18/11	10/18/11	10/24/11	10/27/11	
10/12/11 - 10/25/11	10/19/11 - 11/01/11	11/01/11	11/07/11	11/10/11	
10/26/11 - 11/08/11	11/02/11 - 11/14/11	11/14/11	11/18/11	11/23/11	*11/23/2011
11/09/11 - 11/22/11	11/16/11 - 11/29/11	11/29/11	12/05/11	12/08/11	
11/23/11 - 12/06/11	11/30/11 - 12/13/11	12/13/11	12/19/11	12/22/11	
12/07/11 - 12/20/11	12/14/11 - 12/27/11	12/27/11	12/30/11	01/05/12	
12/21/11 - 01/03/12	12/28/11 - 01/10/12	01/10/12	01/13/12	01/19/12	
01/04/12 - 01/17/12	01/11/12 - 01/24/12	01/24/12	01/30/12	02/02/12	
01/18/12 - 01/31/12	01/25/12 - 02/07/12	02/07/12	02/13/12	02/16/12	
02/01/12 - 02/14/12	02/08/12 - 02/21/12	02/21/12	02/27/12	03/01/12	
02/15/12 - 02/28/12	02/22/12 - 03/06/12	03/06/12	03/12/12	03/15/12	
02/29/12 - 03/13/12	03/07/12 - 03/20/12	03/20/12	03/26/12	03/29/12	
03/14/12 - 03/27/12	03/21/12 - 03/28/12	03/28/12	04/09/12	04/12/12	*04/05/2012
03/28/12 - 04/10/12	04/04/12 - 04/17/12	04/17/12	04/23/12	04/26/12	
04/11/12 - 04/24/12	04/18/12 - 05/01/12	05/01/12	05/07/12	05/10/12	
04/25/12 - 05/08/12	05/02/12 - 05/15/12	05/15/12	05/21/12	05/24/12	
05/09/12 - 05/22/12	05/16/12 - 05/24/12	05/24/12	06/04/12	06/07/12	*
05/23/12 - 06/05/12	05/30/12 - 06/12/12	06/12/12	06/18/12	06/21/12	**
06/06/12 - 06/19/12	06/13/12 - 06/26/12	06/26/12	07/02/12	07/05/12	**

* Timekeeping closes earlier than usual

** 5/23/12 - 6/27/12 will be anticipated for school based employees

**Regular service will be anticipated; service for occasional employees must be keyed in.

If there is a schedule change due to an anticipated payroll, notification will be via memo to the field. The EIS bulletin board is a source for information regarding the payroll/timekeeping close dates and any changes made to them.

Columbus Day 10/10/11

Thanksgiving 11/24/11 & 11/25/11

Christmas Recess: 12/26/11 - 01/02/12

Mid-Winter Recess: 2/20/12 - 2/24/12

Spring Recess: 4/06/12 - 4/13/12

FY 12

**2011 - 2012 PAYROLL SCHEDULE
746 (PER DIEM) / 747 (PER SESSION) PAYROLLS**

PAY PERIOD EARNED DATES	TIMEKEEPING/ APPROVALS CLOSE DATE	APPOINTMENTS SENT	GROSS PAY/ ONE TIME ADJ FISA CALC	EFT STOP PAYMENT DEADLINE	MAILING/ CHECK DATE
7/01/11 – 7/15/11	7/21	7/22	7/27	7/28	8/02/11
7/16/11 – 7/31/11	8/04	8/05	8/10	8/11	8/16/11
8/01/11 – 8/15/11	8/19	8/22	8/25	8/26	8/31/11
8/16/11 – 8/31/11	9/07	9/08	9/13	9/14	9/19/11
9/01/11 – 9/15/11	9/21	9/22	9/27	9/28	10/05/11
9/16/11 – 9/30/11	10/06	10/07	10/13	10/14	10/19/11
10/01/11 – 10/15/11	10/20	10/21	10/26	10/27	11/01/11
10/16/11 – 10/31/11	11/04	11/07	11/14	11/15	11/18/11
11/01/11 – 11/15/11	11/21	11/22	11/29	11/30	12/05/11
11/16/11 – 11/30/11	12/06	12/07	12/12	12/13	12/16/11
12/01/11 – 12/15/11	12/21	12/22	12/28	12/29	1/04/12
12/16/11 – 12/31/11	1/06	1/09	1/12	1/13	1/19/12
1/01/12 – 1/15/12	1/20	1/23	1/26	1/27	2/01/12
1/16/12 – 1/31/12	2/06	2/07	2/10	2/13	2/16/12
2/01/12 – 2/15/12	2/28 *	2/29	3/05	3/06	3/09/12
2/16/12 – 2/28/12	3/06	3/07	3/12	3/13	3/16/12
3/01/12 – 3/15/12	3/21	3/22	3/27	3/28	4/02/12
3/16/12 – 3/31/12	4/05	4/16	4/19	4/20	4/25/12
4/01/12 – 4/15/12	4/19	4/20	4/25	4/26	5/01/12
4/16/12 – 4/30/12	5/04	5/07	5/10	5/11	5/16/12
5/01/12 – 5/15/12	5/21	5/22	5/25	5/29	6/01/12
5/16/12 – 5/31/12	6/06	6/07	6/12	6/13	6/18/12
6/01/12 – 6/15/12	6/21	6/22	6/27	6/28	7/03/12
6/16/12 – 6/30/12	6/29	6/22	7/05	7/06	7/11/12

* TIMEKEEPING DELAYED TO ACCOMMODATE MID-WINTER RECESS

WINTER RECESS: 12/26/11 – 01/02/12

MID-WINTER RECESS: 2/20/12 – 2/24/12

SPRING RECESS: 4/06/12 – 4/13/12

FISCAL YEAR ROLLOVER (TENTATIVE): 6/23/12 – 6/29/12

DATES ARE SUBJECT TO CHANGE. UP-TO-DATE PAYROLL INFORMATION CAN BE OBTAINED FROM THE PDPS PER DIEM/PER SESSION PAYROLL BULLETIN BOARDS, THE TBNK PER SESSION PAYROLL BULLETIN BOARD, THE DIVISION OF FINANCIAL OPERATIONS (DFO) WEBSITE: <http://SCHOOLS.NYC.GOV/OFFICES/DFO> AND THE DFO PAYROLL PORTAL: <https://PAYROLLPORTAL.NYCBOE.NET>

DISTRICT _____

FAX NO. _____

EFT REVERSAL/STOP PAYMENT/CANCELLATION REQUEST

TODAY'S DATE ___/___/___ PAYPERIOD END DATE ___/___/___ PAYROLL NO. _____

BORO/SCHOOL

CHECK DATE

___/___/___

EMPLOYEE NAME _____ TITLE _____

SOCIAL SECURITY NO. [][][] - [][] - [][][][]

FILE NO. [][][][][][]

REASON FOR ACTION:

- Terminated Date: _____
- Resignation Date: _____
- Retirement Date: _____
- Leave Without Pay Start Date: _____
- Deceased Date: _____
- Grace Period Start Date: _____ End Date: _____
- Unauthorized Absences Start Date: _____
- Sabbatical Adjustment Required Start Date: _____
- OTHER: Dates: _____

Please select one of the following options:

- Process reversal and cancel future Direct Deposit participation
- Reversal requested for this pay period only
- Process stop and cancel future Direct Deposit participation
- Stop requested for this pay period only
- Cancel Direct Deposit only

School/FMC Contact: _____

Telephone No.: _____

Principal/FMC Authorization: _____

You are required to inform employees of all reversal requests.

DATE: _____

DEAR _____:

Please be advised that an Electronic Funds Transfer stop payment/reversal has been initiated for the pay period ending _____.

You are not entitled to this payment for the following reason(s):

- Termination Date: _____
- Resignation Date: _____
- Retirement Date: _____
- Leave without pay Date: _____
- Grace Period Start Date: _____ End Date: _____
- Unauthorized Absences Start Date: _____ No. of Days _____
- Sabbatical Adjustment Required Start Date: _____
- OTHER: _____ Date: _____

Please Contact the Principal listed below if you have any questions.

Principal