



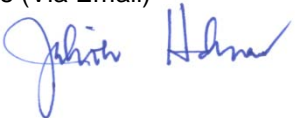
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PAYROLL ADMINISTRATION MEMORANDUM - NO. 2, 2010-2011

DATE: September 7, 2010

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

FROM: Judith Hederman 

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

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

The enrollment period for employees on Q742 Pedagogic, Q744 Educational Paraprofessional and E745 Hourly Support will remain open until May 2, 2011. 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 on a UFT title (beginning fiscal year 2007-2008), to have their wages paid through Electronic Fund Transfer (EFT).

Employees wishing to participate must be active on payroll and 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. Bank accounts that are not in the employee's name cannot be used.

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 Q Bank 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 paper application.

In order to utilize the web self service facility, employees must have a DOE Outlook e-mail 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.

Applications may 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.

JH/co
Att.

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