



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

Vincent A. Giordano, *Executive Director*
Division of Financial Operations

PAYROLL ADMINISTRATION MEMORANDUM - NO. 14, 2006-2007

DATE: April 9, 2007

TO: ROC Directors, Heads of Offices (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries/Timekeepers

FROM: Vincent A. Giordano
Executive Director

SUBJECT: Direct Deposit Deadline for FY 2007

Please be advised that the enrollment period for the direct deposit of employee paychecks on the Q742, Q744 and E745 payrolls will end May 4, 2007. Please inform employees of this deadline.

In addition, due to the production of the summer paychecks in early June, requests to change or close an account must be submitted by May 1, 2007. This will allow timely processing of the requests for the summer payroll checks. Early submission of this information will prevent the rejection of these payments to a closed account.

Please contact the Direct Deposit Unit at (718) 935-3545 if there are any questions.

Thank you for your cooperation.

VAG/ms

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