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**Payroll Administration Memorandum Number 7**

Please bring to the attention of your Payroll Secretary the Payroll Administration Memorandum outlined in the chart below. You may access this memorandum by going to the following site:

<http://schools.nyc.gov/Offices/DFO/PayrollAdministration/MostPopularClicks/PayrollMemoranda.htm>

| Number | Date             | Subject  |
|--------|------------------|--|
| 7      | October 10, 2006 | <b>EIS Timekeeping Modifications for Pedagogic Employees (Q742 Payroll)</b><br><br><i>Abstract of Memo:</i><br><br>This memo details modifications that have been made to the Employee Identification System (EIS) in order to improve the accuracy of all timekeeping transactions. |

Questions concerning the above memoranda should be referred to the following:

Pedagogic Timekeeping Unit at 718-935-2217