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Payroll Administration Memorandum Number 15

Please bring to the attention of your Payroll Secretary the Payroll Administration Memorandum outlined in the chart below. You may access this memorandum by [clicking here](#).

Number	Date	Subject
15	May 22, 2007	<p>End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payrolls</p> <hr/> <p><i>Abstract of Memo:</i></p> <p>This memorandum details updated procedures which will assist concerned personnel through the end of year service processing for E745 & Q744 employees in the Employee Information System (EIS) and the 2007 Summer /Vacation pay schedules.</p> <p>Affixed to this memorandum are two Attachments (A and B):</p> <p>A – Eligibility criteria for vacation/summer payments for DC37 employees and hourly school guards.</p> <p>B – Calendar of Events for end of the year processing for all E-Bank employees.</p>

Please (718) 935-3030 if there are any questions.