



**Department of  
Education**

*Dennis M. Walcott, Chancellor*

**Francine Perkins-Colón**  
*Chief Administrator*  
Division of Financial Operations  
Office of Payroll Administration

**FPerkin@schools.nyc.gov**

**PAYROLL ADMINISTRATION MEMORANDUM - NO. 16, 2010-2011**

**DATE:** May 13, 2011

**TO:** CFN EXECUTIVE DIRECTORS (via e-mail)  
Principals (via "Principal's Weekly Newsletter")  
School Secretaries/ Timekeepers (via e-mail)

**FROM:** Francine Perkins-Colón

**SUBJECT:** Payroll Schedule for Fiscal Year 2011-2012

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Attached for your information are the 2011-2012 schedules for the following payrolls:

<u>Payroll Bank</u>	<u>Payroll Bank Description</u>	<u>Payroll Contact Tel. #</u>
H/Z Bank (H/Z740)	Administrative Employees	(718) 935-2201
Q Bank (Q742, 744 Excluding Sub Paras and PSOEP)	Pedagogic Employees	(718)935-2218
Q Bank (Q744 SREPP and PSOEPs only)	UFT Paraprofessional Payroll	(718) 935-3030
E Bank (E745)	Hourly Support Employees	(718) 935-3030
T Bank (Q746, Q747)	Per Diem/ Per Session Employees	(718) 935-2218

If you have questions, please refer to the telephone number(s) noted above.

FPC/dg  
Attachment

- C. M Tragale  
K. Monrose  
M. Mendel, UFT  
L. Tamburo, UFT  
E. Logan, CSA  
S. Davis, DC37  
A. Cheliotos, CWA 1180  
R. Hendershot, Teamsters  
S. Hong, OLR  
J. Wierzbowski. TRS

### 2011-2012 Payroll Calendar H and Z Bank

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 <sup>1</sup>	9/2/2011 <sup>1</sup>	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 <sup>2</sup>
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 <sup>3</sup>	12/23/2011 <sup>3</sup>	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 <sup>4</sup>	2/17/2012 <sup>4</sup>	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 <sup>5</sup>	5/25/2012 <sup>5</sup>	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 742-722 Payrolls**  
**(Excludes Sub Paras and PSOEPS)**

Month		Staffing Close Date	Payroll Close Date	EFT Stop Payment 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		/31/12	06/27/12

**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

## B PAYCYCLE (E745)

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

2011 - 2012 PAYROLL SCHEDULES  
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>