



**THE FOLLOWING ARTICLE PUBLISHED BY THE
DIVISION OF FINANCIAL OPERATIONS (DFO) APPEARED IN THE
JUNE 13, 2006
EDITION OF THE “PRINCIPAL’S WEEKLY NEWSLETTER”**

Payroll Administration Memorandum Number 18

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://www.nycenet.edu/Offices/DFO/PayrollAdministration/MostPopularClicks/PayrollMemoranda.htm>

Number	Date	Subject
18	June 6, 2006	<p style="text-align: center;">Q742 & Q744 Payroll End of School Year Procedures and Information</p> <hr/> <p style="text-align: center;"><i>Abstract of Memo:</i> <i>This memorandum will provide you with the following important payroll information which is relevant to the ending of this school year:</i></p> <ol style="list-style-type: none">1. <i>Summer Vacation Check Distribution</i>2. <i>Lost, Stolen or Mutilated Checks</i>3. <i>Closed Electronic Fund Transfer (EFT) Accounts</i>4. <i>Prep Period Payments</i>5. <i>Pro-Rata Vacation Entitlement</i>6. <i>Vacation Pay for Per Diem Substitutes</i>7. <i>Salary Adjustment for 12 Month CSA Employees</i>8. <i>Sabbatical Vacation Deductions</i>9. <i>CAR (Cumulative Absence Reserve)</i>10. <i>Direct Deposit Enrollment Cancellation for Terminating or Retiring Employees</i>11. <i>Guidelines for Cumulative Absence Reserve (CAR) Payments</i>

If you have any questions, contact the Pedagogic Payroll at (718) 935-2218 or the Paraprofessional Payroll at (718) 935-3030.