



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

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

PAYROLL ADMINISTRATION MEMORANDUM – NO. 19, 2005 - 2006

DATE: June 19, 2007

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

FROM: Vincent A. Giordano, Executive Director

SUBJECT: Payroll Schedules 2007-2008

Attached for your information are the schedules for the following payrolls:

Q Bank (Q742, Q744)	Pedagogic Employees	718-935-2218
Q Bank (Q746, Q747)	Per Diem/Per Session Employees	718-935-2218
E Bank (E745)	Hourly Support Employees	718-935-3030
H/Z Bank (H/Z740)	Administrative Employees	718-935-2201

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

VAG/ms
Attachments

- c. M. Mendel, UFT
- L. Tamburo, UFT
- E. Logan, CSA
- S. Davis, DC37
- A. Cheliotis, CWA 1180
- R. Hendershot, Teamsters

**2007 - 2008 PAYROLL SCHEDULE
Q746 (PER DIEM) / Q747 (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
7/01/07 – 7/15/07	7/19	7/20	7/25	7/26	7/31/07
7/16/07 – 7/31/07	8/06	8/07	8/10	8/13	8/16/07
8/01/07 – 8/15/07	8/21	8/22	8/27	8/28	8/31/07
8/16/07 – 8/31/07	9/07	9/10	9/13	9/14	9/19/07
9/01/07 – 9/15/07	9/20	9/21	9/26	9/27	10/02/07
9/16/07 – 9/30/07	10/04	10/05	10/11	10/12	10/17/07
10/01/07 – 10/15/07	10/19	10/22	10/25	10/26	10/31/07
10/16/07 – 10/31/07	11/07	11/08	11/14	11/15	11/20/07
11/01/07 – 11/15/07	11/21	11/26	11/29	11/30	12/05/07
11/16/07 – 11/30/07	12/06	12/07	12/12	12/13	12/18/07
12/01/07 – 12/15/07	12/20	12/21	12/27	12/28	1/03/08
12/16/07 – 12/31/07	1/07	1/08	1/11	1/14	1/17/08
1/01/08 – 1/15/08	1/22	1/23	1/28	1/29	2/01/08
1/16/08 – 1/31/08	2/06	2/07	2/13	2/14	2/20/08
2/01/08 – 2/15/08	2/28 *	2/29	3/05	3/06	3/11/08
2/16/08 – 2/29/08	3/06	3/07	3/12	3/13	3/18/08
3/01/08 – 3/15/08	3/20	3/24	3/27	3/28	4/02/08
3/16/08 – 3/31/08	4/04	4/07	4/10	4/11	4/16/08
4/01/08 – 4/15/08	4/28 **	4/29	5/02	5/05	5/08/08
4/16/08 – 4/30/08	5/06	5/07	5/12	5/13	5/16/08
5/01/08 – 5/15/08	5/21	5/22	5/28	5/29	6/03/08
5/16/08 – 5/31/08	6/05	6/06	6/11	6/12	6/17/08
6/01/08 – 6/15/08	6/19	6/20	6/25	6/26	7/01/08
6/16/08 – 6/30/08	6/30	6/24	7/03	7/07	7/10/08

* TIMEKEEPING DELAYED TO ACCOMMODATE MID-WINTER RECESS

** TIMEKEEPING DELAYED TO ACCOMMODATE SPRING RECESS

WINTER RECESS: 12/24/07 – 1/01/08

MID-WINTER RECESS: 2/18/08 – 2/22/08

SPRING RECESS: 4/21/08 – 4/25/08

FISCAL YEAR ROLLOVER (TENTATIVE): 7/01/08 – 7/07/08

DATES ARE SUBJECT TO CHANGE. PLEASE CHECK THE PDPS PER DIEM/PER SESSION PAYROLL BULLETIN BOARDS AND THE TBNK PER SESSION PAYROLL BULLETIN BOARD FOR UPDATES TO THE PAYROLL SCHEDULE. PLEASE ALSO REFER TO THE WEBSITE ADDRESS INDICATED ON THE PDPS BULLETIN BOARDS FOR UP-TO DATE PAYROLL INFORMATION.

2007-2008 Payroll Schedule Q Bank 742-744 Payrolls

Month		Staffing Close Date	Payroll Close Date	EFT Stop Paymt. Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	08/30/07	09/04/07	09/11/07	09/05/07	09/14/07	09/12/07
	2nd Half	09/17/07	09/19/07	09/26/07	09/20/07	10/01/07	10/01/07
Oct	1st Half	10/02/07	10/04/07	10/10/07	10/05/07	10/15/07	10/16/07
	2nd Half	10/16/07	10/18/07	10/26/07	10/19/07	10/31/07	11/01/07
Nov	1st Half	11/01/07	11/05/07	11/09/07	11/07/07	11/15/07	11/16/07
	2nd Half	11/16/07	11/20/07	11/27/07	11/21/07	11/30/07	11/30/07
Dec	1st Half	12/03/07	12/05/07	12/11/07	12/06/07	12/14/07	12/14/07
	2nd Half	12/11/07	12/13/07	12/26/07	12/14/07	12/31/07	12/21/07
Jan	1st Half	01/02/08	01/04/08	01/10/08	01/07/08	01/15/08	01/16/08
	2nd Half	01/16/08	01/18/08	01/28/08	01/22/08	01/31/08	01/31/08
Feb	1st Half	02/01/08	02/05/08	02/11/08	02/06/08	02/15/08	02/15/08
	2nd Half	02/15/08	02/20/08	02/26/08	02/21/08	02/29/08	02/29/08
Mar	1st Half	03/03/08	03/05/08	03/11/08	03/06/08	03/14/08	03/14/08
	2nd Half	03/17/08	03/19/08	03/27/08	03/20/08	03/31/08	03/31/08
Apr	1st Half	04/01/08	04/03/08	04/11/08	04/04/08	04/15/08	04/16/08
	2nd Half	04/15/08	04/17/08	04/25/08	04/18/08	04/30/08	05/01/08
May	1st Half	05/01/08	05/05/08	05/12/08	05/06/08	05/15/08	05/16/08
	2nd Half	05/16/08	05/20/08	05/27/08	05/21/08	05/30/08	05/30/08
June	1st Half	05/22/08	05/23/08	06/10/08	05/27/08	06/13/08	06/13/08
	2nd Half	05/28/08	05/30/08	06/26/08		06/30/08	06/25/08
July	1st Half			07/10/08		07/15/08	06/25/08
	2nd Half			07/28/08		07/31/08	06/25/08
Aug	1st Half			08/12/08		08/15/08	06/25/08
	2nd Half			08/26/08		08/29/08	06/25/08

2007 -2008 PAYROLL CALENDAR B PAYCYCLE (E745)					
PAY PERIOD EARNED DATES	PAYROLL PERIOD TIMEKEEPING ENTRY & APPROVAL DATES	TKEEPING CLOSE DATE	EFT STOP PAYMENT DEADLINE	CHECK DATES	CHECK DELIVERY DATE
06/13/07 - 06/26/07	06/20/07 - 07/03/07	07/03/07	07/09/07	07/12/07	
06/27/07 - 07/10/07	07/04/07 - 07/17/07	07/17/07	07/23/07	07/26/07	
07/11/07 - 07/24/07	07/18/07 - 07/31/07	07/31/07	08/06/07	08/09/07	
07/25/07 - 08/07/07	08/01/07 - 08/14/07	08/14/07	08/20/07	08/23/07	
08/08/07 - 08/21/07	08/15/07 - 08/28/07	08/28/07	09/03/07	09/06/07	
08/22/07 - 09/04/07	08/29/07 - 09/11/07	09/11/07	09/17/07	09/20/07	
09/05/07 - 09/18/07	09/12/07 - 09/25/07	09/25/07	10/01/07	10/04/07	
09/19/07 - 10/02/07	09/26/07 - 10/09/07	10/09/07	10/15/07	10/18/07	
10/03/07 - 10/16/07	10/10/07 - 10/23/07	10/23/07	10/29/07	11/01/07	
10/17/07 - 10/30/07	10/24/07 - 11/06/07	11/06/07	11/12/07	11/15/07	
10/31/07 - 11/13/07	11/07/07 - 11/20/07	11/20/07	11/26/07	11/29/07	
11/14/07 - 11/27/07	11/21/07 - 12/04/07	12/04/07	12/10/07	12/13/07	
11/28/07 - 12/11/07	12/05/07 - 12/11/07	12/11/07	12/21/07	12/27/07	* 12/21/07
12/12/07 - 12/25/07	12/19/07 - 01/01/08	01/01/08	01/07/08	01/10/08	
12/26/07 - 01/08/08	01/02/08 - 01/15/08	01/15/08	01/21/08	01/24/08	
01/09/08 - 01/22/08	01/16/08 - 01/29/08	01/29/08	02/04/08	02/07/08	
01/23/08 - 02/05/08	01/30/08 - 02/07/08	02/07/08	02/18/08	02/21/08	*2/15/08
02/06/08 - 02/19/08	02/12/08 - 02/26/08	02/26/08	03/03/08	03/06/08	
02/20/08 - 03/04/08	02/27/08 - 03/11/08	03/11/08	03/17/08	03/20/08	
03/05/08 - 03/18/08	03/12/08 - 03/25/08	03/25/08	03/31/08	04/03/08	
03/19/08 - 04/01/08	03/28/08 - 04/08/08	04/08/08	04/14/08	04/17/08	
04/02/08 - 04/15/08	04/09/08 - 04/22/08	04/22/08	04/28/08	05/01/08	
04/16/08 - 04/29/08	04/23/08 - 05/06/08	05/06/08	05/12/08	05/15/08	
04/30/08 - 05/13/08	05/07/08 - 05/20/08	05/20/08	05/26/08	05/29/08	
05/14/08 - 05/27/08	05/21/08 - 06/03/08	06/03/08	06/09/08	06/12/08	**
05/29/08 - 06/10/08	06/04/08 - 06/17/08	06/17/08	06/23/08	06/26/08	***
06/11/08 - 06/24/08	06/18/08 - 07/01/08	07/01/08	07/07/08	07/10/08	***

* Timekeeping closes earlier than usual

** Date will be at least 3 days earlier - Check EIS Bulletin Board

*** 5/29/08 - 6/26/08 will be anticipated for school based employees

****Regular service will be anticipated; service for occasional employees must be keyed in.

**H and Z Bank
2007 - 2008 Payroll Calendar**

H-Bank Pay Period	Z-Bank Pay Period	FMC Close	Payroll Close	Supplementary Payroll Close	Check Date
7/8 - 7/21/07	7/1 - 7/14/07	07/16/2007	07/17/2007	07/23/2007	07/27/2007
7/22 - 8/4/07	7/15 - 7/28/07	07/30/2007	07/31/2007	08/06/2007	08/10/2007
8/5 - 8/18/07	7/29 - 8/11/07	08/13/2007	08/14/2007	08/20/2007	08/24/2007
8/19 - 9/1/07	8/12 - 8/25/07	08/27/2007	08/28/2007	08/31/2007	09/07/2007
9/2 - 9/15/07	8/26 - 9/8/07	09/07/2007	09/10/2007	09/17/2007	09/21/2007
9/16 - 9/29/07	9/9 - 9/22/07	09/24/2007	09/25/2007	10/01/2007	10/05/2007
9/30 - 10/13/07	9/23 - 10/6/07	10/05/2007	10/09/2007	10/15/2007	10/19/2007
10/14 - 10/27/07	10/7 - 10/20/07	10/22/2007	10/23/2007	10/29/2007	11/02/2007
10/28 - 11/10/07	10/21 - 11/3/07	11/05/2007	11/06/2007	11/09/2007	11/16/2007
11/11 - 11/24/07	11/4 - 11/17/07	11/16/2007	11/19/2007	11/26/2007	11/30/2007
11/25 - 12/8/07	11/18 - 12/1/07	12/03/2007	12/04/2007	12/10/2007	12/14/2007
12/9 - 12/22/07	12/2 - 12/15/07	12/17/2007	12/18/2007	12/21/2007	12/28/2007
12/23 - 1/5/08	12/16 - 12/29/07	12/27/2007	12/28/2007	01/07/2008	01/11/2008
1/6 - 1/19/08	12/30 - 1/12/08	01/14/2008	01/15/2008	01/21/2008	01/25/2008
1/20 - 2/2/08	1/13 - 1/26/08	01/28/2008	01/29/2008	02/04/2008	02/08/2008
2/3 - 2/16/08	1/27 - 2/9/08	02/11/2008	02/12/2008	02/18/2008	02/22/2008
2/17 - 3/1/08	2/10 - 2/23/08	02/25/2008	02/26/2008	03/03/2008	03/07/2008
3/2 - 3/15/08	2/24 - 3/8/08	03/10/2008	03/11/2008	03/17/2008	03/21/2008
3/16 - 3/29/08	3/9 - 3/22/08	03/24/2008	03/25/2008	03/31/2008	04/04/2008
3/30 - 4/12/08	3/23 - 4/5/08	04/07/2008	04/08/2008	04/14/2008	04/18/2008
4/13 - 4/26/08	4/6 - 4/19/08	04/18/2008	04/22/2008	04/28/2008	05/02/2008
4/27 - 5/10/08	4/20 - 5/3/08	05/05/2008	05/06/2008	05/12/2008	05/16/2008
5/11 - 5/24/08	5/4 - 5/17/08	05/19/2008	05/20/2008	05/26/2008	05/30/2008
5/25 - 6/7/08	5/18 - 5/31/08	06/02/2008	06/03/2008	06/09/2008	06/13/2008
6/8 - 6/21/08	6/1 - 6/14/08	06/16/2008	06/17/2008	06/23/2008	06/27/2008
6/22 - 7/5/08	6/15 - 6/28/08	06/30/2008	07/01/2008	07/07/2008	07/11/2008
7/6 - 7/19/08	6/29 - 7/12/08	07/14/2008	07/15/2008	07/21/2008	07/25/2008

**Dates are subject
to change**