



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, *Chancellor*

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

PAYROLL ADMINISTRATION MEMORANDUM - NO. 6, 2007 - 2008

DATE: November 21, 2007

TO: ISC Executive Directors (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries

FROM: Vincent A. Giordano
Executive Director

SUBJECT: Early Encashment of 2007 Summer Q742, Q744 and E745 Checks

As specified in Payroll Memorandum #17 (Item #1) issued June 6, 2007, employees who were paid on the Q742, Q744 and E745 Payroll Banks and presented a post dated check for early encashment during the summer of 2007 will have a payroll deduction of \$40 per check made as follows:

- Q742/744 employees will receive a deduction on the 11/30/07 paycheck. Deduction will be processed in two installments if more than one post dated check was presented early and the fee totals more than \$100. The second installment will be on the 12/14/07 paycheck.
- E745 employees will receive a deduction on the 11/29/07 paycheck. Deduction will be processed in two installments if more than one post dated check was presented early and the fee totals more than \$100. The second installment will be on the 12/13/07 paycheck.

Please contact the following for any questions concerning these deductions:

Q742 Pedagogic Payroll
Phone: (718) 935-2218
Fax: (718) 935-5638

Q744 Paraprofessional and E745 Payrolls
Phone: (718) 935-3030
Fax: (718) 935-4093

Thank you.

VAG/ms

c. Judy Hederman
Yvonne Kong
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