




Vincent A. Giordano  
Executive Director  
Division of Financial Operations

[vagiord@schools.nyc.gov](mailto:vagiord@schools.nyc.gov)

**PAYROLL ADMINISTRATION MEMORANDUM - NO. 11, 2007-2008**

**DATE:** April 21, 2008

**TO:** ISC Executive Directors (via email)  
Principals (via "Principal's Weekly Newsletter")  
School Secretaries/Timekeepers (via email)

**FROM:** Vincent A. Giordano   
Executive Director

**SUBJECT: Payroll Benefits Program Deadline for FY 2008**

---

Please be advised that enrollment for the following Payroll Benefit Programs will close on May 8, 2008.

- Electronic Fund Transfer (EFT-direct deposit) of employee paychecks,
- Savings Bonds,
- 529 College Savings Program,
- Transit Spending Account (TSA), and
- Transit Benefit Program (Metrocard) on the Q742, Q744 and E745 payrolls

Due to this; paper applications received after May 1, 2008 will be processed for the first check in September. However, employees may enroll, update and cancel their enrollment for EFT, Savings Bond, TSA and Metrocard through the Payroll Employee Self Service Application at <https://payrollportal.nycboe.net> until close of business May 16, 2008. Please inform employees of the deadlines.

The enrollment deadline allows for the timely production of summer paychecks, which are due in early June.

Please contact Deborah Anthony at the Payroll Benefits Unit at (718) 935-3545 if there are any questions. Please direct questions regarding the Payroll Employee Self Service to [PAYEMPSELFSESV@schools.nyc.gov](mailto:PAYEMPSELFSESV@schools.nyc.gov) or Christina Ozata at (718) 935-2651.

Thank you for your cooperation.

VAG/co

c: J. Hederman, F. Perkins-Colon, A. Lopez, D. Anthony, C. Ozata, M. Aaronson, UFT,  
L. Tamburo, V. Montgomery-Costa, DC37, Local 372, R. Hendershat, IBT 237