



**Department of  
Education**

Vincent A. Giordano  
Executive Director  
Division of Financial Operations

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**PAYROLL ADMINISTRATION MEMORANDUM – NO. 17, 2007- 2008**

**DATE:** June 5, 2008

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

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

A handwritten signature in blue ink that reads "Vincent A. Giordano".

**SUBJECT:** Payroll Schedules 2008-2009

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

Q Bank (Q742, Q744)	Pedagogic Employees	718-935-3434
Q Bank (Q746, Q747)	Per Diem/Per Session Employees	718-935-3434
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/co  
Attachments

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

**H and Z Bank  
2008 - 2009 Payroll Calendar**

<b>H-Bank Pay Period</b>	<b>Z-Bank Pay Period</b>	<b>* APRL 9902 Close date</b>	<b>FMC Timekeeping Close</b>	<b>Payroll Close</b>	<b>Check Date</b>
7/6 - 7/19/08	6/29 - 7/12/08	7/14/2008	7/14/2008	7/15/2008	7/25/2008
7/20 - 8/2/08	7/13 - 7/26/08	7/28/2008	7/28/2008	7/29/2008	8/8/2008
8/3 - 8/16/08	7/27 - 8/9/08	8/11/2008	8/11/2008	8/12/2008	8/22/2008
8/17 - 8/30/08	8/10 - 8/23/08	8/25/2008	8/25/2008	8/26/2008	9/5/2008
8/31 - 9/13/08	8/24 - 9/6/08	9/8/2008	9/8/2008	9/9/2008	9/19/2008
9/14 - 9/27/08	9/7 - 9/20/08	9/22/2008	9/22/2008	9/23/2008	10/3/2008
9/28 - 10/11/08	9/21 - 10/4/08	10/6/2008	10/6/2008	10/7/2008	10/17/2008
10/12 - 10/25/08	10/5 - 10/18/08	10/20/2008	10/20/2008	10/21/2008	10/31/2008
10/26 - 11/8/08	10/19 - 11/1/08	11/3/2008	11/3/2008	11/4/2008	11/14/2008
11/9 - 11/22/08	11/2 - 11/15/08	11/17/2008	11/17/2008	11/18/2008	11/28/2008
11/23 - 12/6/08	11/16 - 11/29/08	12/1/2008	12/1/2008	12/2/2008	12/12/2008
12/7 - 12/20/08	11/30 - 12/13/08	12/15/2008	12/15/2008	12/16/2008	12/26/2008
12/21 - 1/3/09	12/14 - 12/27/08	12/24/2008	12/24/2008	12/29/2008	1/9/2009
1/4 - 1/17/09	12/28 - 1/10/09	1/12/2009	1/12/2009	1/13/2009	1/23/2009
1/18 - 1/31/09	1/11 - 1/24/09	1/26/2009	1/26/2009	1/27/2009	2/6/2009
2/1 - 2/14/09	1/25 - 2/7/09	2/9/2009	2/9/2009	2/10/2009	2/20/2009
2/15 - 2/28/09	2/8 - 2/21/09	2/23/2009	2/23/2009	2/24/2009	3/6/2009
3/1 - 3/14/09	2/22 - 3/7/09	3/9/2009	3/9/2009	3/10/2009	3/20/2009
3/15 - 3/28/09	3/8 - 3/21/09	3/23/2009	3/23/2009	3/24/2009	4/3/2009
3/29 - 4/11/09	3/22 - 4/4/09	4/3/2009	4/3/2009	4/6/2009	4/17/2009
4/12 - 4/25/09	4/5 - 4/18/09	4/20/2009	4/20/2009	4/21/2009	5/1/2009
4/26 - 5/9/09	4/19 - 5/2/09	5/4/2009	5/4/2009	5/5/2009	5/15/2009
5/10 - 5/23/09	5/3 - 5/16/09	5/18/2009	5/18/2009	5/19/2008	5/29/2009
5/24 - 6/6/09	5/17 - 5/30/09	6/1/2009	6/1/2009	6/2/2009	6/12/2009
6/7 - 6/20/09	5/31 - 6/13/09	6/15/2009	6/15/2009	6/16/2009	6/26/2009
6/21 - 7/4/09	6/14 - 6/27/09	6/29/2009	6/29/2009	6/30/2009	7/10/2009
7/5 - 7/18/09	6/28 - 7/11/09	7/13/2009	7/13/2009	7/14/2009	7/24/2009

**\* 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**

**2008 -2009 PAYROLL CALENDAR  
B PAYCYCLE (E745)**

<b>PAY PERIOD EARNED DATES</b>	<b>PAYROLL PERIOD TIMEKEEPING ENTRY &amp; APPROVAL DATES</b>	<b>TKEEPING CLOSE DATE</b>	<b>EFT STOP PAYMENT DEADLINE</b>	<b>CHECK DATES</b>	<b>CHECK DELIVERY DATE</b>
06/11/08 - 06/24/08	06/18/08 - 07/01/08	07/01/08	07/07/08	07/10/08	
06/25/08 - 07/08/08	07/02/08 - 07/15/08	07/15/08	07/21/08	07/24/08	
07/09/08 - 07/22/08	07/16/08 - 07/29/08	07/29/08	08/04/08	08/07/08	
07/23/08 - 08/05/08	07/30/08 - 08/12/08	08/12/08	08/18/08	08/21/08	
08/06/08 - 08/19/08	08/13/08 - 08/26/08	08/26/08	08/29/08	09/04/08	
08/20/08 - 09/02/08	08/27/08 - 09/09/08	09/09/08	09/15/08	09/18/08	
09/03/08 - 09/16/08	09/10/08 - 09/23/08	09/23/08	09/29/08	10/02/08	
09/17/08 - 09/30/08	09/24/08 - 10/07/08	10/07/08	10/10/08	10/16/08	
10/01/08 - 10/14/08	10/08/08 - 10/21/08	10/21/08	10/27/08	10/30/08	
10/15/08 - 10/28/08	10/22/08 - 11/04/08	11/04/08	11/07/08	11/13/08	
10/29/08 - 11/11/08	11/05/08 - 11/18/08	<b>11/17/08</b>	11/24/08	11/27/08	11/26/08
11/12/08 - 11/25/08	11/19/08 - 12/02/08	12/02/08	12/08/08	12/11/08	
11/26/08 - 12/09/08	12/03/08 - 12/16/08	<b>12/09/08</b>	12/18/08	12/24/08	12/23/08
12/10/08 - 12/23/08	12/17/08 - 12/30/08	12/30/08	01/05/09	01/08/09	
12/24/08 - 01/06/09	12/31/08 - 01/13/09	01/13/09	01/19/09	01/22/09	
01/07/09 - 01/20/09	01/14/09 - 01/27/09	01/27/09	02/02/09	02/05/09	
01/21/09 - 02/03/09	01/28/09 - 02/10/09	<b>02/03/09</b>	02/16/09	02/19/09	02/13/09
02/04/09 - 02/17/09	02/11/09 - 02/24/09	02/24/09	03/02/09	03/05/09	
02/18/09 - 03/03/09	02/25/09 - 03/10/09	03/10/09	03/16/09	03/19/09	
03/04/09 - 03/17/09	03/11/09 - 03/24/09	03/24/09	03/30/09	04/02/09	
03/18/09 - 03/31/09	03/25/09 - 04/07/09	<b>03/31/09</b>	04/11/09	04/16/09	04/08/09
04/01/09 - 04/14/09	04/08/09 - 04/21/09	04/21/09	04/27/09	04/30/09	
04/15/09 - 04/28/09	04/22/09 - 05/05/09	05/05/09	05/11/09	05/14/09	
04/29/09 - 05/12/09	05/06/09 - 05/19/09	05/19/09	05/25/09	05/28/09	
05/13/09 - 05/26/09	05/20/09 - 06/02/09	<b>06/02/09</b>	06/08/09	06/11/09	**
05/27/09 - 06/09/09	06/03/09 - 06/16/09	06/16/09	06/22/09	06/25/09	***
06/10/09 - 06/23/09	06/17/09 - 06/30/09	06/30/09	07/06/09	07/09/09	***

\* Timekeeping closes earlier than usual

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

\*\*\* 5/27/09 - 6/25/09 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.

Rosh Hashanah 9/30/08 - 10/1/08

Columbus Day 10/13/08

Thanksgiving 11/27/08 & 11/28/08

Christmas Recess:

12/24/08 - 01/02/09

Mid-Winter Recess: = Early Timekeeping close.

Good Friday 04/10/09

Passover, and Spring Recess

**2008-2009 Payroll Schedule**

**Q Bank 742-744 Payrolls**

<b>Month</b>		<b>Staffing Close Date</b>	<b>Payroll Close Date</b>	<b>EFT Stop Paymt. Deadline</b>	<b>Open to District</b>	<b>Check Date</b>	<b>Check Delivery Date</b>
<b>Sept</b>	<b>1st Half</b>	<b>08/28/08</b>	<b>09/02/08</b>	<b>09/10/08</b>	<b>09/03/08</b>	<b>09/15/08</b>	<b>09/15/08</b>
	<b>2nd Half</b>	<b>09/15/08</b>	<b>09/17/08</b>	<b>09/25/08</b>	<b>09/18/08</b>	<b>09/30/08</b>	<b>09/29/08</b>
<b>Oct</b>	<b>1st Half</b>	<b>09/30/08</b>	<b>10/02/08</b>	<b>10/09/08</b>	<b>10/03/08</b>	<b>10/15/08</b>	<b>10/16/08</b>
	<b>2nd Half</b>	<b>10/14/08</b>	<b>10/16/08</b>	<b>10/28/08</b>	<b>10/17/08</b>	<b>10/31/08</b>	<b>10/31/08</b>
<b>Nov</b>	<b>1st Half</b>	<b>10/30/08</b>	<b>11/03/08</b>	<b>11/10/08</b>	<b>11/05/08</b>	<b>11/14/08</b>	<b>11/14/08</b>
	<b>2nd Half</b>	<b>11/14/08</b>	<b>11/18/08</b>	<b>11/24/08</b>	<b>11/19/08</b>	<b>12/01/08</b>	<b>12/01/08</b>
<b>Dec</b>	<b>1st Half</b>	<b>12/02/08</b>	<b>12/04/08</b>	<b>12/10/08</b>	<b>12/05/08</b>	<b>12/15/08</b>	<b>12/15/08</b>
	<b>2nd Half</b>	<b>12/10/08</b>	<b>12/12/08</b>	<b>12/24/08</b>	<b>12/13/08</b>	<b>12/31/08</b>	<b>12/23/08</b>
<b>Jan</b>	<b>1st Half</b>	<b>01/02/09</b>	<b>01/06/09</b>	<b>01/12/09</b>	<b>01/07/09</b>	<b>01/15/09</b>	<b>01/16/09</b>
	<b>2nd Half</b>	<b>01/14/09</b>	<b>01/16/09</b>	<b>01/27/09</b>	<b>01/19/09</b>	<b>01/30/09</b>	<b>01/30/09</b>
<b>Feb</b>	<b>1st Half</b>	<b>01/30/09</b>	<b>02/03/09</b>	<b>02/10/09</b>	<b>02/04/09</b>	<b>02/13/09</b>	<b>02/13/09</b>
	<b>2nd Half</b>	<b>02/13/09</b>	<b>02/18/09</b>	<b>02/24/09</b>	<b>02/19/09</b>	<b>02/27/09</b>	<b>02/27/09</b>
<b>Mar</b>	<b>1st Half</b>	<b>03/02/09</b>	<b>03/04/09</b>	<b>03/11/09</b>	<b>03/05/09</b>	<b>03/16/09</b>	<b>03/16/09</b>
	<b>2nd Half</b>	<b>03/16/09</b>	<b>03/18/09</b>	<b>03/26/09</b>	<b>03/19/09</b>	<b>03/31/09</b>	<b>03/31/09</b>
<b>Apr</b>	<b>1st Half</b>	<b>03/27/09</b>	<b>03/30/09</b>	<b>04/10/09</b>	<b>03/31/09</b>	<b>04/15/09</b>	<b>04/08/09</b>
	<b>2nd Half</b>	<b>04/14/09</b>	<b>04/16/09</b>	<b>04/27/09</b>	<b>04/17/09</b>	<b>04/30/09</b>	<b>05/01/09</b>
<b>May</b>	<b>1st Half</b>	<b>05/01/09</b>	<b>05/05/09</b>	<b>05/12/09</b>	<b>05/06/09</b>	<b>05/15/09</b>	<b>05/15/09</b>
	<b>2nd Half</b>	<b>05/15/09</b>	<b>05/19/09</b>	<b>05/26/09</b>	<b>05/20/09</b>	<b>05/29/09</b>	<b>05/29/09</b>
<b>June</b>	<b>1st Half</b>	<b>05/21/09</b>	<b>05/22/09</b>	<b>06/10/09</b>	<b>05/26/09</b>	<b>06/15/09</b>	<b>06/15/09</b>
	<b>2nd Half</b>	<b>05/27/09</b>	<b>05/29/09</b>	<b>06/25/09</b>		<b>06/30/09</b>	<b>06/26/09</b>
<b>July</b>	<b>1st Half</b>			<b>07/10/09</b>		<b>07/15/09</b>	<b>06/26/09</b>
	<b>2nd Half</b>			<b>07/28/09</b>		<b>07/31/09</b>	<b>06/26/09</b>
<b>Aug</b>	<b>1st Half</b>			<b>08/11/09</b>		<b>08/14/09</b>	<b>06/26/09</b>
	<b>2nd Half</b>			<b>08/26/09</b>		<b>08/31/09</b>	<b>06/26/09</b>

**2008 - 2009 PAYROLL SCHEDULE  
Q746 (PER DIEM) / Q747 (PER SESSION) PAYROLLS**

<b>PAY PERIOD EARNED DATES</b>	<b>TIMEKEEPING/ APPROVALS CLOSE DATE</b>	<b>APPOINTMENTS SENT</b>	<b>GROSS PAY/ ONE TIME ADJ FISA CALC</b>	<b>EFT STOP PAYMENT DEADLINE</b>	<b>MAILING/ CHECK DATE</b>
7/01/08 – 7/15/08	7/21	7/22	7/25	7/28	7/31/08
7/16/08 – 7/31/08	8/06	8/07	8/12	8/13	8/18/08
8/01/08 – 8/15/08	8/21	8/22	8/27	8/28	9/03/08
8/16/08 – 8/31/08	9/05	9/08	9/11	9/12	9/17/08
9/01/08 – 9/15/08	9/19	9/22	9/25	9/26	10/03/08
9/16/08 – 9/30/08	10/07	10/08	10/15	10/16	10/21/08
10/01/08 – 10/15/08	10/21	10/22	10/27	10/28	10/31/08
10/16/08 – 10/31/08	11/07	11/10	11/14	11/17	11/20/08
11/01/08 – 11/15/08	11/20	11/21	11/26	12/01	12/04/08
11/16/08 – 11/30/08	12/04	12/05	12/10	12/11	12/16/08
12/01/08 – 12/15/08	12/19	12/22	12/26	12/29	1/05/09
12/16/08 – 12/31/08	1/08	1/09	1/14	1/15	1/21/09
1/01/09 – 1/15/09	1/22	1/23	1/28	1/29	2/03/09
1/16/09 – 1/31/09	2/05	2/06	2/11	2/13	2/19/09
2/01/09 – 2/15/09	2/26 *	2/27	3/04	3/05	3/10/09
2/16/09 – 2/28/09	3/05	3/06	3/11	3/12	3/17/09
3/01/09 – 3/15/09	3/19	3/20	3/25	3/26	3/31/09
3/16/09 – 3/31/09	4/06	4/07	4/14	4/15	4/20/09
4/01/09 – 4/15/09	4/23 **	4/24	4/29	4/30	5/05/09
4/16/09 – 4/30/09	5/06	5/07	5/12	5/13	5/18/09
5/01/09 – 5/15/09	5/21	5/22	5/28	5/29	6/03/09
5/16/09 – 5/31/09	6/04	6/05	6/10	6/11	6/16/09
6/01/09 – 6/15/09	6/19	6/22	6/25	6/26	7/01/09
6/16/09 – 6/30/09	6/30	6/23	7/03	7/06	7/09/09

\* TIMEKEEPING DELAYED TO ACCOMMODATE MID-WINTER RECESS

\*\* TIMEKEEPING DELAYED TO ACCOMMODATE SPRING RECESS

WINTER RECESS: 12/24/08 – 1/02/09

MID-WINTER RECESS: 2/16/09 – 2/20/09

SPRING RECESS: 4/09/09 – 4/17/09

FISCAL YEAR ROLLOVER (TENTATIVE): 6/27/09 – 7/01/09

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.