



**THE FOLLOWING ARTICLE PUBLISHED BY THE  
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**Payroll Administration Memoranda Numbers 1, 2 and 3**

Please bring to the attention of your Payroll Secretary the Payroll Administration Memoranda outlined in the chart below. You may access these memoranda by going to the following site:

<http://schools.nyc.gov/Offices/DFO/PayrollAdministration/MostPopularClicks/PayrollMemoranda.htm>

Number	Date	Subject
<b>1</b>	<b>August 23, 2006</b>	<p style="text-align: center;"><b><u>Q742, Q744 and E745 Payroll Issues for September</u></b></p> <p style="text-align: center;"><i>Abstract of Memo:</i></p> <p>This memorandum details the following payroll issues for September:</p> <ul style="list-style-type: none"> <li>New Employee Nominations'</li> <li>Direct Deposit</li> <li>Check for Terminated Employees</li> <li>2006 Sabbaticals</li> <li>Timekeeping Deductions</li> <li>Online Employee Information</li> <li>CSA Principal School Size Differential</li> </ul>
<b>2</b>	<b>August 23, 2006</b>	<p style="text-align: center;"><b><u>Direct Deposit Cancellations for Retirees and Terminated Employees and Stop Payments/Reversal Procedures</u></b></p> <p style="text-align: center;"><i>Abstract of Memo:</i></p> <p>This memorandum details the following:</p> <p>Direct deposit cancellation requests for any employee who has ceased employment between 6/28/06 through 8/31/06 due to retirement, resignation, termination or leave of absence without pay.</p>

		Payroll schedules including stop payment deadline dates, the form letters to be used for processing Direct Deposit stop payments/reversals, and a form letter to notify employees of the action taken and the reason for it.
<b>3</b>	<b>August 23, 2006</b>	<p><b>Timekeeping Modifications for the FY 2006-2007 School Year</b></p> <hr/> <p><i>Abstract of Memo:</i></p> <p>This memorandum details the following:</p> <p>Timekeeping modifications that have been placed into production for the FY 2006-2007 school year:</p>

Questions concerning the above memoranda should be referred to the following:

Memoranda #1 & 2 - Admin/Support Payroll – 718-935-3545

Memo #3 - Per Diem/Per Session Payroll Unit at 718-935-2236 or 718-935-2229. Press '0' to speak with a payroll officer.