

## 2011 Summer Payroll Delivery Schedule

During the summer (**July 7 through August 18**) the **H & Z-Bank Administrative Payrolls**, which include both pay checks and pay stubs, are scheduled for delivery to the locations indicated on the chart below. Any undistributed payroll will be picked up and returned to the Payroll Check Management Office on August 29, 2011 for redistribution with the first school payroll on September 1, 2011.

Please direct any questions regarding the payroll check distribution schedule to:

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 Phone: 718-935-2219

CSD <sup>1</sup>	ADDRESS
7, 9, 10	1 FORDHAM PLAZA, BRONX
8, 11, 12	1230 ZEREGA AVENUE, BRONX
25, 26, 28, 29	30-48 LINDEN PLACE, QUEENS
24, 30	28-11 QUEENS PLAZA NORTH, QUEENS
27	82-01 ROCKAWAY BLVD., QUEENS
17, 18, 22	5619 FLATLANDS AVENUE, BROOKLYN
20, 21	415 89 <sup>TH</sup> STREET, BROOKLYN
31	715 OCEAN TERRACE, S.I.
13, 14, 15, 16, 19, 23, 32	131 LIVINGSTON STREET, BROOKLYN
1, 2, 3, 4, 5, 6	333 SEVENTH AVENUE, MANHATTAN

The chart below indicates the paycheck delivery schedule for **E and Q-Bank Payrolls** to open schools from July 21 through August 4:

Pay Date	Bank	Location
<b>June 30</b>	Q744 (miscellaneous payments for paras)	Will be delivered to the schools
<b>July 7</b>	H & Z Bank	Locations listed
<b>July 21</b>	E & Q (payments for all summer employees)	Locations listed and open schools
	H & Z Bank	Locations listed
<b>August 4</b>	E & Q (payments for all summer employees)	Locations listed and open schools
	H & Z Bank	Locations listed
<b>August 18</b>	E & Q (payments for all summer employees)	Locations listed
	H & Z Bank	Locations listed

<sup>1</sup> School-based administrative staff assigned to Districts 75 and 79 will have their summer checks and pay stubs delivered to the CSD (per the chart above) in which their assigned school is located.