



**THE FOLLOWING ARTICLE PUBLISHED BY THE  
DIVISION OF FINANCIAL OPERATIONS (DFO) APPEARED IN THE  
NOVEMBER 15, 2005  
EDITION OF THE “PRINCIPAL’S WEEKLY NEWSLETTER”**

**Payroll Administration Memoranda Numbers 5 & 6**

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://www.nycenet.edu/Offices/DFO/PayrollAdministration/MostPopularClicks/PayrollMemoranda.htm>

Number	Date	Subject
5	September 15, 2005	<p style="text-align: center;"><b>Annual Enrollment of Electronic Fund Transfer for Employees on the Q742, Q744, Q746, Q747 and E745 Payrolls</b></p> <hr/> <p style="text-align: center;"><i>Abstract of Memo:</i></p> <p>This memorandum provides information regarding the enrollment period for employees in the above-mentioned payroll banks wishing to have their paycheck (net pay) directly electronically deposited into their checking or savings account.</p>
6	November 9, 2005	<p style="text-align: center;"><b><u>Early Encashment of 2005 Summer Q742, Q744 and E745 Checks</u></b></p> <hr/> <p style="text-align: center;"><i>Abstract of Memo:</i></p> <p>This memorandum provides information regarding payroll deductions for employees who were paid on the above-mentioned payrolls banks and presented a post dated check for early encashment during the summer of 2005.</p>

Questions regarding the above memoranda may be directed as follows:

**Payroll Memoranda 5**

Administrative/Support Payroll  
718-935-3545  
Fax: 718-935-3702 or 718-935-3812

**Payroll Memoranda 6**

Q742 Pedagogic Payroll  
718-935-2218  
Fax: 718-935-5638  
Q744 and E745 Payrolls  
718-935-3030  
Fax: 718-935-3702