



**THE FOLLOWING ARTICLE PUBLISHED BY THE
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Payroll Administration Memorandum Number 16

Please bring to the attention of your Payroll Secretary the Payroll Administration Memorandum outlined in the chart below. You may access this memorandum by going to the following site:

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

Number	Date	Subject
16	May 15, 2006	<p style="text-align: center;">End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payrolls</p> <hr/> <p style="text-align: center;"><i>Abstract of Memo:</i></p> <p><i>This memorandum details updated procedures which will assist concerned personnel through the end of year service processing for E745 & Q744 employees in the Employee Information System (EIS) and the 2006 Summer /Vacation pay schedules.</i></p> <p><i>Two following two attachments are affixed to this memorandum and may be accessed by clicking on the respective URL indicated.</i></p> <p><u>Attachment A:</u></p> <p>ELIGIBILITY CRITERIA FOR 2006 SUMMER/VACATION PAY http://www.nycenet.edu/NR/rdonlyres/7461349F-4419-4F6A-A12D-67C2EF0E69AB/0/payrollmemo16a.pdf</p> <p><i>Details DC37 employees and hourly school guards' eligibility criteria for vacation/summer payments.</i></p> <p><u>Attachment B:</u></p> <p>CALENDAR OF EVENTS END OF YEAR 2006 E-BANK PROCESSING http://www.nycenet.edu/NR/rdonlyres/6DEFA794-2E8E-47C6-813B-D24995E3C2A4/0/payrollmemo16b.pdf</p> <p>Calendar of events for end of the year processing for all E-Bank employees</p>

Any questions regarding this memo should be directed to (718) 935-3030.