



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*


Vincent A. Giordano, *Executive Director*

Division of Financial Operations

PAYROLL ADMINISTRATION MEMORANDUM NO. 3, 2005-2006

DATE: August 22, 2005

TO: ROC Directors, Heads of Offices (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries

FROM: Vincent A. Giordano 

SUBJECT: **Direct Deposit Cancellations for Retirees and Terminated Employees and Stop Payments/Reversal Procedures**

Please submit a direct deposit cancellation request for any employee who has ceased employment between 6/29/05 through 9/5/05 through retirement, resignation, termination or leave of absence without pay. You may enter this transaction directly in EIS (Function 9.6.5).

If the cancellation deadline has passed and you wish to stop payment or place a reversal for employees who have started a leave of absence without pay or who are terminated, the procedures are as follows:

- Schools with access to the on-line Direct Deposit System may process the stop payment and/or cancellation transactions utilizing the EIS Direct Deposit screens (9.6.6) and (9.6.5). Please be advised that the stop payment must be processed by 12:00 noon on the EFT stop payment deadline date. If the deadline is missed, a reversal request must be initiated.
- Schools that do not have on-line access may fax their stop payment and cancellation requests to Administrative/Support Payroll at the following fax numbers: (718) 935-3702 or (718) 935-3812.
- Reversal requests may not be entered on-line and must be faxed to Administrative/Support Payroll. However, it is the principal's responsibility to inform the employee when any of these actions are processed for an employee.

PLEASE DO NOT CANCEL THE ENROLLMENT OR PLACE A STOP PAYMENT FOR AN EMPLOYEE WHO HAS TRANSFERRED TO A NEW LOCATION.

Attached please find the 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.

If you have any questions concerning the procedures described, please contact Administrative/Support Payroll at: (718) 935-3545.

VAG/ms

Attachments

C: E. Arons, P. Rini, L. Tamburo, UFT, M. Aaronson, UFT, K. Lubetsky, UFT
V. Montgomery-Costa, DC37, J. Levy, CSA, R. Hendershat, IBT 237

2005 -2006 PAYROLL CALENDAR					
B PAYCYCLE (E745)					
PAY PERIOD EARNED DATES	PAYROLL PERIOD TIMEKEEPING ENTRY & APPROVAL DATES	TKEEPING CLOSE DATE	EFT STOP PAYMENT DEADLINE	CHECK DATES	CHECK DELIVERY DATE
06/15/05 - 06/28/05	06/22/05 - 07/05/05	07/05/05	07/11/05	07/14/05	
06/29/05 - 07/12/05	07/06/05 - 07/19/05	07/19/05	07/25/05	07/28/05	
07/13/05 - 07/26/05	07/20/05 - 08/02/05	08/02/05	08/08/05	08/11/05	
07/27/05 - 08/09/05	08/03/05 - 08/16/05	08/16/05	08/22/05	08/25/05	
08/10/05 - 08/23/05	08/17/05 - 08/30/05	08/30/05	09/05/05	09/08/05	
08/24/05 - 09/06/05	08/31/05 - 09/13/05	09/13/05	09/19/05	09/22/05	
09/07/05 - 09/20/05	09/14/05 - 09/27/05	09/27/05	10/03/05	10/06/05	
09/21/05 - 10/04/05	09/28/05 - 10/11/05	10/11/05	10/17/05	10/20/05	
10/05/05 - 10/18/05	10/12/05 - 10/25/05	10/25/05	10/31/05	11/03/05	
10/19/05 - 11/01/05	10/26/05 - 11/08/05	11/08/05	11/14/05	11/17/05	
11/02/05 - 11/15/05	11/09/05 - 11/22/05	11/22/05	11/28/05	12/01/05	
11/16/05 - 11/29/05	11/23/05 - 12/06/05	12/06/05	12/12/05	12/15/05	
11/30/05 - 12/13/05	12/07/05 - 12/12/05	12/12/05	12/26/05	12/29/05	* 12/23/05
12/14/05 - 12/27/05	12/21/05 - 01/03/06	01/03/06	01/09/06	01/12/06	
12/28/05 - 01/10/06	01/04/06 - 01/17/06	01/17/06	01/23/06	01/26/06	
01/11/06 - 01/24/06	01/18/06 - 01/31/06	01/31/06	02/06/06	02/09/06	
01/25/06 - 02/07/06	02/01/06 - 02/09/06	02/09/06	02/20/06	02/23/06	*2/17/06
02/08/06 - 02/21/06	02/15/06 - 02/28/06	02/28/06	03/06/06	03/09/06	
02/22/06 - 03/07/06	03/01/06 - 03/14/06	03/14/06	03/20/06	03/23/06	
03/08/06 - 03/21/06	03/15/06 - 03/28/06	03/28/06	04/03/06	04/06/06	
03/22/06 - 04/04/06	03/29/06 - 04/11/06	04/04/06	04/17/06	04/20/06	4/12/06****
04/05/06 - 04/18/06	04/12/06 - 04/25/06	04/25/06	05/01/06	05/04/06	
04/19/06 - 05/02/06	04/26/06 - 05/09/06	05/09/06	05/15/06	05/18/06	
05/03/06 - 05/16/06	05/10/06 - 05/23/06	05/23/06	05/29/06	06/01/06	
05/17/06 - 05/30/06	05/24/06 - 06/06/06	06/06/06	06/12/06	06/15/06	**
05/31/06 - 06/13/06	06/07/06 - 06/20/06	06/20/06	06/26/06	06/29/06	***
06/14/06 - 06/27/06	06/21/06 - 07/03/06	07/03/06	07/10/06	07/13/06	***

* Timekeeping closes earlier than usual

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

*** 5/31/06 - 6/27/06 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 10/04/05 & 10/05/05

Thanksgiving 11/24 & 11/25/05

Christmas Recess: 12/26/05 - 12/30/05

Mid-Winter Recess: 2/20/06 - 2/24/06 = Early Timekeeping close.

Passover, Good Friday, and Spring Recess: 4/13/06 - 4/21/06

2005-2006 Payroll Schedule
Q Bank
742-744
Payrolls

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

EFT REVERSAL REQUEST

TODAY'S DATE ___/___/___ PAYPERIOD END DATE ___/___/___

BORO/SCHOOL

EMPLOYEE NAME _____ TITLE _____

SOCIAL SECURITY NO. - -

FILE NO.

REASON FOR REVERSAL REQUEST:

- Terminated Date: _____
- Resignation Date: _____
- Retirement Date: _____
- Leave Without Pay Start Date: _____
- Deceased Date: _____
- Grace Period Start Date: _____ End Date: _____
- Unauthorized Absences Start Date: _____
- Sabbatical Adjustment Required Start Date: _____
- OTHER: Dates: _____

Please select one of the following options:

-Process reversal and cancel future Direct Deposit participation due to inactive status

-Reversal requested for this pay period only

School/FMC Contact: _____

Telephone No.: _____

Principal/FMC Authorization: _____

You are required to inform employees of all reversal requests.

PAYROLL NO. 4/ 01/02



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

Division of Financial Operations

DATE: _____

DEAR _____:

Please be advised that an Electronic Funds Transfer stop payment/reversal has been initiated for the pay period ending _____.

You are not entitled to this payment for the following reason(s):

- Termination Date: _____
- Resignation Date: _____
- Retirement Date: _____
- Leave without pay Date: _____
- Grace Period Start Date: _____ End Date: _____
- Unauthorized Absences Start Date: _____ No. of Days _____
- Sabbatical Adjustment Required Start Date: _____
- OTHER: _____ Date: _____

Please Contact the Principal listed below if you have any questions.

Principal

PAYROLL NO. 4/01-02

DISTRICT _____ FAX NO. _____

EFT STOP PAYMENT/CANCELLATION REQUEST

TODAY'S DATE ___/___/___ PAYPERIOD END DATE ___/___/___

BORO/SCHOOL
[]

EMPLOYEE NAME _____ **TITLE** _____

SOCIAL SECURITY NO. [] [] [] - [] [] - [] [] [] []

FILE NO. [] [] [] [] [] []

REASON FOR STOP PAYMENT REQUEST:

- Terminated Date: _____
- Resignation Date: _____
- Retirement Date: _____
- Leave Without Pay Start Date: _____
- Deceased Date: _____
- Grace Period Start Date: _____ End Date: _____
- Unauthorized Absences Start Date: _____
- Sabbatical Adjustment Required Start Date: _____
- OTHER: Dates: _____

Please select one of the following options:

-Process stop and cancel future Direct Deposit participation due to inactive status -Cancel Direct

Deposit only, there is no reversal required

-Stop requested for this pay period only

School/FMC Contact: _____

Telephone No.: _____

Principal/FMC Authorization: _____

You are required to inform employees of all stop requests.

PAYROLL NO. 4/ 01/02