



The Division of Financial Operations
Has Published the Following Article in the
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The Principal's Weekly Newsletter



Payroll Administration Memorandum Number 13

Payroll Benefit Program Processing Deadlines for FY 11

Please ensure that your payroll secretary accesses [Payroll Administration Memorandum Number 13, dated April 18, 2011](#), summary of which follows:

Summer paychecks are processed beginning the end of May. To ensure the accuracy of deductions on these checks please be advised that the enrollment, change, cancellation, and suspension periods for the following Payroll Benefit Programs will close on May 4th, 2011 for payroll banks Q742, Q744, and E745.

- Electronic Fund Transfer (EFT-direct deposit) of employee paychecks
- Wage Works/Transit Program
- 529 College Savings Program