



The Division of Financial Operations
Has Published the Following Article in the
May 3, 2011
Edition of
The Principal's Weekly Newsletter



PAYROLL ADMINISTRATION MEMORANDA NUMBERS 14 & 15

Please share with your payroll secretaries the following two Payroll Administration Memoranda. You may access each memorandum by clicking on its title.

If you have any questions regarding these memoranda, please call Pedagogic/School Based Payroll at (718) 935-2218 for the Q742 Payroll or the Hourly Support Payroll at (718) 935-3030 for the Q744 Payroll.

[PAYROLL ADMINISTRATION MEMORANDUM NO. 14, 2010-2011](#)
[End of the Year Information and Procedures for E745](#)
[Dated: April 28, 2011](#)

Contains information regarding end of year service processing for E745 employees in the Employee Information System (EIS).

[PAYROLL ADMINISTRATION MEMORANDUM NO. 15, 2010-2011](#)
[FY 2011 End of the Year Procedures and Information for Q742 and Q744](#)
[Dated: April 28, 2011](#)

This memorandum provides important payroll information relevant to the ending of this school year.