



The Division of Financial Operations  
 Has Published the Following Article in the  
**May 17, 2011**  
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 The Principal's Weekly Newsletter



**Payroll Administration Memoranda Numbers 16 & 17**

Please ensure that your payroll secretary clicks on the title of the respective memo to access the entire document:

**PAYROLL ADMINISTRATION MEMORANDUM - NO. 16, 2010-2011**

**DATE: May 13, 2011**

**SUBJECT: Payroll Schedule for Fiscal Year 2011-2012**

2011-2012 schedules for the following payrolls:

<u>Payroll Bank</u>	<u>Payroll Bank Description</u>	<u>Payroll Contact Tel. #</u>
H/Z Bank (H/Z740)	Administrative Employees	(718) 935-2201
Q Bank (Q742, 744 Excluding Sub Paras and PSOEP)	Pedagogic Employees	(718)935-2218
Q Bank (Q744 SREPP and PSOEPs only)	UFT Paraprofessional Payroll	(718) 935-3030
E Bank (E745)	Hourly Support Employees	(718) 935-3030
T Bank (Q746, Q747)	Per Diem/ Per Session Employees	(718) 935-2218

**PAYROLL ADMINISTRATION MEMORANDUM NO. 17 2010-2011**

**DATE: May 13, 2011**

**SUBJECT: Vacation Pay Calculation and Summer Service Processing for UFT 10 Month Administrative Titles**

This memorandum discusses the vacation and summer pay processing for nurses, therapists and sign language interpreters.