

## **Principal's Weekly Archive**

[2007 Principal's Weekly](#)

[2006 Principal's Weekly](#)

[2008 Principal's Weekly](#)

**June 24, 2008**

[Additional Web Casts for DOE Payroll Portal](#)  
[Summer Interoffice Mail Schedule](#)  
[Reminder - Summer Payroll Schedule](#)  
[Extension for Ordering Administrative Forms for 2008](#)  
[P-card Renewal for FY '09](#)

**June 17, 2008**

[Payroll Admin. Memos 18 & 19](#)  
[Interim Travel Services Procedures](#)

**June 10, 2008**

[Payroll Admin Memo 16 - Collective Bargaining Increase for UFT Employees](#)  
[2008 Payroll Delivery Schedule](#)  
[Bank Account Survey](#)  
**Payroll Admin Memo 17 - Payroll [Salary Schedules 2008-2009](#)**  
[DOE Payroll Portal](#)

**May 27, 2008**

[Payroll Admin. Memos 14 & 15](#)

**May 20, 2008**

[Order Administrative Forms for 2009](#)  
[Revision to SOP Chapter on Travel and Conferences](#)

**May 13, 2008**

[Payroll Administration Memo No. 13](#)

**April 29, 2008**

[Payroll Administration Memo No. 12](#)  
[Payroll Administration Memo No. 11](#)  
[Travel Reimbursement and Approval Certification \(TRAC\) Goes Live](#)

**April 15, 2008**

[TRAC](#)  
[Annual Inventory Reminder](#)

**April 8, 2008**

[E-mail and Telephone Scams Using the IRS Name](#)  
[Changes to Longevity Entitlement Description](#)

**April 1, 2008**

[Update Enhanced Online Principal Per Session Activity](#)

**March 25, 2008**

[Reminder Principal Per Session](#)  
[SOP Chapter on Extended Use](#)

**March 18, 2008**

[Teacher's Choice Accountability](#)  
[Enhanced Online Per Session Request System for Principals](#)

**February 12, 2008**

[Deadline to Order Additional Forms for Current School Year](#)  
[FAMIS Guide](#)  
[Paychecks and Paystub Delivery During Winter Break](#)  
[Revision to SOP Chapter on General School Funds and Cash Transactions](#)  
[Fiscal Year 2008 Year End Close Calendar](#)  
[Payroll Administration Memorandum Number 9](#)

**January 30, 2008**

[Payroll Administration Memorandum No. 8](#)

**January 22, 2008**

[Payroll Administration Memorandum No. 7](#)  
[Second Teacher's Choice Check Distribution](#)

**December 18, 2007**

[Payroll Delivery Schedule](#)

**December 11, 2007**

[Purchasing Card Enhancements](#)

**December 4, 2007**

[Early Encashment of 2007 Summer Q742, Q744 and E745](#)  
[Teacher's Choice Check Distribution](#)

**November 6, 2007**

[Ordering Period for Administrative Forms](#)

**October 9, 2007**

[New SOP Chapter on Travel and Conferences](#)  
[Revised Schedule for Committee on Special Education \(CSE\) Mail Distribution](#)  
[Payroll Administration Memoranda 4 and 5](#)

**October 2, 2007**

[Electronic Approval Process for Principal Reimbursements](#)  
[Per Session Screen](#)

**September 25, 2007**

[Revised Changes to Procurement Card](#)  
[Employment Record Research](#)

**September 18, 2007**

[New Procedures for Filing a Workers Compensation Claim for Non-Pedagogical Titles](#)  
[Payroll Administration Memorandum Number 3](#)

**September 4, 2007**

[Payroll Administration Memoranda Numbers 1 and 2](#)  
[Interoffice Mail](#)

**August 21, 2007**

[Reminder - Online School Bank Account Survey](#)  
[New Procedures for Filing a Workers Compensation Claim for Non-Pedagogical Titles](#)

**August 7, 2007**

[Order Administrative Forms for 2007-2008](#)

**July 10, 2007**

[Per Session Activity Approval Request Process Screen](#)

**June 26, 2007**

[Changes to Procurement Card](#)  
[Summer Delivery Schedule](#)  
[Summer 2007 Payroll Schedules](#)  
[Reminder - Summer Payroll Delivery Schedule](#)

**June 19, 2007**

[Payroll Administration Memoranda Numbers 16, 17 and 18](#)

**June 12, 2007**

[Summer Payroll Delivery Schedule](#)  
[City Alert - Bank Account](#)  
[Online School Bank Account Survey](#)

**May 29, 2007**

[Payroll Administration Memorandum Number 15](#)

**May 22, 2007**

[Deadline to Order Administrative Forms for the Next School Year](#)

**May 15, 2007**

[Online Certification of Delivery Process Modification](#)

**May 1, 2007**

[Special Request for NCS Pearson Scanner Inventory](#)

[New FAMIS Portal Features and City System Integration Requirements](#)

**April 24, 2007**

[Adding DOE Nurses and Therapists to the CyberShift Automated Time and Attendance System](#)

**April 17, 2007**

[School Procurement Invoicing](#)

[Update to SOP Chapter on Inventory](#)

**April 10, 2007**

[Direct Deposit Deadlines for 2007](#)

[Annual Inventory Reminder](#)

**March 20, 2007**

[Payroll Deliveries for Payroll Period Dated April 6, 2007](#)

[Teachers Choice Auditing](#)

**March 13, 2007**

[Adding DOE Nurses and Therapists to the CyberShift Automated Time and Attendance System](#)

**March 6, 2007**

[Teachers Choice Program for Year 06-07](#)

**February 27, 2007**

[Revised SIPP Process](#)

**February 13, 2007**

[Payroll Deliveries for Period Payroll Dated Feb 23, 2007](#)

[Deadline for Ordering Administrative Forms](#)

**January 23, 2007**

[Revised SIPP Process](#)

**January 17, 2007**

[Second Teacher's Choice Check Distribution](#)

**January 9, 2007**

[Charter Schools Delivery Service](#)

[Payroll Administration Memoranda Numbers 12 and 13](#)

**2007 Principal's Weekly**

**June 26, 2007**

[Changes to Procurement Card](#)

[Summer Delivery Schedule](#)

[Summer 2007 Payroll Schedules](#)

[Reminder - Summer Payroll Delivery Schedule](#)

**June 19, 2007**

[Payroll Administration Memoranda Numbers 16, 17 and 18](#)

**June 12, 2007**

[Summer Payroll Delivery Schedule](#)

[City Alert - Bank Account](#)

[Online School Bank Account Survey](#)

**May 29, 2007**

[Payroll Administration Memorandum Number 15](#)

**May 22, 2007**

[Deadline to Order Administrative Forms for the Next School Year](#)

**May 15, 2007**

[Online Certification of Delivery Process Modification](#)

**May 1, 2007**

[Special Request for NCS Pearson Scanner Inventory](#)

[New FAMIS Portal Features and City System Integration Requirements](#)

**April 24, 2007**

[Adding DOE Nurses and Therapists to the CyberShift Automated Time and Attendance System](#)

**April 17, 2007**

[School Procurement Invoicing](#)  
[Update to SOP Chapter on Inventory](#)

**April 10, 2007**

[Direct Deposit Deadlines for 2007](#)  
[Annual Inventory Reminder](#)

**March 20, 2007**

[Payroll Deliveries for Payroll Period Dated April 6, 2007 Teachers Choice Auditing](#)

**March 13, 2007**

[Adding DOE Nurses and Therapists to the CyberShift Automated Time and Attendance System](#)

**March 6, 2007**

[Teachers Choice Program for Year 06-07](#)

**February 27, 2007**

[Revised SIPP Process](#)

**February 13, 2007**

[Payroll Deliveries for Period Payroll Dated Feb 23, 2007](#)  
[Deadline for Ordering Administrative Forms](#)

**January 23, 2007**

[Revised SIPP Process](#)

**January 17, 2007**

[Second Teacher's Choice Check Distribution](#)

**January 9, 2007**

[Charter Schools Delivery Service](#)

**December 19, 2006**

[Reminder of H-Bank and Z-Bank Delivery for Paychecks dated Dec. 29, 2006](#)

**December 5, 2006**

[Payroll Administration Memoranda Numbers 10 and 11](#)

**November 21, 2006**

[Teacher's Choice Check Distribution Program](#)

**November 8, 2006**

[Early Encashment of 2006 Summer Q742, Q744 and E745 Checks](#)

**October 31, 2006**

[New Look to Standard Operating Procedures On-line Chapters](#)

[New SOP Chapter on Wireless Communication](#)

**October 24, 2006**

[Third Ordering Period for Administrative Forms for 2006-2007 School Year](#)

[Reminder Re: Requirements for School-Based Witness Telephone Testimony](#)

[Regarding Unemployment Insurance Hearings](#)

**October 17, 2006**

[Payroll Administration Memorandum Number 7](#)

**October 3, 2006**

[Payroll Administration Memoranda Numbers 5 & 6](#)

**September 12, 2006**

[Interoffice Mail, CSE, Special Deliveries & Payroll Distribution Procedures and](#)

[Calendar for School Year 2006-2007](#)

**August 30, 2006**

[On Line School Bank Account Survey](#)

[Payroll Administration Memoranda Numbers 1, 2 and 3](#)

**August 8, 2006**

[Second Ordering Period for Administrative Forms for 2006-2007 School Year](#)

[Coming Soon: New Online Extended Use System and Rate Structure](#)

**July 11, 2006**

[Summer Interoffice Mail Pick-up and Delivery Schedule](#)

### **2006 Principal's Weekly**

**June 27, 2006**

[Payroll Administration Memorandum Number 20](#)

[Summer 2006 Payroll Delivery Schedule](#)

[Procurement Card Enrollment for Fiscal Year 2007](#)

**June 20, 2006**

[Payroll Administration Memorandum Number 19](#)

[Online School Bank Account Survey](#)

[Summer 2006 Payroll Delivery Schedule](#)

**June 13, 2006**

[Payroll Administration Memorandum Number 18](#)

**June 7, 2006**

[Payroll Administration Memorandum Number 17](#)

**May 23, 2006**

[First Ordering Period for Administrative Forms for 2006-2007 School Year  
Update: "Reasonable Assurance Procedures for 2006-2007 School Year"](#)

**May 9, 2006**

[Revision to SOP Chapter on "Utilization of Consultants"](#)  
[Payroll Administration Memorandum Number 16](#)

**May 2, 2006**

[Deletions To Substitute Eligibility Roster Due - 2006 Reasonable Assurance Letters](#)

**April 11, 2006**

[Payroll Administration Memorandum Number 15](#)  
[Revision to SOP Chapter on "OTPS Purchases"](#)

**April 4, 2006**

[SOP Inventory - Advertising Equipment No Longer Needed at Your Site](#)  
[SOP Inventory - Salvage Vendors](#)

**March 21, 2006**

[Auditing and Assessment Phase of the Teacher's Choice Program](#)  
[Closing Date for Procurement Card Increases](#)  
[Inventory Reminder](#)  
[Special Check Distribution for March 31, 2006 Professional Development Day](#)

[Payroll Administration Memorandum Number 14](#)

**March 14, 2006**

[Revisions to SOP Chapter on OTPS Purchases](#)  
[Special Ordering Period for School Diplomas](#)

**February 28, 2006**

[Payroll Memorandum Number 13](#)

**January 31, 2006**

[Payroll Memoranda Numbers 11 and 12](#)

**January 18, 2006**

[Payroll Administration Memorandum Number 10](#)

**January 10, 2006**

[Payroll Administration Memoranda Numbers 8 and 9  
Revision to SOPM Chapter on Inventory](#)

**December 20, 2005**

[Second Distribution of Teacher's Choice Checks](#)

**December 6, 2005**

[Payroll Administration Memorandum Number 7](#)

**November 29, 2005**

[Administrative Forms Ordering Period - December 1, 2005 - December 28, 2005  
Teacher's Choice Program](#)

**November 8, 2005**

[Payroll Administration Memoranda Numbers 5 & 6](#)

**November 8, 2005**

[New Carrier for Payroll, Inter-Office Mail, CSE, and Special Deliveries](#)

**November 1, 2005**

[New Carrier for Payroll, Inter-Office Mail, CSE and Special Deliveries](#)

**October 18, 2005**

[New Carrier for Inter-Office Mail and Payroll Deliveries](#)

**September 9, 2005**

[Reminder - Online School Bank Account Survey](#)

Reprint of Article:

[New Requirements for School-Based Witness Telephone Testimony Regarding  
Unemployment Insurance Hearings Beginning September 2005](#)

**August 29, 2005 - Back to School Edition**

[Payroll Administration Memoranda Numbers 1,2,3,4](#)

Reprint of Articles:

[Certification of Delivery and Procurement Card Procedures for 2006](#)

**August 23, 2005**

[New Requirements for School-Based Witness Telephone Testimony  
Interoffice Mail and Payroll Distribution Procedures/Calendars](#)

**July 12, 2005**

[Certification of Delivery](#)

[2006 Procurement Card Procedures](#)

[Revision of SOPM Chapter on Inventory](#)