



**The DIVISION OF FINANCIAL OPERATIONS**  
Has Published the Following Article  
Which Appears in the  
**May 18, 2010**  
Edition of the Principal's Weekly Newsletter



**Payroll Administration Memorandum**  
**Numbers 23, 24, 25 & 26**  
*All schools*

Please ensure that your payroll secretary has reviewed the following Payroll Administration Memoranda which can be accessed by clicking on the hyperlinked titles.

**[Payroll Administration Memo No. 23](#)**

**[Dated: May 13, 2010](#)**

**[Subject: Payroll Schedules for Fiscal Year 2010-2011](#)**

This memorandum provides 2010 – 2011 schedules for the following payrolls:

H/Z Bank (H/Z740);  
Q-Bank (Q742, 744)  
Q-Bank (Q744)  
E-Bank (E745)  
T-Bank (Q746, Q747)

**[Payroll Administration Memo No. 24](#)**

**[Dated: May 13, 2010](#)**

**[Subject: FY 2010 End of the Year Procedures and Information for Q742 and Q744](#)**

This memorandum provides important payroll information relevant to the ending of this school year for the following:

1. Summer Vacation Check Distribution
2. Electronic Fund Transfer (EFT) Accounts
3. Prep Period Payments
4. Summer Processing for Q744 Employees
5. Pro-Rata Vacation Entitlement
6. Vacation Pay for Per Diem Substitutes
7. Salary Adjustment for 12 Month CSA Employees
8. Sabbatical Vacation Deductions
9. CAR (Cumulative Absence Reserve)
10. Direct Deposit Enrollment Cancellation for Terminating or Retiring Employees
11. Guidelines for Cumulative Absence Reserve (CAR) Payments



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**[Payroll Administration Memo No. 25](#)**

**[Dated: May 13, 2010](#)**

**[Subject: Summer Processing Procedures for Q744 and E745 Employees](#)**

This memorandum is to be used as a guide for Employee Information System (EIS) users who will have a regular or summer payroll processed during July and August 2010 (non-Chapter 683) for Q744 and E745 employees.

**[Payroll Administration Memo No. 26](#)**

**[Dated: May 14, 2010](#)**

**[Subject: Payroll Interactive Voice Response \(IVR\) System](#)**

A Payroll Interactive Voice Response System (IVR) is now available for all Department of Education employees. Payroll IVR allows active DOE employees to access their payroll check information by dialing (718) 935-3300, and using either voice or the phone keypad.