



The Division of Financial Operations
Has Published the Following Article in the
MAY 25, 2010
Edition of
The Principal's Weekly Newsletter



**Payroll Administration Memoranda
Numbers 27 & 28
*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. 27](#)

[Dated: May 17, 2010](#)

**[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.

[Payroll Administration Memo No. 28](#)

[Dated: May 17, 2010](#)

[Subject: End of the Year Information and Procedures for E745](#)

Memo provides information and procedures which will guide you through the end of year service processing for E745 employees in the Employee Information System (EIS).