



The Division of Financial Operations
Has Published the Following Article in the
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The Principal's Weekly Newsletter



**Payroll Administration Memorandum
Number 1
*All schools***

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

[Payroll Administration Memo No. 1](#)

[Dated: July 30, 2010](#)

[Subject: Electronic Fund Transfer \(EFT\) of Supplementary Payrolls](#)

For all active DOE employees currently enrolled in EFT, payments processed on supplementary pay checks will now be deposited into their accounts. This change goes into effect as of the August 4, 2010 EBANK supplementary payroll and will continue throughout the year. Please note that this does not apply to any supplementary payrolls generated for inactive employees.

Any questions regarding this should be directed to HR Connect at (718) 935-4000.