



The Division of Financial Operations
Has Published the Following Article in the
September 14, 2010
Edition of
The Principal's Weekly Newsletter



Payroll Administration Memorandum Number 2

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

PAYROLL ADMINISTRATION MEMORANDUM - NO. 2, 2010-2011

DATE: September 7, 2010

SUBJECT: Electronic Fund Transfer (EFT) Enrollment

Department of Education employees may have their paycheck (net pay) electronically deposited into their checking or savings account. Electronic Fund Transfer (EFT) allows employees to have immediate access to his/her pay.

The enrollment period for employees on Q742 Pedagogic, Q744 Educational Paraprofessional and E745 Hourly Support will remain open until May 2, 2011. EFT enrollment for employees on the H/Z 740 Administrative, T746 Per Diem and T747 Per Session Payrolls is open throughout the year.