



The Following Article
Published by:
THE DIVISION OF FINANCIAL OPERATIONS



Appeared in the
MAY 27, 2008
Edition of the Principal's Weekly Newsletter

Payroll Administration Memoranda Numbers 14 and 15

Please bring to the attention of your Payroll Secretary the Payroll Administration Memoranda outlined in the chart below. You may access this memorandum by [clicking here](#).

Number	Date	Subject
14	May 19, 2008	<p><u>End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payrolls</u></p> <p>This memorandum details procedures which will guide you through the end of year service processing for E745 & Q744 employees in the Employee Information System (EIS) and the 2008 Summer/Vacation pay schedules.</p>
15	May 20, 2008	<p><u>Early Encashment Fee Change</u></p> <p>Effective July 1, 2008, the City is implementing a new early encashment fee. The new fee is \$55.00 per check.</p> <p>Employees presenting a post dated check for early encashment during the summer of 2008 will have a payroll deduction of \$55.00 per check. If more than one post dated check was presented early and the fee totals more than \$100; the deduction will be made in two installments.</p>

Please call
Angel Lopez at (718) 935-3029
if you have any questions regarding the above memoranda.