




THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, *Chancellor*

Vincent A. Giordano, *Executive Director*
Division of Financial Operations

PAYROLL ADMINISTRATION MEMORANDUM - NO. 6, 2005 - 2006

DATE: November 9, 2005

TO: ROC Directors, Heads of Offices (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries

FROM: Vincent A. Giordano 
Executive Director

SUBJECT: **Early Encashment of 2005 Summer Q742, Q744 and E745 Checks**

Employees who were paid on the Q742, Q744 and E745 Payroll Banks and presented a post dated check for early encashment during the summer of 2005 will have a payroll deduction made on the November 15, 2005 for Q742 and Q744 payrolls and the 11/17/05 pay date for E745 payrolls. The deductions will be as follows:

- a) A \$15.00 bank fee; and
- b) An \$8.00 Department of Education administrative fee.

A statement for each employee will be forwarded to each school for distribution at the school level.

Please contact the following telephone numbers for any questions concerning these deductions:

Q742 Pedagogic Payroll
Phone: (718) 935-2218
Fax: (718) 935-5638

Q744 Paraprofessional and E745 Payrolls
Phone: (718) 935-3030
Fax: (718) 935-3702

Thank you.

VAG/ms

- c. Phyllis Rini
Judy Hederman
Yvonne Kong
Laura Tamburo – UFT
Veronica Montgomery-Costa – DC37