



**THE FOLLOWING ARTICLE PUBLISHED BY THE  
DIVISION OF FINANCIAL OPERATIONS (DFO) APPEARED IN THE  
APRIL 11, 2006  
EDITION OF THE “PRINCIPAL’S WEEKLY NEWSLETTER”**

**Payroll Administration Memorandum Number 15**

Please bring to the attention of your Payroll Secretary the Payroll Administration Memorandum outlined in the chart below. You may access this memorandum by going to the following site:

<http://www.nycenet.edu/Offices/DFO/PayrollAdministration/MostPopularClicks/PayrollMemoranda.htm>

Number	Date	Subject
15	April 7, 2006	<p style="text-align: center;"><b>Direct Deposit Deadline for FY 2006</b></p> <hr/> <p style="text-align: center;"><u>Abstract of Memo:</u></p> <p><i>The enrollment period for the direct deposit of employee paychecks on the Q742, Q744 and E745 payrolls will end May 5, 2006.</i></p> <p><i>Due to the production of the summer paychecks in early June, requests to <u>change</u> or <u>close</u> an account must be submitted by May 1, 2006. This will allow timely processing of the requests for the summer payroll checks. Early submission of this information will prevent the rejection of these payments to a closed account.</i></p>

Questions concerning this memorandum may be referred to the Direct Deposit Unit at (718) 935-3545.