



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

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

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## PAYROLL ADMINISTRATION MEMORANDUM – NO. 19, 2006 - 2007

**DATE:** June 14, 2006

**TO:** ROC Directors (via e-mail)  
Principals (via "Principal's Weekly Newsletter")  
School Secretaries/Timekeepers

**FROM:** Vincent A. Giordano, Executive Director

**SUBJECT:** Payroll Schedules 2006-2007

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Attached for your information are the schedules for the following payrolls:

Q Bank (Q742, Q744)	Pedagogic Employees
Q Bank (Q746, Q747)	Per Diem/Per Session Employees
E Bank (E745)	Hourly Support Employees
H/Z Bank (H/Z740)	Administrative Employees (Draft)

If you have any questions, please contact Mary Spelman at 718-935-3843.

VAG/ms  
Attachments

- c. M. Aaronson, UFT
- K. Lubetsky, UFT
- L. Tamburo, UFT
- J. Levy, CSA
- S. Davis, DC37
- A. Cheliotis, CWA 1180
- R. Hendershot, Teamsters

## 2006-2007 Payroll Schedule Q Bank 742-744 Payrolls

Month		Staffing Close Date	Payroll Close Date	EFT Stop Paymt. Deadline	Open to Field	Check Date	Check Delivery Date
Sept	1st Half	09/01/06	09/06/06	09/12/06	09/07/06	09/15/06	09/15/06
	2nd Half	09/18/06	09/20/06	09/26/06	09/21/06	09/29/06	09/29/06
Oct	1st Half	10/03/06	10/04/06	10/10/06	10/05/06	10/13/06	10/13/06
	2nd Half	10/16/06	10/18/06	10/26/06	10/19/06	10/31/06	11/01/06
Nov	1st Half	11/02/06	11/06/06	11/10/06	11/07/06	11/15/06	11/16/06
	2nd Half	11/16/07	11/20/06	11/27/06	11/21/06	11/30/06	12/01/06
Dec	1st Half	12/01/06	12/05/06	12/12/06	12/06/06	12/15/06	12/15/06
	2nd Half	12/12/06	12/14/06	12/27/06	12/15/06	12/29/06	12/22/06
Jan	1st Half	01/02/07	01/04/07	01/09/07	01/05/07	01/12/07	01/12/07
	2nd Half	01/16/07	01/18/07	01/26/07	01/19/07	01/31/07	01/31/07
Feb	1st Half	02/01/07	02/05/07	02/12/07	02/06/07	02/15/07	02/16/07
	2nd Half	02/16/07	02/20/07	02/23/07	02/21/07	02/28/07	03/01/07
Mar	1st Half	03/01/07	03/05/07	03/12/07	03/06/07	03/15/07	03/16/07
	2nd Half	03/16/07	03/20/07	03/27/07	03/21/07	03/30/07	03/30/07
Apr	1st Half	04/02/07	04/04/07	04/10/07	04/05/07	04/13/07	04/13/07
	2nd Half	04/16/07	04/18/07	04/25/07	04/19/07	04/30/07	05/01/07
May	1st Half	05/01/07	05/03/07	05/10/07	05/04/07	05/15/07	05/16/07
	2nd Half	05/16/07	05/18/07	05/25/07	05/21/07	05/31/07	06/01/07
June	1st Half	05/22/07	05/23/07	06/12/07	05/24/07	06/15/07	06/15/07
	2nd Half	05/24/07	05/29/07	06/26/07		06/29/07	06/27/07
July	1st Half	*		07/10/07		07/13/07	06/27/07
	2nd Half	*		07/26/07		07/31/07	06/27/07
Aug	1st Half	*		08/10/07		08/15/07	06/27/07
	2nd Half	*		08/28/07		08/31/07	06/27/07

Note: Retroactive transactions entered after 5/24/07 will be processed on subsequent summer supplemental payrolls.

**2006 - 2007 PAYROLL SCHEDULE  
Q746 (PER DIEM) / Q747 (PER SESSION) PAYROLLS**

<b>PAY PERIOD EARNED DATES</b>	<b>TIMEKEEPING/ APPROVALS CLOSE DATE</b>	<b>APPOINTMENTS SENT</b>	<b>GROSS PAY/ ONE TIME ADJ FISA CALC</b>	<b>EFT STOP PAYMENT DEADLINE</b>	<b>MAILING/ CHECK DATE</b>
7/01/06 – 7/15/06	7/20	7/21	7/26	7/27	8/01/06
7/16/06 – 7/31/06	8/04	8/07	8/10	8/11	8/16/06
8/01/06 – 8/15/06	8/21	8/22	8/25	8/28	8/31/06
8/16/06 – 8/31/06	9/07	9/08	9/13	9/14	9/19/06
9/01/06 – 9/15/06	9/21	9/22	9/27	9/28	10/04/06
9/16/06 – 9/30/06	10/06	10/10	10/13	10/16	10/19/06
10/01/06 – 10/15/06	10/19	10/20	10/25	10/26	10/31/06
10/16/06 – 10/31/06	11/06	11/07	11/13	11/14	11/17/06
11/01/06 – 11/15/06	11/21	11/22	11/29	11/30	12/05/06
11/16/06 – 11/30/06	12/06	12/07	12/12	12/13	12/18/06
12/01/06 – 12/15/06	12/21	12/22	12/28	12/29	1/04/07
12/16/06 – 12/31/06	1/05	1/08	1/11	1/12	1/18/07
1/01/07 – 1/15/07	1/19	1/22	1/25	1/26	1/31/07
1/16/07 – 1/31/07	2/06	2/07	2/13	2/14	2/20/07
2/01/07 – 2/15/07	2/28 *	3/01	3/06	3/07	3/12/07
2/16/07 – 2/28/07	3/06	3/07	3/12	3/13	3/16/07
3/01/07 – 3/15/07	3/21	3/22	3/27	3/28	4/02/07
3/16/07 – 3/31/07	4/16 **	4/17	4/20	4/23	4/26/07
4/01/07 – 4/15/07	4/19	4/20	4/25	4/26	5/01/07
4/16/07 – 4/30/07	5/04	5/07	5/10	5/11	5/16/07
5/01/07 – 5/15/07	5/21	5/22	5/25	5/29	6/01/07
5/16/07 – 5/31/07	6/06	6/07	6/12	6/13	6/18/07
6/01/07 – 6/15/07	6/21	6/22	6/27	6/28	7/03/07
6/16/07 – 6/29/07	6/29	6/26	7/05	7/06	7/11/07

\* TIMEKEEPING DELAYED TO ACCOMMODATE MID-WINTER RECESS

\*\* TIMEKEEPING DELAYED TO ACCOMMODATE SPRING RECESS

WINTER RECESS: 12/25/06 – 1/01/07

MID-WINTER RECESS: 2/19/07 – 2/23/07

SPRING RECESS: 4/02/07 – 4/10/07

FISCAL YEAR ROLLOVER (TENTATIVE): 6/30/07 – 7/05/07

DATES SUBJECT TO CHANGE – PLEASE CHECK EIS BULLETIN BOARD

**2006 -2007 PAYROLL CALENDAR  
B PAYCYCLE (E745)**

	PAYROLL PERIOD	TKEEPING	EFT		CHECK
PAY PERIOD	TIMEKEEPING	CLOSE	STOP	CHECK	DELIVERY
EARNED DATES	ENTRY & APPROVAL	DATE	PAYMENT	DATES	DATE
	DATES		DEADLINE		
06/14/06 - 06/27/06	06/21/06 - 07/03/06	07/03/06	07/10/06	07/13/06	
06/28/06 - 07/11/06	07/05/06 - 07/18/06	07/18/06	07/24/06	07/27/06	
07/12/06 - 07/25/06	07/19/06 - 08/01/06	08/01/06	08/07/06	08/10/06	
07/26/06 - 08/08/06	08/02/06 - 08/15/06	08/15/06	08/21/06	08/24/06	
08/09/06 - 08/22/06	08/16/06 - 08/29/06	08/29/06	09/04/06	09/07/06	
08/23/06 - 09/05/06	08/30/06 - 09/12/06	09/12/06	09/18/06	09/21/06	
09/06/06 - 09/19/06	09/13/06 - 09/26/06	09/26/06	10/02/06	10/05/06	
09/20/06 - 10/03/06	09/27/06 - 10/10/06	10/10/06	10/16/06	10/19/06	
10/04/06 - 10/17/06	10/11/06 - 10/24/06	10/24/06	10/30/06	11/02/06	
10/18/06 - 10/31/06	10/25/06 - 11/07/06	11/07/06	11/13/06	11/16/06	
11/01/06 - 11/14/06	11/08/06 - 11/21/06	11/21/06	11/27/06	11/30/06	
11/15/06 - 11/28/06	11/22/06 - 12/05/06	12/05/06	12/11/06	12/14/06	
11/29/06 - 12/12/06	12/06/06 - 12/12/06	12/12/06	12/22/06	12/28/06	* 12/22/06
12/13/06 - 12/26/06	12/20/06 - 01/02/07	01/02/07	01/08/07	01/11/07	
12/27/06 - 01/09/07	01/03/07 - 01/16/07	01/16/07	01/22/07	01/25/07	
01/10/07 - 01/23/07	01/17/07 - 01/30/07	01/30/07	02/05/07	02/08/07	
01/24/07 - 02/06/07	01/31/07 - 02/08/07	02/08/07	02/19/07	02/22/07	*2/16/07
02/07/07 - 02/20/07	02/14/07 - 02/27/07	02/27/07	03/05/07	03/08/07	
02/21/07 - 03/06/07	02/28/07 - 03/13/07	03/13/07	03/19/07	03/22/07	
03/07/07 - 03/20/07	03/14/07 - 03/27/07	03/27/07	04/02/07	04/05/07	
03/21/07 - 04/03/07	03/28/07 - 04/10/07	04/10/07	04/16/07	04/19/07	
04/04/07 - 04/17/07	04/11/07 - 04/24/07	04/24/07	04/30/07	05/03/07	
04/18/07 - 05/01/07	04/25/07 - 05/08/07	05/08/07	05/14/07	05/17/07	
05/02/07 - 05/15/07	05/09/07 - 05/22/07	05/22/07	05/28/07	05/31/07	
05/16/07 - 05/29/07	05/23/07 - 06/05/07	06/05/07	06/11/07	06/14/07	**
05/30/07 - 06/12/07	06/06/07 - 06/19/07	06/19/07	06/25/07	06/28/07	***
06/13/07 - 06/26/07	06/20/07 - 07/02/07	07/03/07	07/09/07	07/12/07	***

\* Timekeeping closes earlier than usual

\*\* Date will be at least 3 days earlier - Check EIS Bulletin Board

\*\*\* 5/30/07 - 6/27/07 will be anticipated for school based employees

\*\*\*\*Regular service will be anticipated; service for occasional employees must be keyed in.

**H and Z Bank  
2006 - 2007 Payroll Calendar**

<b>H-Bank Pay Period</b>	<b>Z-Bank Pay Period</b>	<b>FMC Close</b>	<b>Payroll Close</b>	<b>Supplementary Payroll Close</b>	<b>Check Date</b>
7/9 - 7/22/2006	7/2 - 7/15/2006	7/17/2006	7/18/2006	7/24/2006	7/28/2006
7/23 - 8/05/2006	7/16 - 7/29/2006	7/31/2006	8/1/2006	8/7/2006	8/11/2006
8/6 - 8/19/2006	7/30 - 8/12/2006	8/14/2006	8/15/2006	8/21/2006	8/25/2006
8/20 - 9/2/2006	8/13 - 8/26/2006	8/28/2006	8/29/2006	9/1/2006	9/8/2006
9/3 - 9/16/2006	8/27 - 9/9/2006	9/11/2006	9/12/2006	9/18/2006	9/22/2006
9/17 - 9/30/2006	9/10 - 9/23/2006	9/25/2006	9/26/2006	9/29/2006	10/6/2006
10/1 - 10/14/2006	9/24 - 10/7/2006	10/6/2006	10/10/2006	10/16/2006	10/20/2006
10/15 - 10/28/2006	10/8 - 10/21/2006	10/23/2006	10/24/2006	10/30/2006	11/3/2006
10/29 - 11/11/2006	10/22 - 11/4/2006	11/6/2006	11/7/2006	11/13/2006	11/17/2006
11/12 - 11/25/2006	11/5 - 11/18/2006	11/17/2006	11/20/2006	11/27/2006	12/1/2006
11/26 - 12/9/2006	11/19 - 12/2/2006	12/4/2006	12/5/2006	12/11/2006	12/15/2006
12/10 - 12/23/2006	12/3 - 12/16/2006	12/18/2006	12/19/2006	12/22/2006	12/29/2006
12/24 - 1/6/2007	12/17 - 12/30/2006	12/29/2007	1/2/2007	1/8/2007	1/12/2007
1/7 - 1/20/2007	1/1/07 - 1/13/2007	1/12/2007	1/16/2007	1/22/2007	1/26/2007
1/21 - 2/3/2007	1/14 - 1/27/2007	1/29/2007	1/30/2007	2/5/2007	2/9/2007
2/4 - 2/17/2007	1/28 - 2/10/2007	2/12/2007	2/13/2007	2/16/2007	2/23/2007
2/18 - 3/3/2007	2/11 - 2/24/2007	2/26/2007	2/27/2007	3/5/2007	3/9/2007
3/4 - 3/17/2007	2/25 - 3/10/2007	3/12/2007	3/13/2007	3/19/2007	3/23/2007
3/18 - 3/31/2007	3/11 - 3/24/2007	3/26/2007	3/27/2007	4/2/2007	4/6/2007
4/1 - 4/14/2007	3/25 - 4/7/2007	4/9/2007?	4/10/2007	4/16/2007	4/20/2007
4/15 - 4/28/2007	4/8 - 4/21/2007	4/23/2007	4/24/2007	4/30/2007	5/4/2007
4/29 - 5/12/2007	4/22 - 5/5/2007	5/7/2007	5/8/2007	5/14/2007	5/18/2007
5/13 - 5/26/2007	5/6 - 5/19/2007	5/21/2007	5/22/2007	5/25/2007	6/1/2007
5/27 - 6/9/2007	5/20 - 6/2/2007	6/4/2007	6/5/2007	6/11/2007	6/15/2007
6/10 - 6/23/2007	6/3 - 6/16/2007	6/18/2007	6/19/2007	6/25/2007	6/29/2007
6/24 - 7/7/2007	6/17 - 6/30/2007	7/2/2007	7/3/2007	7/9/2007	7/13/2007
7/8 - 7/21/2007	7/1 - 7/14/2007	7/16/2007	7/17/2007	7/23/2007	7/27/2007

**Dates are subject to change - please check APRL Bulletin Board**