



The Following Article
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Payroll Administration Memoranda Number 14

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

Number	Date	Subject
14	April 9, 2007	<p style="text-align: center;">Direct Deposit Deadline for FY 2007</p> <p style="text-align: center;"><i><u>Abstract of Memo:</u></i></p> <p>This memorandum advises employees that the enrollment period for the direct deposit of paychecks on the Q742, Q744 and E745 payrolls will end May 4, 2007.</p> <p>In addition, 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, 2007. 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.</p>

Please contact the Direct Deposit Unit at (718) 935-3545 if there are any questions.