



**THE FOLLOWING ARTICLE PUBLISHED BY THE
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Payroll Administration Memorandum 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 going to the following site:

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

No	Date	Subject
14	March 15, 2006	<p>Payroll Web Employee Self-Service- Improved Sign-In Process</p> <hr/> <p><i>Abstract of Memo:</i></p> <p><i>The Division of Financial Operations (DFO) has improved the online system that allows employees access to various payroll features. This improvement will convert the sign in process from Global Single Sign In to Active Directory and will go into effect on March 20, 2006. This user friendly sign in process encourages the use of the application by employees without compromising the confidentiality and security of the employee’s information.</i></p> <p><i>A Payroll Web Employee Self-Service insert and instructions may be accessed by clicking on the following link:</i></p> <p>http://www.nycenet.edu/NR/rdonlyres/68D4058A-7175-4507-9084-8EFF117008DD/0/payrollmemo14instruct.pdf</p>

Questions concerning this memorandum may be referred to the Office of Administrative/Support Payrolls at (718) 935-3029.