



**THE FOLLOWING ARTICLE PUBLISHED BY THE
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Payroll Administration Memoranda Numbers 1, 2, 3, 4

Please bring to the attention of your Payroll Secretary the Payroll Administration Memoranda 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
1	July 28, 2005	<p style="text-align: center;">Implementation of the Municipal Coalition Agreement – Raise for H-Bank Employees</p> <hr/> <p style="text-align: center;"><i>Abstract of Memo:</i></p> <p>This memorandum details the implementation of a 1% salary increase effective July 1, 2004 for employees serving in titles covered by the Municipal Coalition Economic Agreement (MCEA) on the July 29, 2005 (H-Bank) pay date.</p>
2	August 22, 2005	<p style="text-align: center;"><u>Q742, Q744 and E745 Payroll Issues for September</u></p> <hr/> <p style="text-align: center;"><i>Abstract of Memo:</i></p> <p>This memorandum details the following issues:</p> <ul style="list-style-type: none"> New Employee Nominations Direct Deposit Checks for Terminated Employees 2005 Fall Sabbaticals Timekeeping Deductions Online Employee Information CSA Principal School Size Differential

3	August 22, 2005	<p align="center">Direct Deposit Cancellations for Retirees and Terminated Employees and Stop Payments/Reversal Procedures</p> <hr/> <p align="center"><i>Abstract of Memo:</i></p> <p>This memorandum details the information required to cancel Direct Deposit for retirees and terminated employees, and Stop Payment/Reversal procedures.</p>
4	August 22, 2005	<p align="center">On-line Final Entitlement Form Submission for Q742 and Q744 Employees</p> <hr/> <p align="center"><i>Abstract of Memo:</i></p> <p>This memorandum details procedures to follow when submitting final entitlement forms for leaves without pay for retired or terminated employees.</p>

Questions regarding the above memoranda may be directed as follows:

Payroll Memoranda 1

Administrative Payroll Office
718-935-2201

Payroll Memoranda 2

Mary Spellman
718-935-3843

Payroll Memoranda 3

Administrative/Support Payroll
718-935-3545

Payroll Memoranda 4

Contact the appropriate department as indicated on the memorandum