



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

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

PAYROLL ADMINISTRATION MEMORANDUM NO. 2, 2007-2008

DATE: August 23, 2007

TO: ISC Executive Directors (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries

FROM: Vincent A. Giordano, Executive Director

SUBJECT: Direct Deposit Cancellations for Retirees and Terminated Employees and Stop Payments/Reversal Procedures

Please submit a direct deposit cancellation request for any employee who has ceased employment between 6/28/07 through 8/31/07 due to retirement, resignation, termination or leave of absence without pay. You may enter this transaction directly in EIS (Function 9.6.5).

If the cancellation deadline has passed and you wish to stop payment or place a reversal for employees who have started a leave of absence without pay or who are terminated, the procedures are as follows:

- Schools with access to the on-line Direct Deposit System may process the stop payment and/or cancellation transactions utilizing the EIS Direct Deposit screens (9.6.6) and (9.6.5). Please be advised that the stop payment must be processed by 12:00 noon on the EFT stop payment deadline date. If the deadline is missed, a reversal request must be initiated.
- Schools that do not have on-line access may fax their stop payment and cancellation requests to Payroll Benefits Program at (718) 935-3702.
- Reversal requests may not be entered on-line and must be faxed to **Payroll Benefits Program**. However, it is the principal's responsibility to inform the employee when any of these actions are processed for an employee.

PLEASE DO NOT CANCEL THE ENROLLMENT OR PLACE A STOP PAYMENT FOR AN EMPLOYEE WHO HAS TRANSFERRED TO A NEW LOCATION.

Attached please find the payroll schedules including stop payment deadline dates, the form letters to be used for processing Direct Deposit stop payments/reversals, and a form letter to notify employees of the action taken and the reason for it.

If you have any questions concerning the procedures described, please contact the Payroll Benefits Program at (718) 935-3545.

VAG/co

Attachments

C: L. Becker, J. Hederman, L. Tamburo, UFT, M. Mendel, UFT,
V. Montgomery-Costa, DC37, E. Logan CSA, R. Hendershat, IBT 237

**2007 -2008 PAYROLL CALENDAR
B PAYCYCLE (E745)**

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

* Timekeeping closes earlier than usual

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

*** 5/29/08 - 6/26/08 will be anticipated for school based employees

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

If there is a schedule change due to an anticipated payroll, notification will be via memo to the field. The EIS bulletin board is a source for information regarding the payroll/timekeeping close dates and any changes made to them.

Rosh Hashanah 9/13/07 & 9/14/07

Columbus Day 10/08/07

Thanksgiving 11/22 & 11/23/07

Christmas Recess: 12/24/07 - 01/01/08

Mid-Winter Recess: 2/18/08 - 2/22/08 = Early Timekeeping close.

Good Friday 3/21/08

Passover, and Spring Recess 4/21/08 to 4/25/08

2007-2008 Payroll Schedule Q Bank 742-744 Payrolls

Month	Staffing	Payroll	EFT Stop Paymt.	Open to	Check	Check	
	Close Date	Close Date	Deadline	District	Date	Delivery Date	
Sept	1st Half	08/30/07	09/04/07	09/11/07	09/05/07	09/14/07	09/12/07
	2nd Half	09/17/07	09/19/07	09/26/07	09/20/07	10/01/07	10/01/07
Oct	1st Half	10/02/07	10/04/07	10/10/07	10/05/07	10/15/07	10/16/07
	2nd Half	10/16/07	10/18/07	10/26/07	10/19/07	10/31/07	11/01/07
Nov	1st Half	11/01/07	11/05/07	11/09/07	11/07/07	11/15/07	11/16/07
	2nd Half	11/16/07	11/20/07	11/27/07	11/21/07	11/30/07	11/30/07
Dec	1st Half	12/03/07	12/05/07	12/11/07	12/06/07	12/14/07	12/14/07
	2nd Half	12/11/07	12/13/07	12/26/07	12/14/07	12/31/07	12/21/07
Jan	1st Half	01/02/08	01/04/08	01/10/08	01/07/08	01/15/08	01/16/08
	2nd Half	01/16/08	01/18/08	01/28/08	01/22/08	01/31/08	01/31/08
Feb	1st Half	02/01/08	02/05/08	02/11/08	02/06/08	02/15/08	02/15/08
	2nd Half	02/15/08	02/20/08	02/26/08	02/21/08	02/29/08	02/29/08
Mar	1st Half	03/03/08	03/05/08	03/11/08	03/06/08	03/14/08	03/14/08
	2nd Half	03/17/08	03/19/08	03/27/08	03/20/08	03/31/08	03/31/08
Apr	1st Half	04/01/08	04/03/08	04/11/08	04/04/08	04/15/08	04/16/08
	2nd Half	04/15/08	04/17/08	04/25/08	04/18/08	04/30/08	05/01/08
May	1st Half	05/01/08	05/05/08	05/12/08	05/06/08	05/15/08	05/16/08
	2nd Half	05/16/08	05/20/08	05/27/08	05/21/08	05/30/08	05/30/08
June	1st Half	05/22/08	05/23/08	06/10/08	05/27/08	06/13/08	06/13/08
	2nd Half	05/28/08	05/30/08	06/26/08		06/30/08	06/25/08
July	1st Half			07/10/08		07/15/08	06/25/08
	2nd Half			07/28/08		07/31/08	06/25/08
Aug	1st Half			08/12/08		08/15/08	06/25/08
	2nd Half			08/26/08		08/29/08	06/25/08

**H and Z Bank
2007 - 2008 Payroll Calendar**

H-Bank Pay Period	Z-Bank Pay Period	FMC Close	Payroll Close	Supplementary Payroll Close	Check Date
7/8 - 7/21/07	7/1 - 7/14/07	7/16/2007	7/17/2007	7/23/2007	7/27/2007
7/22 - 8/4/07	7/15 - 7/28/07	7/30/2007	7/31/2007	8/6/2007	8/10/2007
8/5 - 8/18/07	7/29 - 8/11/07	8/13/2007	8/14/2007	8/20/2007	8/24/2007
8/19 - 9/1/07	8/12 - 8/25/07	8/27/2007	8/28/2007	8/31/2007	9/7/2007
9/2 - 9/15/07	8/26 - 9/8/07	9/7/2007	9/10/2007	9/17/2007	9/21/2007
9/16 - 9/29/07	9/9 - 9/22/07	9/24/2007	9/25/2007	10/1/2007	10/5/2007
9/30 - 10/13/07	9/23 - 10/6/07	10/5/2007	10/9/2007	10/15/2007	10/19/2007
10/14 - 10/27/07	10/7 - 10/20/07	10/22/2007	10/23/2007	10/29/2007	11/2/2007
10/28 - 11/10/07	10/21 - 11/3/07	11/5/2007	11/6/2007	11/9/2007	11/16/2007
11/11 - 11/24/07	11/4 - 11/17/07	11/16/2007	11/19/2007	11/26/2007	11/30/2007
11/25 - 12/8/07	11/18 - 12/1/07	12/3/2007	12/4/2007	12/10/2007	12/14/2007
12/9 - 12/22/07	12/2 - 12/15/07	12/17/2007	12/18/2007	12/21/2007	12/28/2007
12/23 - 1/5/08	12/16 - 12/29/07	12/27/2007	12/28/2007	1/7/2008	1/11/2008
1/6 - 1/19/08	12/30 - 1/12/08	1/14/2008	1/15/2008	1/21/2008	1/25/2008
1/20 - 2/2/08	1/13 - 1/26/08	1/28/2008	1/29/2008	2/4/2008	2/8/2008
2/3 - 2/16/08	1/27 - 2/9/08	2/11/2008	2/12/2008	2/18/2008	2/22/2008
2/17 - 3/1/08	2/10 - 2/23/08	2/25/2008	2/26/2008	3/3/2008	3/7/2008
3/2 - 3/15/08	2/24 - 3/8/08	3/10/2008	3/11/2008	3/17/2008	3/21/2008
3/16 - 3/29/08	3/9 - 3/22/08	3/24/2008	3/25/2008	3/31/2008	4/4/2008
3/30 - 4/12/08	3/23 - 4/5/08	4/7/2008	4/8/2008	4/14/2008	4/18/2008
4/13 - 4/26/08	4/6 - 4/19/08	4/18/2008	4/22/2008	4/28/2008	5/2/2008
4/27 - 5/10/08	4/20 - 5/3/08	5/5/2008	5/6/2008	5/12/2008	5/16/2008
5/11 - 5/24/08	5/4 - 5/17/08	5/19/2008	5/20/2008	5/26/2008	5/30/2008
5/25 - 6/7/08	5/18 - 5/31/08	6/2/2008	6/3/2008	6/9/2008	6/13/2008
6/8 - 6/21/08	6/1 - 6/14/08	6/16/2008	6/17/2008	6/23/2008	6/27/2008
6/22 - 7/5/08	6/15 - 6/28/08	6/30/2008	7/1/2008	7/7/2008	7/11/2008
7/6 - 7/19/08	6/29 - 7/12/08	7/14/2008	7/15/2008	7/21/2008	7/25/2008

Dates are subject to change

**2007 - 2008 PAYROLL SCHEDULE
Q746 (PER DIEM) / Q747 (PER SESSION) PAYROLLS**

PAY PERIOD EARNED DATES	TIMEKEEPING/ APPROVALS CLOSE DATE	APPOINTMENTS SENT	GROSS PAY/ ONE TIME ADJ FISA CALC	EFT STOP PAYMENT DEADLINE	MAILING/ CHECK DATE
7/01/07 – 7/15/07	7/19	7/20	7/25	7/26	7/31/07
7/16/07 – 7/31/07	8/06	8/07	8/10	8/13	8/16/07
8/01/07 – 8/15/07	8/21	8/22	8/27	8/28	8/31/07
8/16/07 – 8/31/07	9/07	9/10	9/13	9/14	9/19/07
9/01/07 – 9/15/07	9/20	9/21	9/26	9/27	10/02/07
9/16/07 – 9/30/07	10/04	10/05	10/11	10/12	10/17/07
10/01/07 – 10/15/07	10/19	10/22	10/25	10/26	10/31/07
10/16/07 – 10/31/07	11/07	11/08	11/14	11/15	11/20/07
11/01/07 – 11/15/07	11/21	11/26	11/29	11/30	12/05/07
11/16/07 – 11/30/07	12/06	12/07	12/12	12/13	12/18/07
12/01/07 – 12/15/07	12/20	12/21	12/27	12/28	1/03/08
12/16/07 – 12/31/07	1/07	1/08	1/11	1/14	1/17/08
1/01/08 – 1/15/08	1/22	1/23	1/28	1/29	2/01/08
1/16/08 – 1/31/08	2/06	2/07	2/13	2/14	2/20/08
2/01/08 – 2/15/08	2/28 *	2/29	3/05	3/06	3/11/08
2/16/08 – 2/29/08	3/06	3/07	3/12	3/13	3/18/08
3/01/08 – 3/15/08	3/20	3/24	3/27	3/28	4/02/08
3/16/08 – 3/31/08	4/04	4/07	4/10	4/11	4/16/08
4/01/08 – 4/15/08	4/28 **	4/29	5/02	5/05	5/08/08
4/16/08 – 4/30/08	5/06	5/07	5/12	5/13	5/16/08
5/01/08 – 5/15/08	5/21	5/22	5/28	5/29	6/03/08
5/16/08 – 5/31/08	6/05	6/06	6/11	6/12	6/17/08
6/01/08 – 6/15/08	6/19	6/20	6/25	6/26	7/01/08
6/16/08 – 6/30/08	6/30	6/24	7/03	7/07	7/10/08

* TIMEKEEPING DELAYED TO ACCOMMODATE MID-WINTER RECESS

** TIMEKEEPING DELAYED TO ACCOMMODATE SPRING RECESS

WINTER RECESS: 12/24/07 – 1/01/08

MID-WINTER RECESS: 2/18/08 – 2/22/08

SPRING RECESS: 4/21/08 – 4/25/08

FISCAL YEAR ROLLOVER (TENTATIVE): 7/01/08 – 7/07/08

DATES ARE SUBJECT TO CHANGE. PLEASE CHECK THE PDPS PER DIEM/PER SESSION PAYROLL BULLETIN BOARDS AND THE TBNK PER SESSION PAYROLL BULLETIN BOARD FOR UPDATES TO THE PAYROLL SCHEDULE. PLEASE ALSO REFER TO THE WEBSITE ADDRESS INDICATED ON THE PDPS BULLETIN BOARDS FOR UP-TO-DATE PAYROLL INFORMATION.

DISTRICT _____

FAX NO. _____

EFT REVERSAL/STOP PAYMENT/CANCELLATION REQUEST

TODAY'S DATE ___/___/___

PAYPERIOD END DATE ___/___/___

BORO/SCHOOL

CHECK DATE ___/___/___

EMPLOYEE NAME _____ TITLE _____

SOCIAL SECURITY NO. [][][] - [][] - [][][][]

FILE NO. [][][][][]

REASON FOR ACTION:

- Terminated Date: _____
- Resignation Date: _____
- Retirement Date: _____
- Leave Without Pay Start Date: _____
- Deceased Date: _____
- Grace Period Start Date: _____ End Date: _____
- Unauthorized Absences Start Date: _____
- Sabbatical Adjustment Required Start Date: _____
- OTHER: Dates: _____

Please select one of the following options:

- Process reversal and cancel future Direct Deposit participation
- Reversal requested for this pay period only
- Process stop and cancel future Direct Deposit participation
- Stop requested for this pay period only
- Cancel Direct Deposit only

School/FMC Contact: _____

Telephone No.: _____

Principal/FMC Authorization: _____

You are required to inform employees of all reversal requests.

DATE: _____

DEAR _____:

Please be advised that an Electronic Funds Transfer stop payment/reversal has been initiated for the pay period ending _____.

You are not entitled to this payment for the following reason(s):

- Termination Date: _____
- Resignation Date: _____
- Retirement Date: _____
- Leave without pay Date: _____
- Grace Period Start Date: _____ End Date: _____
- Unauthorized Absences Start Date: _____ No. of Days _____
- Sabbatical Adjustment Required Start Date: _____
- OTHER: _____ Date: _____

Please Contact the Principal listed below if you have any questions.

Principal