



THE NEW YORK CITY DEPARTMENT OF EDUCATION


JOEL I. KLEIN, *Chancellor*

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

PAYROLL ADMINISTRATION MEMORANDUM - NO. 3, 2007- 2008

DATE: September 12, 2007

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

FROM: Vincent A. Giordano, Executive Director 

SUBJECT: **Annual Enrollment of Electronic Fund Transfer for Employees on the Q742, Q744, Q746, Q747 and E745 Payrolls**

Employees on the Q742 Pedagogic, Q744 Educational Paraprofessional, Q746 Per Diem, Q747 Per Session and E745 Payroll Banks may have their paycheck (net pay) electronically direct deposited into their checking or savings account. The enrollment period will remain open until May 1, 2007 for the Q742, Q744 and E745 payrolls.

Employees wishing to participate must be active on payroll and have a valid bank account in a bank that accepts Electronic Fund Transfer. The employee must appear as an owner of the account to be used for direct deposit. Bank accounts that are not in the employee's name cannot be used.

A separate application must be submitted if you are already enrolled and you wish to enroll for Per Session payroll EFT.

Web Enrollment

Employees will also have the benefit of choosing between a web self-service enrollment facility (preferred method) or by submitting a paper application.

In order to utilize this facility, employees must have a e-mail address (active in central directory) and logon to the website at <http://payrollportal.nycboe.net>. If the employee does not have a DOE Outlook e-mail address, he/she may contact the DOE helpdesk at 718-935-5100 to obtain one. The website will contain instructions for new users.

Form Enrollment

Alternatively, if the employee wishes to submit a form, he/she may submit a paper form. Instructions and a copy of the form are attached. The Form Application requires a copy of a voided check, savings statement, or passbook account (with pre-printed name). Incomplete applications will be returned.

Applications may be sent to:

**Division of Financial Operations
Payroll Benefits Program
65 Court Street, Room 1003
Brooklyn, New York 11201**

Please note the same form and procedure is used when an employee who is a participant of the EFT program wishes to cancel enrollment or change an account number.

If you have any questions, please contact the Administrative/Support Payrolls at: (718) 935-3545. Please note our fax number is (718) 935-3702.

VAG/co
Att.

c: Sam Mehta
Lawrence Becker
Judith Hederman
Yvonne Kong
Francine Perkins- Colon
Deborah Anthony
Laura Tamburo, UFT
Ernest Logan, CSA
Veronica Montgomery-Costa, DC37