



**PAYROLL ADMINISTRATION MEMORANDUM**

**2020-2021**

**NO. 17**



**Kevin Monrose**  
*Chief Administrator*  
**Payroll Administration**  
**Division of Financial Operations**

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**DATE:** May 12, 2021  
**TO:** BCO Directors (Via Email)  
Principals (Via Principals' Weekly)  
Payroll Secretaries/Timekeepers (Via Email)  
**FROM:** Kevin Monrose  
**SUBJECT:** **New Check Mailing and Summer/Vacation Payment Processes**

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Beginning in June of 2021, employees who are still receiving paper checks will have these checks mailed to the address that is on file at the Department of Education (DOE). This means that checks dated June 10<sup>th</sup> for E-Bank employees and Custodian Engineers, June 11<sup>th</sup> for H-Bank employees and June 15<sup>th</sup> for Q-Bank employees will be mailed using the aforementioned addresses. Employees must review, and if needed, correct and/or up to date their addresses via NYCAPS Employee Self Service (ESS) by May 26<sup>th</sup> to ensure that their paper checks are mailed to the correct address. Instructions for accessing the ESS can found by clicking [here](#).

In addition, employees who intend to retire or resign from, or otherwise cease service with, the DOE should be reminded to confirm and/or update their addresses prior to separation. Employees who are unable to access NYCAPS ESS may also call HR Connect at 718-935-4000 to update their addresses.

As of this summer, Q-Bank and E-Bank paper checks dated July and August will not be distributed at the end of June. These checks will be issued and mailed on the check date in a similar way as during the school year. In essence, the advance summer payroll process is no longer in place. Therefore, services such as direct deposit will be available year round which means all employees will be able to enroll in the program and/or update their direct deposit choices throughout the year; it will no longer be closed during the late spring and summer months.

To assist with planning, please review the amended Q-Bank and E-Bank calendars. They have been updated to reflect the fact that advanced summer checks will no longer be created and shows the new open and close dates for the pay cycles through the end of September.

Please continue to review the various Payroll Administration bulletin boards in EIS, APRL and PDPS for the latest information and updates. For answers to questions regarding these changes, please contact HR Connect at (718) 935 4000 or [HRConnect@schools.nyc.gov](mailto:HRConnect@schools.nyc.gov).

**C:** Richard Carlo  
Maria Conklin  
Francine Perkins-Colón  
Len Rubino  
Samantha Mark, UFT  
M Cannizzaro, CSA

**2020-2021 Payroll Schedule**  
**Q-BANK 742 & 744 Payrolls**  
**(Includes Sub Paras and PSOEP)**

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

**Please Note:**

The EIS Bulletin Board is a source for information regarding the Payroll/Timekeeping close dates and any changes made to them.

All SREPP and PSOEP are paid on a positive basis for each day/hour worked. As a result, there is one payroll period lag for timekeeping entries.

\* Follow the EIS Bulletin Board for Closing Date Changes

\*\*Follow the PAYROLL ADMINISTRATION MEMORANDUM "End of Year Information and Procedures for E745, Q742 and Q744"

Dates are subject to change

## 2020 - 2021 Payroll Schedule B Pay-Cycle (E745)

Payroll Period Earn Dates	Payroll Period Timekeeping Entry & Approval Dates	Timekeeping Close Date	EFT Stop Payment Deadline	Check Date
06/24/20 - 07/07/20	07/01/20 - 07/14/20	07/14/20	N/A	07/22/20
07/08/20 - 07/21/20	07/15/20 - 07/28/20	07/28/20	N/A	08/05/20
07/22/20 - 08/04/20	07/29/20 - 08/11/20	08/11/20	N/A	08/19/20
08/05/20 - 08/18/20	08/12/20 - 08/25/20	08/25/20	08/31/20	09/03/20
08/19/20 - 09/01/20	08/26/20 - 09/08/20	09/08/20	09/14/20	09/17/20
09/02/20 - 09/15/20	09/09/20 - 09/22/20	09/22/20	09/28/20	10/01/20
09/16/20 - 09/29/20	09/23/20 - 10/06/20	10/06/20	10/09/20	10/15/20
09/30/20 - 10/13/20	10/07/20 - 10/20/20	10/20/20	10/26/20	10/29/20
10/14/20 - 10/27/20	10/21/20 - 11/03/20	11/03/20	11/06/20	11/12/20
10/28/20 - 11/10/20	11/04/20 - 11/17/20	11/17/20	11/20/20	11/25/20
11/11/20 - 11/24/20	11/18/20 - 12/01/20	12/01/20	12/07/20	12/10/20
11/25/20 - 12/08/20	12/02/20 - 12/15/20	12/15/20	12/21/20	12/24/20
12/09/20 - 12/22/20	12/16/20 - 12/29/20	12/29/20	01/04/21	01/07/21
12/23/20 - 01/05/21	12/30/20 - 01/12/21	01/12/21	01/15/21	01/21/21
01/06/21 - 01/19/21	01/13/21 - 01/26/21	01/26/21	02/01/21	02/04/21
01/20/21 - 02/02/21	01/27/21 - 02/09/21	02/09/21	02/12/21	02/18/21
02/03/21 - 02/16/21	02/10/21 - 02/23/21	02/23/21	03/01/21	03/04/21
02/17/21 - 03/02/21	02/24/21 - 03/09/21	03/09/21	03/15/21	03/18/21
03/03/21 - 03/16/21	03/10/21 - 03/23/21	03/23/21	03/29/21	04/01/21
03/17/21 - 03/30/21	03/24/21 - 04/06/21	04/06/21	04/12/21	04/15/21
03/31/21 - 04/13/21	04/07/21 - 04/20/21	04/20/21	04/26/21	04/29/21
04/14/21 - 04/27/21	04/21/21 - 05/04/21	05/04/21	05/10/21	05/13/21
04/28/21 - 05/11/21	05/05/21 - 05/18/21	05/18/21	05/24/21	05/27/21
05/12/21 - 05/25/21	05/19/21 - 06/01/21	06/01/21	06/07/21	06/10/21
05/26/21 - 06/08/21	06/02/21 - 06/15/21	06/15/21	06/21/21	06/24/21
06/09/21 - 06/22/21	06/16/21 - 06/29/21	06/29/21	07/02/21	07/08/21
06/23/21 - 07/06/21	06/30/21 - 07/13/21	07/13/21	N/A	<b>07/21/21</b>
<b>07/07/21 - 07/20/21</b>	<b>07/14/21 - 07/27/21</b>	<b>07/27/21</b>	N/A	<b>08/04/21</b>
<b>07/21/21 - 08/03/21</b>	<b>07/28/21 - 08/10/21</b>	<b>08/10/21</b>	N/A	<b>08/18/21</b>
<b>08/04/21 - 08/17/21</b>	<b>08/11/21 - 08/24/21</b>	<b>08/24/21</b>	N/A	<b>09/01/21</b>

<b>08/18/21 - 08/31/21</b>	<b>08/25/21 - 09/07/21</b>	<b>09/07/21</b>	N/A	<b>09/15/21</b>
<b>09/01/21 - 09/14/21</b>	<b>09/08/21 - 09/21/21</b>	<b>09/21/21</b>	09/27/21	<b>09/30/21</b>
<p><b>There will not be anticipated days for any employees for June 2021</b></p> <p>Timekeepers should follow all normal timekeeping procedures, based on each payroll period.  The EIS bulletin board is a source for information regarding the payroll/timekeeping close dates and any change made to them.</p> <p>***Thanksgiving 11/26/2020 &amp; 11/27/2020                      ***Mid-Winter Recess: 02/12/2021 - 02/19/2021</p> <p>***Winter Recess: 12/24/2020 - 01/01/2021                      ***Spring Recess: 03/29/2021 - 04/02/2021</p>				