



PAYROLL ADMINISTRATION MEMORANDUM

2021-2022

NO. 01



Kevin Monroe
Chief Administrator
Payroll Administration
Division of Financial Operations

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DATE: August 9, 2021
TO: BCO Directors (Via Email)
Principals (Via Principals' Weekly)
Payroll Secretaries/Timekeepers (Via Email)
FROM: Kevin Monroe
SUBJECT: **Reminder: New Check Distribution Policy**

This memorandum serves as a reminder that the Department of Education (DOE) will no longer deliver paper checks to schools or other DOE sites for distribution to employees. All checks will be issued via direct deposit or mailed via United States Postal Service (USPS) to employees who choose to continue to receive paper checks.

The most efficient way to receive payments on time is via direct deposit and employees can enroll in the program via the Payroll Portal by clicking [here](#). Employees who choose to continue to receive paper checks must review, and if needed, update their addresses via NYCAPS Employee Self Service (ESS) to ensure that their paper checks are mailed to the correct address. Instructions for accessing ESS can be found by clicking this [link](#). 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 address information.

Please continue to review the various Payroll Administration bulletin boards in EIS, APRL and PDPS along with the Payroll Portal 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.

C: Richard Carlo
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DRAFT
2021-2022 Payroll Calendar
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	09/01/21	9/2/2021	09/03/21	09/10/21	09/15/21
	2nd Half	09/17/21	9/20/2021	09/22/21	09/27/21	09/30/21
Oct	1st Half	10/04/21	10/05/21	10/06/21	10/12/21	10/15/21
	2nd Half	10/19/21	10/20/21	10/21/21	10/26/21	10/29/21
Nov	1st Half	11/03/21	11/04/21	11/05/21	11/10/21	11/15/21
	2nd Half	11/17/21	11/18/21	11/19/21	11/24/21	11/30/21
Dec	1st Half	12/03/21	12/06/21	12/07/21	12/10/21	12/15/21
	2nd Half	12/17/21	12/20/21	12/21/21	12/27/21	12/30/21
Jan	1st Half	01/04/22	01/05/22	01/06/22	01/11/22	01/14/22
	2nd Half	01/19/22	01/20/22	01/21/22	01/26/22	01/31/22
Feb	1st Half	02/03/22	02/04/22	02/07/22	02/10/22	02/15/22
	2nd Half	02/15/22	02/16/22	02/17/22	02/23/22	02/28/22
Mar	1st Half	03/03/22	03/04/22	03/07/22	03/10/22	03/15/22
	2nd Half	03/21/22	03/22/22	03/23/22	03/28/22	03/31/22
Apr	1st Half	04/05/22	04/06/22	04/07/22	04/12/22	04/15/22
	2nd Half	04/19/22	04/20/22	04/21/22	04/26/22	04/29/22
May	1st Half	05/04/22	05/05/22	05/06/22	05/11/22	05/16/22
	2nd Half	05/18/22	05/19/22	05/20/22	05/25/22	05/31/22
June	1st Half	06/03/22	06/06/22	06/07/22	06/10/22	06/15/22
	2nd Half	06/20/22	06/21/22	06/22/22	06/27/22	06/30/22
July	1st Half	07/05/22	07/06/22	07/07/22	07/12/22	07/15/22
	2nd Half	07/19/22	07/20/22	07/21/22	07/26/22	07/29/22
Aug	1st Half	08/03/22	08/04/22	08/05/22	08/10/22	08/15/22

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

DRAFT
2021-2022 Payroll Calendar
B Pay-Cycle
(E745)

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

There will not be anticipated days for any employees for June 2022

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.

***Thanksgiving 11/25/21 & 11/26/21

***Mid-Winter Recess: 02/21/22 - 02/25/22

***Winter Recess: 12/25/21 - 12/31/21

***Spring Recess: 04/15/22 - 04/22/22

DRAFT
2021-2022 Payroll Calendar
746 (Per Diem) and 747 (Per Session) Payrolls

Pay Period Earned Dates	Timekeeping/ Approvals Close Date	Appointments Sent	FISA CALC	EFT Stop Payment Deadline	Check Date
07/01/21 - 07/15/21	07/22/21	07/23/21	07/28/21	07/29/21	08/03/21
07/16/21 - 07/31/21	08/05/21	08/06/21	08/11/21	08/12/21	08/17/21
08/01/21 - 08/15/21	08/19/21	08/20/21	08/25/21	08/27/21	09/01/21
08/16/21 - 08/31/21	09/09/21	09/10/21	09/15/21	09/17/21	09/22/21
09/01/21 - 09/15/21	09/22/21	09/23/21	09/28/21	09/29/21	10/04/21
09/16/21 - 09/30/21	10/06/21	10/07/21	10/13/21	10/14/21	10/19/21
10/01/21 - 10/15/21	10/21/21	10/22/21	10/27/21	10/28/21	11/03/21
10/16/21 - 10/31/21	11/05/21	11/08/21	11/10/21	11/12/21	11/17/21
11/01/21 - 11/15/21	11/19/21	11/22/21	11/24/21	11/29/21	12/02/21
11/16/21 - 11/30/21	12/06/21	12/07/21	12/10/21	12/13/21	12/16/21
12/01/21 - 12/15/21	12/21/21	12/22/21	12/28/21	12/29/21	01/04/22
12/16/21 - 12/31/21	01/06/22	01/07/22	01/12/22	01/13/22	01/19/22
01/01/22 - 01/15/22	01/21/22	01/24/22	01/27/22	01/28/22	02/03/22
01/16/22 - 01/31/22	02/07/22	02/08/22	02/14/22	02/15/22	02/18/22
02/01/22 - 02/15/22	02/18/22	02/22/18	02/28/22	03/01/22	03/04/22
02/16/22 - 02/28/22	03/04/22	03/07/22	03/10/22	03/11/22	03/16/22
03/01/22 - 03/15/22	03/21/22	03/22/22	03/25/22	03/29/22	04/01/22
03/16/22 - 03/31/22	04/06/22	04/07/22	04/12/22	04/13/22	04/19/22
04/01/22 - 04/15/22	04/27/22*	04/28/22	05/02/22	05/03/22	05/06/22
04/16/22 - 04/30/22	05/06/22	05/09/22	05/12/22	05/13/22	05/18/22
05/01/22 - 05/15/22	05/19/22	05/20/22	05/25/22	05/26/22	06/01/22
05/16/22 - 05/31/22	06/06/22	06/07/22	06/10/22	06/13/22	06/16/22
06/01/22 - 06/15/22	06/22/22	06/23/22 **	06/28/22	06/29/22	07/05/22
06/16/22 - 06/30/22	06/29/22		07/06/22	07/07/22	07/12/22

* TIMEKEEPING DELAYED TO ACCOMMODATE SPRING RECESS

** CUT-OFF DATE FOR NEW APPOINTMENTS

WINTER RECESS: 12/24/21 – 12/31/21 MID-WINTER RECESS: 02/21/22 – 02/25/22

SPRING RECESS: 04/15/22 – 04/22/22 FY ROLLOVER (TENTATIVE): 06/25/22

DATES ARE SUBJECT TO CHANGE. UP-TO-DATE PAYROLL INFORMATION CAN BE OBTAINED FROM THE PDPS PER DIEM / PER SESSION PAYROLL BULLETIN BOARDS, THE TBNK PER SESSION PAYROLL BULLETIN BOARD,

DOE WEBSITE: <https://INFOHUB.NYCED.ORG> AND THE DFO PAYROLL PORTAL: <https://PAYROLLPORTAL.NYCBOE.NET>