



PAYROLL ADMINISTRATION MEMORANDUM

2021 - 2022

NO. 03



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Payroll Administration

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DATE: September 14, 2021
TO: BCO Directors (Via Email)
Principals (Via Principals Weekly)
Payroll Secretaries (Via Email)
FROM: Kevin Monrose
SUBJECT: **Direct Deposit Cancellation, Stop Payment & Reversal Procedures**

This memorandum pertains to employees from one of the following payroll groups, who separated from service (i.e. resigned, terminated, retired) or who went on an approved leave of absence *without pay* during the period of June 26, 2021 to present.

- Q-Bank 742, Pedagogic Employees
- Q-Bank 744, Educational Paraprofessionals
- E-Bank 745, Hourly Support Employees

In the event of a separation as noted above, a direct deposit cancellation, stop payment, or reversal of payment must be processed to ensure that there is no overpayment to employees.

Please do not cancel the EFT enrollment, or place a stop payment request for employees who have transferred to new locations.

Processing Procedures & Policies

Scenario 1

If the payroll close date for a given pay-period *has not* passed, the *cancellation* transaction, to cancel the employee's EFT enrollment, can be completed directly in EIS.

- This transaction should be entered in EIS (9.6 option 5).
- For your convenience, the full year's payroll calendars have been provided as attachments to this memorandum.

Scenario 2

If the payroll close date for a given pay-period *has* passed the procedures for stop payment and reversal are as follows:

- Schools *with* access to the on-line Direct Deposit System may process the *stop payment* transactions, to stop payment from being made, utilizing EIS.
- This transaction should be completed in EIS (9.6 option 6).
- Please be advised that the stop payment transactions must be processed before noon on the date of the stop payment deadline.
- If the stop payment deadline is missed then a reversal request, to reverse funds out of the employee's account, must be initiated.

- Schools without on-line access to EIS must complete, sign, save and email the EFT Reversal / Stop Payment / Cancellation Request form to the Payroll Benefits Unit at EFTBenefits@schools.nyc.gov. The form can be accessed by clicking [here](#). Please note: an electronic signature is required.
- It is the Principal's/school's responsibility to inform an employee when any of these actions are initiated. A suggested form-letter that can be used for employee notification regarding the impending action can be found [here](#).
- Reversals for UFT employees, initiated more than five business days *after* the check-date, must be authorized, in writing, by the employee.
 - Example: A Reversal Request Form for an employee's September 15, 2021 check must be submitted on or *before* September 22, 2021. If not, then as noted above, the employee's written authorization must be obtained.
- The written/email authorization must accompany the reversal request form.
- To ensure that the aforementioned forms are fully accessible and functional, please click [here](#) and follow the instructions. **Please download and install Acrobat Reader 11; it is free.** The instructions are applicable to all forms and is mainly provided to ensure that the user is able to affix his/her electronic signature to the form.
- Please email the completed form(s) to MDunn2@schools.nyc.gov with a copy to EFTBenefits@schools.nyc.gov.

For your convenience, we have attached the payroll schedules, by employee group, including stop payment deadline dates. If you have any questions regarding the procedures described, please contact the Payroll Benefits Unit via email: EFTbenefits@schools.nyc.gov

C: Maria Conklin
 Francine Perkins-Colón
 Len Rubino
 Deborah John
 A, Karasoula
 S. Mark, UFT
 M. Menduina, DC37
 M. Cannizzaro, CSA
 D. Arnold, IBT 237
 D. Waters, CWA 1180

AMENDED
2021-2022 Payroll Calendar
H and Z Bank
H/Z 740

H-Bank Pay Period		Z-Bank Pay Period		* APRL 9902 Close date	FMC Timekeeping Close	Payroll Close	Check Date
06/20/21	- 07/03/21	06/13/21	- 06/26/21	06/28/21	06/28/21	06/29/21	07/09/21
07/04/21	- 07/17/21	06/27/21	- 07/10/21	07/12/21	07/12/21	07/13/21	07/23/21
07/18/21	- 07/31/21	07/11/21	- 07/24/21	07/26/21	07/26/21	07/27/21	08/06/21
08/01/21	- 08/14/21	07/25/21	- 08/07/21	08/09/21	08/09/21	08/10/21	08/20/21
08/15/21	- 08/28/21	08/08/21	- 08/21/21	08/23/21	08/23/21	08/24/21	09/03/21
08/29/21	- 09/11/21	08/22/21	- 09/04/21	09/3/22 ¹	09/3/22 ¹	09/07/21	09/17/21
09/12/21	- 09/25/21	09/05/21	- 09/18/21	09/20/21	09/20/21	09/21/21	10/01/21
09/26/21	- 10/09/21	09/19/21	- 10/02/21	10/04/21	10/04/21	10/05/21	10/15/21
10/10/21	- 10/23/21	10/03/21	- 10/16/21	10/18/21	10/18/21	10/19/21	10/29/21
10/24/21	- 11/06/21	10/17/21	- 10/30/21	11/01/21	11/01/21	11/02/21	11/12/21
11/07/21	- 11/20/21	10/31/21	- 11/13/21	11/15/21	11/15/21	11/16/21	11/26/21
11/21/21	- 12/04/21	11/14/21	- 11/27/21	11/29/21	11/29/21	11/30/21	12/10/21
12/05/21	- 12/18/21	11/28/21	- 12/11/21	12/13/21	12/13/21	12/14/21	12/24/21
12/19/21	- 01/01/22	12/12/21	- 12/25/21	12/27/21	12/27/21	12/28/21	01/07/22
01/02/22	- 01/15/22	12/26/21	- 01/08/22	01/10/22	01/10/22	01/11/22	01/21/22
01/16/22	- 01/29/22	01/09/22	- 01/22/22	01/24/22	01/24/22	01/25/22	02/04/22
01/30/22	- 02/12/22	01/23/22	- 02/05/22	02/07/22	02/07/22	02/08/22	02/18/22
02/13/22	- 02/26/22	02/06/22	- 02/19/22	02/18/22 ²	02/18/22 ²	02/22/22	03/04/22
02/27/22	- 03/12/22	02/20/22	- 03/05/22	03/07/22	03/07/22	03/08/22	03/18/22
03/13/22	- 03/26/22	03/06/22	- 03/19/22	03/21/22	03/21/22	03/22/22	04/01/22
03/27/22	- 04/09/22	03/20/22	- 04/02/22	04/04/22	04/04/22	04/05/22	04/15/22
04/10/22	- 04/23/22	04/03/22	- 04/16/22	04/18/22	04/18/22	04/19/22	04/29/22
04/24/22	- 05/07/22	04/17/22	- 04/30/22	05/02/22	05/02/22	05/03/22	05/13/22
05/08/22	- 05/21/22	05/01/22	- 05/14/22	05/16/22	05/16/22	05/17/22	05/27/22
05/22/22	- 06/04/22	05/15/22	- 05/28/22	05/27/22 ³	05/27/22 ³	05/31/22	06/10/22
06/05/22	- 06/18/22	05/29/22	- 06/11/22	06/13/22	06/13/22	06/14/22	06/24/22
06/19/22	- 07/02/22	06/12/22	- 06/25/22	06/27/22	06/27/22	06/28/22	07/08/22

* All staffing actions processed in NYCAPS must be in the APRL 9902 screen by this date for payroll to review. All accurate NYCAPS transactions in APRL by this date will be finalized by payroll for the appropriate check date. All staffing actions that are initiated through APRL (i.e. experience, education, assignment differentials, etc.) must be entered in APRL by this date.

Dates are subject to change

FOOTNOTES - Payroll close, Supplementary Payroll Close and Check Dates amended due to holiday's

Labor Day 09/06/21
Washington's Birthday 02/21/22
Memorial Day 05/30/22

AMENDED
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	09/02/21	09/03/21	09/10/21	09/15/21
	2nd Half	09/17/21	09/21/21	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	06/17/22	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
	2nd Half	08/19/22	08/22/22	08/23/22	08/26/22	08/31/22

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

AMENDED
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		07/13/21	N/A	07/21/21
07/07/21 - 07/20/21		07/27/21	N/A	08/04/21
07/21/21 - 08/03/21		08/10/21	N/A	08/18/21
08/04/21 - 08/17/21		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	11/05/21	11/10/21
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: 12/24/21 - 12/31/21

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

AMENDED
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
 SPRING RECESS: 04/15/22 – 04/22/22

MID-WINTER RECESS: 02/21/22 – 02/25/22
 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](#)