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PAYROLL ADMINISTRATION MEMORANDUM NO. 4, 2008-2009

DATE: September 2, 2008

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

FROM: Vincent A. Giordano
Executive Director

A handwritten signature in blue ink that reads 'Vincent A. Giordano'.

SUBJECT: Payroll Portal

Due to the high interest level in the payroll portal, DFO is adding additional web casts for training on the payroll portal.

The payroll portal enables all employees to access payroll related functions as well as serving as the main website for all payroll related information. Employees can use this site to:

- Access payroll news, published payroll documents and guides;
- Register for payroll training sessions and web casts;
- Subscribe to the payroll portal mailing list;
- Submit and track payroll related inquiries;
- Enroll online in the various employee self-service options, such as, EFT, Transit Spending Account (TSA), College Savings Program, Savings Bond and the Metro Card;
- Securely view their own payroll information;
- Have the ability to view payroll calendars for upcoming events

In addition, there are links to other NYC Department of Education websites, retirement systems and union websites.

The DFO will be conducting training via a web cast on the following dates:

Monday, September 22nd at 10:00 am
Monday, September 29th at 10:30 am

Employees must register in advance for at least one session. Employee may register at <http://www.learningtimes.net/dfopayrollwebcasts> or through the Payroll Portal at <https://payrollportal.nycboe.net>

Please distribute to employees.

VAG/co
c. J. Hederman, F. Perkins-Colon, A. Lopez