



Vincent A. Giordano
Executive Director
Division of Financial Operations

vagiord@schools.nyc.gov

PAYROLL ADMINISTRATION MEMORANDUM - NO. 20 2008 - 2009

DATE: February 4, 2009

TO: ISC Executive Directors (via email)
Principals (via "Principal's Weekly Newsletter")
School Secretaries (Via Email)

FROM: Vincent A. Giordano
Executive Director

A handwritten signature in blue ink, appearing to read 'Vincent A. Giordano', is placed to the right of the 'FROM:' field.

SUBJECT: DOE Payroll Portal

The Department of Education's 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 and timekeeping information;
- Print their own payroll pay stub; and
- 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.

Employees may access the Payroll Portal through the internet at <https://payrollportal.nycboe.net>.

Please distribute to employees.

VAG/co

- c. George Raab
Judith Hederman
Angel Lopez
Francine Perkins Colon
Howard Sheikowitz