



Gladys Carrión
Commissioner

Susan Nuccio
Deputy Commissioner
Financial Services

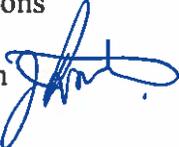
David Brandwein
Chief Operating Officer
Financial Services

Richard Beck
Assistant Commissioner
Financial Services/
Payment Services

Jackie Roth
Senior Executive Director
Payment Services

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Date: May 17, 2016
To: Foster Care Executive Director's
Chief Financial Officer's
SSPS Liaisons
From: Jackie Roth 
Re: SSPS Upload Date Change – June 20, 2016

In an effort to ensure the timeliness for the July Recurring Payroll date of July 8, 2016, we are requiring SSPS uploads for May Care Days to be completed by June 20, 2016. We are advancing the timeline by two (2) business days to make certain the recurring payroll is processed on or prior to June 30, 2016. A separate communication will be sent to your SSPS Liaisons and will be discussed at the SSPS Liaison Meeting on June 1, 2016.

As you may know, the Financial Management System (FMS) cannot be accessed on the first day of the new Fiscal Year (FY17) and this payment cycle also coincides with the July 4, 2016 holiday weekend.

By advancing the timeline, we believe we will be able to avoid any delays in processing SSPS Recurring Payroll. Please feel free to reach out to me if you have any questions.

My sincerest thanks for your cooperation.