



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N. Y. 10007

Ex. Order # 77

EXECUTIVE ORDER NO. 77
June 29, 1984

ESTABLISHMENT OF THE OFFICE OF PAYROLL ADMINISTRATION

By the power vested in me as Mayor of the City of New York it is hereby ordered as follows:

Purpose - The Comptroller and the Commissioner of Finance both perform their functions related to payroll administration. The Mayor and Comptroller jointly have developed a computerized Payroll Management System (PMS) designed to ensure prompt and accurate payments of wages or salaries to employees and to provide City agencies with improved and modernized management and accounting payroll information. This can best be achieved by establishing a single entity to administer the various functions related to payroll administration which are currently performed by the Department of Finance and the Comptroller's Office. This order is adopted as a reorganization plan pursuant to subdivision (a) of section 11 of the Charter and creates a new Office of Payroll Administration, consistent with the Agreements between the Mayor and the Comptroller, dated June 29, 1984 and the Mayor and the Commissioner of Finance, dated June 29, 1984. The Office will serve as the administrative mechanism through which this system will be effectuated.

Section 1. Office Established

There is hereby established an Office of Payroll Administration (Office).

Section 2. Functions

The Office shall:

- a) Support the development and continued implementation of a computerized payroll management system;
- b) Coordinate payroll-related matters between central overhead departments and agencies of the City and public corporations and develop uniform procedures for payroll processing and development;

77

- c) Distribute and account for payroll and administer payroll deductions;
- d) Maintain the integrity and accuracy of the payroll system.

77
p2

Section 3. Directors

- a) The Office shall be headed by two (2) Directors, appointed by the Mayor, one of whom shall be appointed upon the recommendation of the Comptroller.
- b) The Directors shall receive no compensation for their services to the Office (except that a City employee may continue to receive his or her regular compensation), but shall be compensated for expenses actually and necessarily incurred in the performance of their duties.

Section 4. Officers and Employees

- a) Upon the recommendation to the Mayor by the Directors, the Mayor shall appoint an Executive Director who, under the supervision and direction of the Directors, shall be responsible for management of the day-to-day activities of the Office in implementing and carrying out its functions.
- b) The Office shall employ such other officers and employees as may be required to perform its duties as delineated herein.

Section 5. Assistance of Agencies and Departments

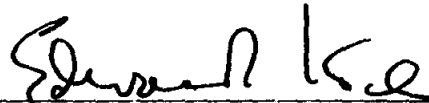
- a) All City agencies are directed to cooperate with the Office, consistent with the law, in order to ensure efficient operation of the PMS.

Section 6. Public Corporations

The Office may also render services to, and receive information and assistance from, public corporations upon such terms and conditions as may be agreed upon by the Office and each such corporation.

Section 7. Effective Date

This order shall take effect immediately.



Edward I. Koch
M A Y O R



THE CITY OF NEW YORK
 OFFICE OF THE MAYOR
 NEW YORK, N.Y. 10007

*attached to
 Ex. Order #99*

**AGREEMENT BETWEEN THE MAYOR AND THE COMPTROLLER OF THE
 CITY OF NEW YORK, RELATING TO THE ESTABLISHMENT
 OF AN OFFICE OF PAYROLL ADMINISTRATION**

WHEREAS, the Comptroller performs functions related to payroll administration, and

WHEREAS, a computerized payroll management system has been designed to ensure prompt and accurate payments of wages or salaries to employees and to provide City agencies with improved and modernized management and accounting payroll information, and

WHEREAS, this goal can best be met by establishing a single entity to administer the various functions related to payroll administration, some of which are currently performed by the Comptroller's Office,

IT IS HEREBY AGREED that the Mayor shall implement this Agreement by issuing an Executive Order establishing the Office of Payroll Administration, and that such Order, a copy of which is attached to this agreement, shall set forth the functions, organization and other matter related to the establishment of such Office, and

IT IS FURTHER AGREED that this Agreement and the Order implementing this Agreement shall remain in full force and effect so long as the parties continue to consent to this Agreement.


 EDWARD I. KOCH
 M A Y O R


 HARRISON J. GOLDIN
 Comptroller

Dated: June 29, 1984



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

*attached
Ex. Order # 77*

**AGREEMENT BETWEEN THE MAYOR AND COMMISSIONER OF
FINANCE OF THE CITY OF NEW YORK, RELATING TO THE ESTABLISHMENT
OF AN OFFICE OF PAYROLL ADMINISTRATION**

WHEREAS, the Commissioner of Finance performs functions related to payroll administration, and;

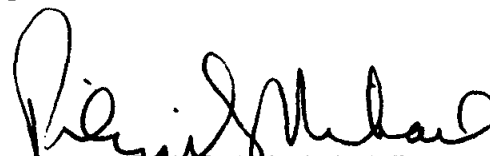
WHEREAS, a computerized payroll management system has been designed to ensure prompt and accurate payments of wages or salaries to employees and to provide City agencies with improved and modernized management and accounting payroll information, and;

WHEREAS, this goal can best be met by establishing a single entity to administer the various functions related to payroll administration, some of which are currently performed by the Department of Finance,

IT IS HEREBY AGREED that the Mayor shall implement this Agreement by issuing an Executive Order establishing the Office of Payroll Administration, and that such Order, a copy of which is attached to this agreement, shall set forth the functions, organization and other matter related to the establishment of such Office, and

IT IS FURTHER AGREED that this Agreement and the Order implementing this Agreement shall remain in full force and effect so long as the parties continue to consent to this Agreement.


EDWARD I. KOCH
M A Y O R


PHILIP R. MICHAEL
Commissioner,
Department of Finance

Dated: June 29, 1984

#77