

**REVISION HISTORY:
DIRECTIVE #13 – PAYROLL PROCEDURES**

Release	Summary of Changes
11/24/97	<ul style="list-style-type: none"> • Provides updates to reflect the adoption of the Payroll Management System (PMS) as the City of New York's central payroll system. • Updates controls to reflect direct deposit earnings. • Includes a list of PMS training courses offered by the Office of Payroll Administration.
Initial Release	<ul style="list-style-type: none"> • Establishes basic internal controls and procedures that agencies must follow for recording employee time, preparing timekeeping data for payroll processing, and distributing payrolls.