



**Department of
Education**

Dennis M. Walcott, Chancellor

PAYROLL ADMINISTRATION MEMORANDUM

NO. 6 2011-2012

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**Division of Financial
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George Vasiliou
Executive Director

DATE: November 2, 2011
TO: Payroll Secretaries (Via Email)
FROM: Kevin Monrose
SUBJECT: **Summer 2011 Early Encashment Fees**

Dear Colleagues,

The Division of Financial Operations is committed to providing you with updated information and answers to questions that employees may come to you with, regarding payroll or other financial operations. To this end, as was outlined in April 28th, 2011 memorandum, summer pay-checks should not have been presented prior to their effective date. Unfortunately, a number of employees' checks were.

As such, the City's Office of Payroll Administration is authorized to deduct "early encashment fees" for checks that were presented for payment, prior to the actual check date. As such, for June, July or August 2011 checks that were presented prior to their date, deductions of applicable fees will be implemented in the November and December 2011 paychecks.

The fee for "early encashment" is \$55.00; however, a maximum of \$110.00 in fees will be deducted per pay-check. Therefore, if an employee presented more than two checks early, s/he will see deductions in multiple pay-checks during the months of November and December. Fees assessed to Pedagogic and Paraprofessional employees will be deducted in the November 15th and 30th checks; fees assessed to Hourly Support employees will be deducted in the November 10th and 23rd pay-checks as well as in the December 8th check.

Please note that the fee(s) will be reflected on the affected employees' paystubs as deduction code '7056'.

If you have any questions regarding this issue, please call HR Connect at 718-935-4003.

C: George Vasiliou
Francine Perkins-Colon
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