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PAYROLL ADMINISTRATION MEMORANDUM – NO. 19, 2009-2010

DATE: March 15, 2010

TO: ISC Executive Directors (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries/Timekeepers (via e-mail)

FROM: Judith Hederman 

SUBJECT: Electronic Fund Transfer (EFT) Replacement Checks

The New York City Office of Payroll Administration (OPA) will no longer automatically issue replacement checks. As advised by OPA, check replacements for all EFT transactions that are returned due to closed accounts or incorrect account numbers will take 5 to 10 days, upon receipt of request, to issue.

If the employee's pay is not electronically deposited in his/her bank account on the date of the check, please contact the Payroll Benefits Unit at (718) 935-3545. Payroll will prepare and submit the request to OPA for a check replacement.

To avoid a delay in the receipt of pay, when cancelling or changing EFT bank accounts with the Department of Education, employees must not close the current bank account until the employee is issued a paper check (for cancelation of EFT) or a check is deposited into the new bank account (for updated bank information).

JH/ms

- c. V Giordano
- F. Perkins-Colon
- A. Lopez
- D. Anthony
- J. Blundo