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**PAYROLL ADMINISTRATION MEMORANDUM – NO. 37, 2008- 2009**

**DATE:** June 10, 2009

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

**FROM:** Vincent A. Giordano, Executive Director 

**SUBJECT:** **New City Policy for Assessing Early Encashment Fee**

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Effective July 1, 2009, the New York City Office of Payroll Administration (OPA) is implementing a change to the process for assessing the early encashment fee for DOE summer checks cashed prior to the pay check date. OPA will be deducting the \$55.00 early encashment fee from the replacement check. In addition, if necessary, a deduction will occur on the next available employee check. If the check is less than \$55.00 the employee will not receive a check.

If you have any questions regarding early encashment, please contact HR Connect at 718-935-4000.

Thank you.

VAG/co

c. George Raab  
Judith Hederman  
Angel Lopez  
Francine Perkins-Colon