




Judith Hederman  
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**PAYROLL ADMINISTRATION MEMORANDUM – NO. 1, 2009- 2010**

**DATE:** July 7, 2009

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

**FROM:** Judith Hederman 

**SUBJECT:** **New City Policy for Assessing Replacement Check Fee**

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The New York City Office of Payroll Administration (OPA) has implemented the attached policy for assessing a fee for replacement checks. Please review the attached document for the specifics.

If you have any questions regarding this memo, please contact HR Connect at (718) 935-4000.

Thank you.

Attachment

JH/co

c. George Raab  
Vincent Giordano  
Angel Lopez  
Francine Perkins-Colon  
Joseph Blundo  
Richard Haynes

Replacement Check Charge  
Employee Scenarios

Number	Scenarios	Required Documentation	No Charge	\$55.00 Deducted from Replacement Check *
1	Employee is enrolled in Direct Deposit.	N/A	No Charge-A City employee enrolled in Direct Deposit never requires a replacement check.	N/A
2	PMS Check damaged by OPA/FISA prior to distribution to the Agency.	N/A	No Charge	N/A
3	PMS Check lost by Agency prior to distribution to employee.	Agency must provide OPA a copy of the signature sheet indicating the employee did not sign, and copies of the documentation submitted to DoI.	No Charge	N/A
4	PMS stale dated check. These are checks presented by the employee for payment that are more than 180 days after the original check date.	N/A -or- Verification of extenuating circumstance, determined on a case by case basis.	No Charge-Upon appropriate verification -or- If the employee enrolls in direct deposit within 30 days <u>and</u> remains enrolled for more than 1 year.	YES-if the employee does not enroll in Direct Deposit within 30 days <u>or</u> drops out of Direct Deposit prior to 1 year.
5	PMS check lost/damaged after distribution to the employee.	N/A -or- Verification of extenuating circumstance, determined on a case by case basis.	No Charge-Upon appropriate verification -or- If the employee enrolls in direct deposit within 30 days <u>and</u> remains enrolled for more than 1 year.	YES-if the employee does not enroll in Direct Deposit within 30 days <u>or</u> drops out of Direct Deposit prior to 1 year.
6	PMS mailer check damaged by Post Office prior to employee receipt. (This covers Department of Education Per Diem and Per Session payrolls.)	Post Office verification (e.g. postal reason indicator stamp on envelope, letter of apology, contents re-packaged, etc.)	No Charge-With proper Postal verification -or- If the employee enrolls in direct deposit within 30 days <u>and</u> remains enrolled for more than 1 year.	YES - If documentation is not provided -or- if the employee does not enroll in Direct Deposit within 30 days or drops out of Direct Deposit prior to 1 year.
7	The City mailed the check and employee did not receive it.	N/A	No Charge - for the first 2 occurrences No Charge beyond the 2nd occurrence if the employee enrolls in direct deposit within 30 days <u>and</u> remains enrolled for more than 1 year.	YES-Beyond the 2nd occurrence if the employee does not enroll in Direct Deposit within 30 days or drops out of Direct Deposit prior to 1 year.
8	Check is stolen from City employee.	Employee to provide a copy of the Police report.	No Charge-if the employee submits a Police report, or if the employee enrolls in direct deposit within 30 days <u>and</u> remains enrolled for more than 1 year.	YES-if the employee does not submit a Police report or if the employee does not enroll in Direct Deposit within 30 days or drops out of Direct Deposit prior to 1 year.
9	PMS check to which the employee is not entitled.	Agency submits to OPA a request to process a manual check refund.	No Charge	N/A
10	Reserve Account check replacement requests (Requests of City checks where monies were moved to the City's Reserve Account, e.g. checks dated 1997 and prior)	N/A	N/A	YES
11	Post dated DoE Summer Checks presented by employee. (Early encashment fees are charged per check)	N/A	Enrollment in Direct Deposit will eliminate future early encashment fees.	YES
*If the check is less than \$55.00 the employee does not receive a check.				