

The Division of Financial Operations (DFO) is committed to providing supports and services to schools, central and field offices, and all DOE employees.

As part of this commitment, the Payroll Check Management Unit (PCMU) within DFO has created the following list of frequently asked questions concerning payroll check distribution.

**Payroll Check Distribution:  
Frequently Asked Questions from Payroll Secretaries/Timekeepers**

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**Receiving & Distributing Payroll Checks**

**Q. What do I do if my school erroneously receives payroll checks that should have been delivered to another school or if I believe that I am missing a payroll?**

A. Contact the PCMU immediately for guidance: (718) 935-2219

**Q. What do I do with undistributed payroll checks?**

A. If an employee does not collect a payroll check within three business days, complete a [Statement of Undistributed Paychecks](#) form and return it with the check(s) to the PCMU.

**Q. What do I do with undistributed direct deposit payroll stubs?**

A. If an employee does not collect a direct deposit payroll stub within three months of issuance, the stub can be destroyed. The information contained on the stub is available to employees via the Payroll Portal.

**Q. Is it necessary to have the employee sign for his/her payroll check or stub prior to releasing it?**

A. Yes. All employees must sign for their payroll checks or stubs upon receipt.

**Q. What should I do if a payroll check will cause an overpayment to the employee at the time of release?**

A. Do not give the check to the employee. Instead, complete a [Statement of Undistributed Paychecks](#) form and return it with the check(s) to the PCMU.

**Q. Can a co-worker pick up a paycheck on behalf of another employee?**

A. Yes. However the employee must provide to you a notarized letter authorizing release of the check to the co-worker.

**Q. Can I mail a paycheck to an employee?**

A. Yes. However, before it can be mailed, the employee must provide to you a notarized, written request along with a self-addressed stamped envelope.

**Lost or Stolen Payroll Checks**

**Q. A payroll check was lost/misplaced after it was delivered to my work site but before it was given to an employee. What should I do?**

A. If the check was for an administrative (H/Z 740 payroll) or a pedagogic (Q742 payroll) employee, contact the appropriate central payroll unit to request a stop

payment action.

If the check was for a UFT paraprofessional (Q744 payroll) or hourly support employee (E745 payroll), complete all fields within the [Stop Payment Notice](#) with the exception of the agency information located in the "Agency Section". If possible, have the employee sign and notarize Section 3. Submit the completed form to the appropriate central payroll unit for processing.

If it is not convenient to have the employee sign and notarize Section 3, inform the employee that the New York City Office of Payroll Administration (OPA) will forward a *Claim of Lost Check* form to him/her. The employee must sign, notarize, and return this form to OPA as soon as possible as a replacement check cannot be issued without its receipt.

The employee should expect to wait four to six weeks for a replacement check after OPA receives the signed form.

**Q. An employee reported that his/her paycheck was stolen. What needs to be done in order for a replacement check to be issued?**

- A. The employee must report the theft to the local police precinct and then provide you with the docket (complaint) number assigned to the police report.

If the check was for an administrative (H/Z 740 payroll) or a pedagogic (Q742 payroll) employee, contact the appropriate central payroll unit to request a stop payment action.

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The employee should expect to wait four to six weeks for a replacement check after OPA receives the signed form.

**Q. An employee reported that s/he lost a payroll check. What needs to be done in order for a replacement check to be issued?**

- A. If the check was for an administrative (H/Z 740 payroll) or a pedagogic (Q742 payroll) employee, contact the appropriate central payroll unit to request a stop payment action.

If the check was for a UFT paraprofessional (Q744 payroll) or hourly support employee (E745 payroll), complete all fields within the [Stop Payment Notice](#) with the exception of the agency information located in the "Agency Section". If possible, have the employee sign and notarize Section 3. Submit the completed form to the appropriate central payroll unit for processing.

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