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PAYROLL ADMINISTRATION MEMORANDA NUMBERS 13 and 14

Number	Date	Subject
13	Jan. 6, 2009	<p>Electronic Fund Transfer Stop Payment and Reversals</p> <p>This memorandum describes the stop payment, reversal, and/or cancellation procedures for Electronic Fund Transfer (EFT) for Q742/744 and E745 employees.</p> <p>If you have any questions regarding the procedures described, please contact the Payroll Benefit Program at 718-935-3545.</p>
14	Jan. 6, 2009	<p>Local 237 4% Contractual Increase</p> <p>This memorandum informs employees of the pay dates to expect to receive the 4% collective bargaining agreement with Local 237, the International Brotherhood of Teamsters.</p> <p>If you have questions please call Jill Hickey (E745) at (718)935-3030, or Brian Weekes (H740) at (718)935-2201.</p>