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PAYROLL ADMINISTRATION MEMORANDUM **NUMBER 37**

Please ensure that your payroll secretary has reviewed the following Payroll Administration Memorandum which can be accessed by clicking on the following link:

<http://schools.nyc.gov/Offices/DFO/PayrollAdministration/KeyDocuments/Payroll+Memoranda.htm>

Memo #37 – Dated June 10, 2009

New City Policy for Assessing Early Encashment Fee

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.