



**PAYROLL ADMINISTRATION MEMORANDUM**

**2020-2021**

**NO. 16**



**Kevin Monroe**  
*Chief Administrator*  
**Payroll Administration**  
**Division of Financial Operations**

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**DATE:** April 19, 2021

**TO:** BCO Directors (Via Email)  
Principals (Via Principals' Weekly)  
Payroll Secretaries/Timekeepers (Via Email)

**FROM:** Kevin Monroe

**SUBJECT:** **April 2021 Commuter Benefits Deductions**

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Please be advised that the bi-weekly deductions for the Commuter Benefits Program are only taken from the first two paychecks of each month. In months with three pay periods such as this April and November 2021, there will be no Commuter Benefits Program deduction taken from the last bi-weekly checks. This includes the checks dated 04/29/2021 for the E-Bank Hourly Support Payroll (E 745) and the Custodial Payroll (R202) and those dated 04/30/2021 for the Administrative H-Bank payroll (H/Z 740)

As always, the full designated monthly election amounts were divided and deducted equally among the first two paychecks of April 2021.

For more information, please visit the Commuters section of the City of New York Office of Payroll Administration website: <http://www.nyc.gov/payroll> .

C: Richard Carlo  
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