



PAYROLL ADMINISTRATION MEMORANDUM

2020 – 2021

No. 4



Francine Perkins Colón
Deputy Executive Director
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DATE: September 1, 2020
TO: BCO Directors (Via Email)
Principals (Via Principals Weekly)
Payroll Secretaries (Via Email)
FROM: Francine Perkins-Colon
SUBJECT: Check Distribution Policy

As reported in last year's [Payroll Administration Memorandum #20 COVID-19 Paycheck Distribution Initiatives](#), New York City Department of Education (NYCDOE) began mailing all paper paychecks since 4/15/20 to staff who are not enrolled in direct deposit. **Paper check distribution will continue to take place by mail for SY 2020-2021.** In-person delivery of paychecks to work locations will not take place.

Employees will continue to receive paychecks at the address they provided to DOE in Spring 2020. **No action is required for employees who received paychecks by mail in Spring 2020 unless their address has changed.** New employees will receive checks at the address they have identified as part of the hiring process.

Employees who were employed prior to September 2020 but did not receive paper paychecks in Spring 2020, or who wish to confirm or change the address where they receive paychecks should complete a survey at <https://forms.gle/N6MdEJY76PWRzCjx6>. Please note that this survey requires logging out of personal Google accounts and logging in using the employee's @schools.nyc.gov account. Employees who are unable to access the survey may also call HR Connect at (718) 935-4000.

Any address changes through this process should be completed as soon as possible on or before Friday, September 4th, 2020 to ensure accurate mailing of paper checks dated for the week of 9/15/2020. Checks will be held if no address has been provided through the survey or via calling HR Connect. Once an address is provided, they will be mailed.

As a more efficient and safe alternative to paper paycheck delivery, employees are strongly encouraged to enroll in Direct Deposit/Electronic Fund Transfer (EFT). Enrollment is easy and can be processed via the NYCDOE Payroll Portal at <https://payrollportal.nycboe.net>. Step-by-step instructions on how to enroll in Direct Deposit/EFT can be viewed by clicking [here](#). Free checking accounts are available to City employees who do not have checking accounts.

Employees can also complete a direct deposit application by clicking [here](#). To submit this application, or for answers to questions regarding direct deposit, please email the EFT Unit at EFTBenefits@schools.nyc.gov.

Questions or inquiries should be directed to HR Connect at (718) 935-4000. For payroll information and answers to personal data and address changes, employees are also strongly encouraged to log into the HR Connect Employee Portal at <https://doehrconnect.custhelp.com> with their DOE user ID and password.

FPC/mw

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