

**MEMORANDUM**

**TO:** All Employees (full/part time)

**FROM:** Ella Kiselyuk, Executive Director of Human Resources

**SUBJECT:** Direct Deposit

**DATE:** April 29, 2020

---

This is a reminder of the most recent announcement regarding Direct Deposit, dated March 12, 2020. In an effort to ensure that you receive your paycheck in a timely manner, we are writing to remind you to sign up (if you haven't already) for direct deposit. During telecommuting, all direct deposit enrollments can be processed remotely via [email](#), as guided by University Payroll. There are specific steps required by both employee and John Jay HR representative in order to ensure secure and confidential delivery of all required documents. Should you wish to proceed with Direct Deposit enrollment, please proceed as follows:

1. Access and complete the forms at the links below:

[https://www.jjay.cuny.edu/sites/default/files/HumanResources/Direct\\_Deposit\\_Form\\_for\\_NYS\\_Employees\\_Rv2012.pdf](https://www.jjay.cuny.edu/sites/default/files/HumanResources/Direct_Deposit_Form_for_NYS_Employees_Rv2012.pdf)

[https://www.jjay.cuny.edu/sites/default/files/HumanResources/Direct\\_Deposit\\_Addendum.pdf](https://www.jjay.cuny.edu/sites/default/files/HumanResources/Direct_Deposit_Addendum.pdf)

2. Send the completed form(s) along with a copy or an image of your voided check with banking information to the John Jay payroll unit at [askpayroll@jjay.cuny.edu](mailto:askpayroll@jjay.cuny.edu).
3. Upon receipt of the above, OHR staff will contact you via phone call to validate the information.

Please note that the most recent audit of employees' personal data on file had revealed some discrepancies. If you did not yet review your home address information in CUNYfirst, please do so as soon as possible to avoid any delays in receiving your future paycheck(s). Please log into [CUNYfirst](#) to update your personal data.

As a reminder, all inquiries related to payroll and the submission of time sheets should be emailed to [askpayroll@jjay.cuny.edu](mailto:askpayroll@jjay.cuny.edu) and all benefits-related inquiries should be directed to [benefits@jjay.cuny.edu](mailto:benefits@jjay.cuny.edu).

I am also pleased to inform you that the OHR website has been updated to include important HR contact information and various HR updates related to COVID-19. Please see the update website [here](#).

Your cooperation during these trying times is greatly appreciated. Thank you for your continued support of the OHR team.