

Memorandum

TO: NJ TRANSIT Rail Employees
FROM: Payroll
DATE: October 3, 2014
SUBJECT: Rail Payroll Notification

As a follow-up to yesterday's memo regarding the payroll processing error, we received confirmation that the payroll was posted yesterday October 2, 2014 for employees with a Bank of America direct deposit account. If you have a direct deposit account with a banking institution other than Bank of America, your deposit posted today October 3, 2014.

If you have incurred any overdraft charges/fees associated with this delay, NJ TRANSIT has implemented a simple reimbursement procedure. In order to expedite the reimbursement to ensure it's processed in time for the next pay cycle, we ask that you take the following action as soon as possible:

Contact a Payroll Representative by phone or e-mail:

By phone: 973-378-6585
973-378-6322
973-378-6844
973-378-6590

Via email: askpayroll@njtransit.com

1. You'll need to provide Payroll with your personal banking statement that lists the fee(s) incurred with the date of the occurrence
2. You'll receive the non-taxable reimbursement, which will be reflected on your next Direct Deposit stub as "Bank Service Fee" with the dollar amount

If you have any additional questions please call or e-mail a Payroll Representative using the contact information above.

Again, we sincerely apologize for any inconvenience this has caused you.