

From: HCM Information

Sent: Friday, March 20, 2020 4:15 PM

To: HRA-Distribution-List <HRA-Distribution-List@hra.nyc.gov>; OCSE List <OCSEList@hra.nyc.gov>; Q-Office365UsersDHS <Q-Office365UsersDHS@hra.nyc.gov>

Subject: Important Payroll Update for All Staff

IMPORTANT PAYROLL UPDATE FOR ALL STAFF

During the current NYC state of emergency, any Agency employee who is paid via paper check will receive their check in the mail as per a directive from the City Office of Labor Relations (COLR). It is **critical** that the City of New York records reflect your most updated address – whether you are enrolled in direct deposit or not – in the event that a paper check is generated for you. Please ensure that your mailing address is up to date in [Employee Self-Service](#) (ESS).

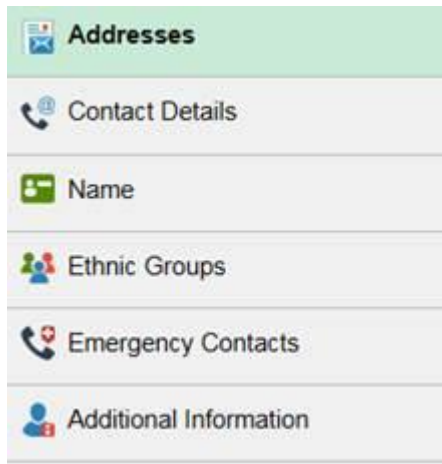
If you do not have an ESS account, please read the [ESS User Guide](#) for instructions on how to set one up. ESS is available from your work computer or from your personal device by going to nyc.gov/ESS. To enter or update your address in ESS, please follow the steps below:

Once you have logged in, please select **Personal Details** on the top left of the ESS home screen:



After clicking on the Personal Details icon, a screen similar to the one illustrated below will appear. Please click on **Contact Details**, and you will have the option to add your personal telephone number(s) and your home address. It is especially critical that you

either add or ensure that your address is entered and correct for the purposes of mailing your check (if applicable).



Thank you for your prompt attention to this critical matter.