



DEPARTMENT OF HUMAN
RESOURCES

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March 18, 2020

Dear Lehman College Community,

Effective the week of March 23rd the New York State Office of the Comptroller (OSC) will mail paper checks directly to employees to the **address listed on the front of the paycheck.**

If you receive a paper check, we encourage you to verify that your address is correct.

Please check the address on your most recent paper check to confirm that it is accurate. If the address is correct, there is no need for any action.

If the **address is incorrect** please email the correct address to Eric.Washington@lehman.cuny.edu or Zoraida.Rosa@lehman.cuny.edu by 5:00 PM March 20, 2020. For security reasons, you must send a copy of your Lehman College photo identification card with the address correction.

We also encourage you to consider enrolling in Direct Deposit. The attached flyer explains the benefits of Direct Deposit and how to enroll.

This message will be posted on the Human Resources page; <http://www.lehman.cuny.edu/human-resources/>

Thank you.

Eric Washington
Director Human Resources
Lehman College CUNY
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