

Payroll Deduction for the Collection of Parking Fines

DOCUMENT INFORMATION

Document Title	Payroll Deduction for the Collection of Parking Fines															
Document Type	<input type="checkbox"/> Bylaws <input checked="" type="checkbox"/> Policy Document <input type="checkbox"/> Procedures <input type="checkbox"/> Guidelines <input type="checkbox"/> Form															
Office/Unit	Payroll Services															
Document Owner	Susan Cortes (confirm address)															
Contact Information	<table border="1"> <thead> <tr> <th>Office</th> <th>Name</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Office	Name	Phone	Email								
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Approval Date	October 2017															
Approved by	Adopted by the authority of the President's Cabinet as a revision to Policy #004, Payroll Deduction for the Collection of Parking Fines.															
Effective Date																
Review Date/Schedule																
Revision History																

DOCUMENT CONTENT

Payroll Deduction for the Collection of Parking Fines

I. Reason for Policy

To comply with SUNY Administrative Procedure, *Payroll Deduction for the Collection of Traffic Fines*, Document Number: 8801.

II. Policy Statement

Administrative fines assessed for the violation of University parking regulations may be deducted from the salary and wages of University employees if such fines are not paid voluntarily.

Prior to resorting to the payroll deduction process for the collection of parking fines, every effort is made to encourage an employee to make payment voluntarily. This collection effort includes the parking ticket itself, and follow-up letters sent from the [Student Accounts Office](#), parking unit.

When the above efforts have failed to result in payment of outstanding fines, such fines may be deducted from the salary or wages of the employee. This is accomplished based on the following guidelines:

- Payroll deductions may be made when an employee accumulates unpaid fines, or
- When an employee leaves State Service.

Salary and wage checks are not withheld due to unpaid parking fines unless there is insufficient time for the procedure to be followed, as in the case of termination.

III. Related Documents, Forms, and Tools

Procedure

The procedure for deducting from payroll checks is as follows:

- To deduct the uncollected fine from a payroll check, a dollar amount is entered as a deduction in PayServ, the NYS Office of the State Comptroller payroll system. This request must be made in writing from the parking unit to the [Payroll Office](#).
- Once the goal amount of the deduction entered is reached, the deduction stops.

Documents

- [SUNY Document 8801: Payroll Deduction for the Collection of Traffic Fines](#)
- [Board of Trustees Policies Vehicle and Pedestrian Traffic-Parking Regulations \(8 NYCRR Part 560\)](#)

FAQ's											
Keywords											
Category(s)	<table border="1"><tr><td><input type="checkbox"/> Academic Affairs</td><td><input type="checkbox"/> Operational</td></tr><tr><td><input type="checkbox"/> Advancement</td><td><input type="checkbox"/> Personnel</td></tr><tr><td><input checked="" type="checkbox"/> Financial</td><td><input type="checkbox"/> School/College</td></tr><tr><td><input type="checkbox"/> Governance</td><td><input type="checkbox"/> Student Life</td></tr><tr><td><input type="checkbox"/> ITS</td><td></td></tr></table>	<input type="checkbox"/> Academic Affairs	<input type="checkbox"/> Operational	<input type="checkbox"/> Advancement	<input type="checkbox"/> Personnel	<input checked="" type="checkbox"/> Financial	<input type="checkbox"/> School/College	<input type="checkbox"/> Governance	<input type="checkbox"/> Student Life	<input type="checkbox"/> ITS	
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Sub-Category(s)											