



Category:  
Financial  
HR / Labor Relations

Responsible Office:  
[Human Resources](#)

**Procedure Title:**  
Payroll Deduction for the Collection of Traffic Fines

Document Number:  
8801

Effective Date:  
May 01, 2003

This procedure item applies to:  
State-Operated Campuses

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## Summary

Fines imposed upon officers or employees of state-operated campuses of the State University of New York, and not paid, may be deducted from the salary and wages of the offending officer or employee when the traffic rules and regulations include such provisions as adopted by the college council and approved by the campus president or designee, or if directed by the Board of Trustees, by the Board of Trustees.

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## Process

### Collection of Unpaid Fines by Campuses

1. Every effort should be made by each campus to collect fines when due from offending officers or employees.
2. When such efforts have failed to cause the offending officer or employee to pay outstanding fines, such fines may be deducted from the salary or wages of the offending officer or employee as described below. Campuses are to establish their own procedures, forms, notification, and the like, which will clearly inform the offending officer or employee of such action to be taken.

### When Deductions May be Made from Salary or Wages

1. When an officer or employee accumulates \$25.00 or more in unpaid fines;
2. When an officer or employee leaves state service; and
3. Each campus may clear all remaining unpaid traffic fines by deduction from salary or wages, regardless of the amount, during the months of June and August.

\*\*\*\* Salaries or wage checks are not to be withheld due to unpaid traffic fines under any circumstances. \*\*\*\*

### Process for Deducting Fines from Paychecks

1. Prepare a memo to the campus payroll officer requesting a deduction from an officer or employee's next payroll and the amount to be deducted.
2. The payroll officer will verify the request, enter the appropriate deduction amount in the PaySR and notify public safety that the deduction has been made and indicate from which check the deduction(s) will be made.

Should employees question the authority to deduct fines from salary checks, campuses are advised to print and distribute Appendix A (a statement which was prepared by the University Counsel's Office).

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### **Forms**

There are no forms relevant to this procedure.

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### **Related Procedures**

There are no related procedures relevant to this procedure.

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### **Other Related Information**

There is no other information relevant to this procedure.

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### **Authority**

[Board of Trustees Policies Vehicle and Pedestrian Traffic-Parking Regulations \(8 NYCRR Part 560\)](#)

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### **History**

There is no history relevant to this procedure.

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### **Appendices**

[Appendix A](#) - Authority to deduct fines from salary checks