

# 2022 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

**NYC DEPARTMENT OF TRANSPORTATION (DOT)**

## DIVISION

**Payroll & Timekeeping: Check Distribution**

**ADDRESS1** 55 Water Street, New York, NY 10041

**ADDRESS2**

**CONTACT NAME** Avalon Pogue-Mohammed

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**PHONE**

**FAX**

## AGENCY DESCRIPTION (Max characters 3000)

DOT's mission is to provide for the safe, efficient, and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

## UNIT DESCRIPTION (Max characters 1000)

The Office of Payroll & Timekeeping provides agency-wide services to over 6,000 employees. The Check Distribution Team represents the culmination of all the tasks being performed in both the Timekeeping and Payroll areas. This unit ensures the accurate and timely distribution of the Agency's payroll. It's the primary customer service area for walk in inquiries related to checks, direct deposits and transportation benefits.

## POSITION TITLE (Max characters 100)

Summer Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern duties include:

- Sorting and distribution of the Agency payroll;
- Perform weekly reconciliation audits for the mailing of checks to active and inactive employees representing legal settlements, final leave balance payments, final paychecks, and retroactive payments etc.;
- Perform research to assist in annual and monthly compliance reporting;
- Responsible for reconciling and coordinating the deposit of fees for the replacement of employee IDs;
- Perform miscellaneous tasks as assigned by the Director of Payroll & Timekeeping Operations, Payroll Supervisor and/or Check Distribution Supervisor, including but not limited to: conducting research monitoring document storage and retrieval, responding to employee inquiries by monitoring the Payroll & Timekeeping customer service line, and working on special projects.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )**

Qualifications/Preferred Skills:

Knowledge of computers, proficiency in Microsoft Suite (Excel and Word), clear and concise communication skills, time management, ability to multitask, ability to work well with others.

**APPLICATION PROCESS (Max characters 700 )**

Please e-mail your resume and cover letter to [internships@dot.nyc.gov](mailto:internships@dot.nyc.gov) and reference Payroll & Timekeeping Internship.

**SALARY RANGE**

Undergrad: \$17.30/ hour Grad: \$19.90/ hour

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

Ideal candidate should be able to work a minimum of 3 days a week.

<https://www1.nyc.gov/site/dcas/employment/internship-opportunities.page>