



June Gray  
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## PAYROLL VERIFICATION IS COMING!!!

To All Paterson Public Schools Employees:

The district will be conducting payroll verification as required by New Jersey Administrative Code (NJAC 6A:23A-5.7). Payroll Verification require each school district employee to report to a central location(s), produce picture identification, and sign for release of his or her paycheck or direct deposit voucher.

**Verification will be done by Units starting on October 8, 2025, Authorized Personnel will conduct payroll verification at all Paterson Public Schools. Starting on November 3, 2025, verifications will be at 90 Delaware, Business Office for those who cannot be verified.**

Unit 1 – October 8, 2025, from 8:30am to 11:30am  
Unit 2 – October 8, 2025, from 1:00pm to 3:00pm  
Unit 4 - October 15, 2025, from 8:30am to 11:30am  
Unit 3 - October 22, 2025, from 8:30am to 11:30am  
Central Office – October 29, 2025, from 8:00am to 12:00pm

**Each district employee is required to provide one acceptable photo ID for review. The acceptable photo IDs are:**

1. Paterson Public Schools photo identification (preferred)
2. Driver's license with photo
3. United States passport

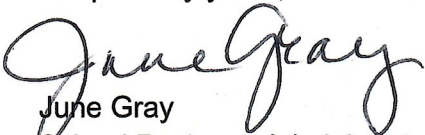
***(Only one of the three photo IDs listed above is required)***

**NJAC details what occurs when an employee fails to produce one of the above acceptable photo IDs during the verification process:**

“Where no appropriate identification can be produced, the School Business Administrator shall withhold paycheck or stop direct deposits until such time that the employee can produce appropriate identification or until an investigation is concluded.” (NJAC 6A:23A-5.7(d)).

Thank you in advance for your cooperation.

Respectfully yours,

  
June Gray  
School Business Administrator