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Payroll Administration Memorandum Number 3

Please ensure that your payroll secretary has reviewed the following Payroll Administration Memorandum which can be accessed by clicking on the hyperlinked title.

PAYROLL ADMINISTRATION MEMORANDUM NO. 3, 2010-2011

DATE: September 7, 2010

SUBJECT: Direct Deposit Cancellations for Retirees and Terminated Employees and Stop Payments/Reversal Procedures (Q742, Q744 and E745)

This memo details how to process a direct deposit cancellation request for any employee who has ceased employment between 6/29/10 through 9/7/10 due to retirement, resignation, termination or leave of absence without pay. This transaction may be entered directly in EIS (Function 9.6.5).

This memo also details procedures to follow if the cancellation deadline has passed and you wish to stop payment or place a reversal for employees who have started a leave of absence without pay or who are terminated.