



PAYROLL BULLETIN

Subject

Direct Deposit Stubs

Bulletin No.

P-915

Date

September 20, 1996

The Direct Deposit stubs you are now receiving are printed on plain paper stock in check sort code and line number order. For control purposes we are numbering them sequentially each night as payrolls are produced.

Prior to printing the stubs on plain paper stock, the stubs were printed on pre-numbered stock and the same sequential number was printed on the salary register. We will continue to print the sequential numbers on the salary register for OSC internal processing needs, but the numbers on the salary register will no longer match those on the Direct Deposit stubs.

Effective in Administration Payroll Period 12L and Institution Payroll Period 13L, you will receive a new report listing the beginning and ending numbers which appear on the stubs your agency should receive in the pay period. Please compare the beginning and ending numbers of the stubs you receive to this report to insure that you have them all.