



UNIVERSITY OF
SOUTH CAROLINA

October 28, 2004

PAYROLL DEPARTMENT

Memorandum

To: Vice Presidents
Chancellors
Deans
Department Heads

From: Pamala T. Cope *PTC*
Payroll

Subject: Payroll Statements of Deposit (Stubs)

Beginning October 29, 2004, departments will receive their payroll stub distribution through the campus mail, provided all employees are participating in direct deposit. Departments who qualify will receive a campus mail envelope containing their employees' Statements of Employee Earnings and Deposit (stubs) by the day before payday. These stubs can be distributed to the employees the morning of payday.

We are providing this opportunity to the departments who have one hundred percent participation in direct deposit. This will result in time savings for your department since it will not be necessary for someone to drive to 1600 Hampton Street and pick up the stubs each pay day.

However, if your department has one check or more, your payroll contact person will continue to pick up your department's check(s) and stubs in person at 1600 Hampton Street. Also, when you hire a new employee who will receive a check for his/her first pay period (while deposit information is verified), your payroll contact person will need to pick up the checks and stubs from the Payroll Office.

Department contacts whose departments have one hundred percent participation in direct deposit will be notified by e-mail so he/she will be aware a package containing their employees' Statement of Employee Earnings and Deposit will arrive by campus mail. If notification is not received, your payroll contact person must come to 1600 Hampton to pick up your department's payroll distribution.

These statements will be sent to your attention as department head. If you would like to designate someone else to receive these documents in your department, please complete the attached form.

Thank you for your cooperation with this new time saving procedure.