



**Peter Franchot**  
*Comptroller*

**Robert J. Murphy**  
*Director*  
*Central Payroll Bureau*

September 20, 2013

## **MEMORANDUM**

To: All State Agencies

From: Robert J. Murphy  
Director, Central Payroll Bureau

Subject: Increase Mailing Costs of State Employee Paychecks

On July 1, 2010, the Central Payroll Bureau began mailing State employee paychecks to their address on file (with the Bureau). At that time, we implemented an agency wide charge of 56¢ per check to cover the mailing costs. In August 2011 (using pre-sort processes) we reduced our mailing charge to 50¢ per check. Unfortunately, the use of those processes did not provide timely delivery of the employee paychecks, and in many cases created unwanted and unnecessary economic hardships. As a result, we implemented “first-class” mailing to ensure a more consistent delivery schedule for your employees.

Effective for the REGULAR Pay Period Ending date of 10/01/2013 and the CONTRACTUAL Pay Period Ending date of 10/08/2013, we will resort back to the original cost of 56¢ per check mailing fee. This increase of 06¢ per check will be programmatically assessed, reported to and charged against agency budgets.

Reminder: additional fees for returned checks, those with bad addresses and/or no addresses, will also be reported and applied against agency budgets (just as we do today). Efforts to communicate the importance of correct addresses to your employees should remain a priority.

Thank you.