

From: Broadcast, DOC
Sent: Wednesday, July 13, 2011 7:51 AM
To: Broadcast, DOC
Subject: Direct Deposit of Salary Payments

This serves to remind employees that the official payment date for the direct deposit of salary funds is the Monday following the close of the pay period or Tuesday for those pay periods when Monday is an official Federal holiday.

Occasionally the National Finance Center (NFC) has to modify the payroll process to ensure employee salary payments for short payroll processing weeks because of Federal holidays, client needs, and other situations. On the rare occasion when the NFC modifies this process, direct deposit salary payments may not be posted to employee accounts by their financial institutions early (on a Friday or Saturday).

The early posting of direct deposits by some, but not all, financial institutions is a courtesy only; financial institutions are not required to post the funds earlier than the official payment date. Employees are reminded that it is their responsibility to communicate with their financial institution as to when their salary funds are posted and available and to monitor their salary payments and leave status via the Employee Personal Page.

This message has been authorized by OHRM.

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