

From: Richard Mead [mailto:rm2161@columbia.edu]
Sent: Thursday, November 04, 2004 10:02 AM
To: dalist@columbia.edu
Subject: Weekly/Bi-Weekly Pay Distribution

If you receive delivery of payroll checks and deposit advices directly from the central mailroom, they have been instructed to distribute the weekly and bi-weekly forms to departments on Thursday instead of Friday.

Please do not distribute them to employees until payday which is Friday. The early delivery is for you to verify receipt of all forms and allow for missing forms to be rerouted to the correct department.

Rich

Richard T. Mead
Director of Payroll