



Office of the State Comptroller

PAYROLL BULLETIN

Subject FAX DISTRIBUTION OF PAYROLL BULLETINS	Bulletin No. P-882
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OSC Payroll Bulletins are currently delivered to agencies through Interagency or U.S. mail. Alternate methods of distribution were recently investigated by conducting an Electronic Documentation Survey. Based on the results of this survey, OSC Payroll Audit has implemented the method of facsimile transmission for the distribution of future payroll bulletins.

This is the first payroll bulletin to be distributed using the new method. Each agency will receive a hard copy via mail and also a fax copy for this and two consecutive payroll bulletins. During this transition period, we would like each agency to consider the following:

1. Please contact OSC Payroll Audit if we are using an incorrect fax machine number, or if the copy you receive is unclear.
2. Please contact our office if you receive multiple fax copies, if you no longer need to receive payroll bulletins, or if you only receive a hard copy and would like to receive payroll bulletins via facsimile transmission.
3. Some agency locations previously received multiple copies of payroll bulletins. We will fax only one copy to each fax machine number. Therefore, please be sure that procedures are in place so all agency staff who need them receive a copy of all bulletins.
4. It will be necessary for your fax machine to remain on twenty-four hours a day as we may be faxing in the evening hours.

Once the transition period is over, we will do separate hard-copy Bulletin mailings only to agencies without facsimile capability. The Bulletins will be transmitted to all others. We will continue, as we have done in the past, enclosing a copy of all Bulletins with the payroll register mailing.

Questions concerning this Payroll Bulletin should be directed to the Payroll Planning Unit at (518) 486-3065.