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2 May 1958

MEMORANDUM FOR: All Administrative Officers and
Time and Attendance Clerks

FROM : Comptroller

SUBJECT : Payroll Documentation Submitted to Vouchered
Funds Payroll

1. The purpose of this memorandum is to set forth a change in the requirements for identification of employees affected on documents submitted to the Payroll Branch, Fiscal Division for processing and to request the assistance of the administrative officials of each Agency component to verify when possible that all payroll documentation is completely identified.

2. Prior to the current calendar year a separate serial number was assigned for payroll purposes by the Payroll Branch to each employee on the vouchered funds payroll. Effective as of the current calendar year the Payroll Branch adopted for payroll purposes the employee serial number (identification number) assigned to the employee by the Office of Personnel. This new serial number will be the control number for all pay and leave records of employees paid from vouchered funds. All files now are arranged and controlled numerically rather than alphabetically. Therefore, to assure prompt processing in the Payroll Branch, all documents submitted (W-4's, bond authorizations, instructions on mailing of checks, leave inquiries, etc.) must include a reference to the individual's serial number and allotment number, in addition to the individual's name. Documents received without this information will be returned for the additional identification.

3. The serial number and allotment number which are to be added to all documents submitted to the Payroll Branch are available on Forms 20, Time and Attendance Report. They are also readily available to each employee on Forms 456, Employee Statement of Earnings, Deductions, and Leave Balances, issued with individual salary checks.

4. Cooperation is requested, therefore, to insure that all payroll documents prepared by an office, staff, or other component, or by individual employees, are fully identified with name, serial number, and allotment number before delivery to the Payroll Branch,

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Fiscal Division. Your assistance will expedite action without attendant delays pending complete identification of data essential to its processing.

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E. R. SAUNDERS

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