

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO: Chief Payroll Officers
All State Agencies**

DATE: October 3, 2014

**FROM: Louise Anderson-Sawtelle
Associate Controller - Operations**

**SUBJECT: Employee Names Entered on No-Leads (A-80) and Add-Ons
CPO 15-04**

As we continue to implement Paystub RISM and mandatory direct deposit, it is important that the format of employee names be consistent.

When completing Form A-80 (No-leads), the name entered must match the name as it exists in the master file (first name and last name).

When posting an Add-On to payroll for an existing employee, the name entered must match the name as it exists in the master file (first name and last name).

For example, if the employee's name is Jonathan Smith III in the master file, please enter "Jonathan Smith III" on either Form A-80 or the Add-On posting screen.

Your cooperation in implementing this change is appreciated.

Thank you.