

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: November 3, 2014

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

**SUBJECT: Transition of Supplemental Payments to Direct Deposits
CPO 15-06**

The State is in the process of transitioning all payroll payments to direct deposit. As part of this transition, all supplemental payments for employees that have an existing direct deposit account on the master file will now receive their payments via direct deposit. This is effective with this week's payroll payment (pay period ending 11/1/14).

Similar to other direct deposit payroll payments, the payment information will be available to these employees on Paystub RISM.