



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
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(703) 836-9660

October 1, 2021

Board Memo 079-2021: USPS to Add Employee Mailing Addresses on Payroll Checks

Executive Board,

As a matter of general interest, the Postal Service will begin printing employee addresses on their bi-weekly payroll checks starting with PP 20/2021 (check date October 1). This will help the Postal Service keep current records of employee addresses and enable them to mail final paychecks & supplemental checks directly to separated employees rather than their last known office.

Employees will be encouraged to review their addresses and correct them in LiteBlue [here](#).

Thank you and be safe.

NAPS Headquarters

SEP 29 2021

LABOR RELATIONS



September 27, 2021

Mr. Ivan D. Butts
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Mr. Butts

As a matter of general interest, the Postal Service will be printing the employee's mailing address below the employee's name on bi-weekly payroll checks. This change will be implemented for Payroll checks effective PP 20/2021 (check date October 1) and moving forward.

The current process of mailing paychecks to an employee's Postal facility has not been changed. Employees who receive a paper check are encouraged to review the address on the check for accuracy. If corrections are needed, the employee should use Employee Self Service in LiteBlue to make the correction or update (see link below):

(<https://liteblue.usps.gov/humanresources/benefits/elections/changeofaddress.shtml>).

This is the first step toward mailing final paychecks and supplemental checks directly to separated employees rather than their last known office. By placing an employee's mailing address on the printed checks, we hope to raise awareness and stress the importance of having an address of record currently on file in the event it needs to be corrected or updated. Additional messaging about the intent to mail checks to terminated employees will come out when we are closer to the implementation date.

Employees with paper paychecks will also receive a separate mailing to their address of record with information on how to correct their address through Employee Self Service and how to enroll in Net to Bank/Direct Deposit through PostalEASE. That mailing will be a test of a newly created tracking barcode that will enable the Postal Service to track the checks through the mail stream.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills".

David E. Mills
Director
Labor Relations Policies and Programs