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LABOR RELATIONS



February 15, 2019

Mr. Brian J. Wagner  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

Dear Brian:

The Postal Service intends to revise Handbook F-101, *Field Accounting Procedures*, Section 23-1.5.

The purpose of the revision is to modify the process used to disburse the final payroll payment. Currently, the check is mailed for all former employees. The revision will provide a net to bank payment to the former employee's financial institution if the employee used direct deposit. Former employees who did not use direct deposit will receive a check by mail.

We have enclosed a final draft copy of revised Section 23-1.5, one with and one without changes identified.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan S. Moore".

Alan S. Moore  
Manager  
Labor Relations Policies and Programs

Enclosure

## OLD LANGUAGE

### Handbook F-101, Field Accounting Procedures

June 2016

#### 23-1.5 Payroll Checks Mailed to Terminated Employees

The last payroll check for terminated employees must be a commercial Postal Service check even if the individual has direct deposit.

The procedure for mailing a payroll check to a terminated employee is as follows:

- a. The manager is responsible for mailing the check to the employee's address of record.
- b. Before sending the check, the postmaster must ensure that the employee has no unresolved employee items (e.g., stamp or cash credit shortages, travel advances, or emergency salary authorizations).
- c. The check must be sent to the employee's address on file in the Employee Master Record.
- d. If the employee's address is not known, contact the Time and Attendance Collection System (TACS) office.

## NEW LANGUAGE

### Handbook F-101, Field Accounting Procedures

February 2019

#### 23-1.5 Terminal leave and final payroll payment to Terminated Employees

Terminal leave and the final payroll payment for a terminated employee will be disbursed as follows:

- a. For employees with a current direct deposit, the funds will be sent to the employee's financial institution as a net to bank deposit.
- b. For employees who do not have direct deposit, a commercial Postal Service check will be sent to the employee's work location which is determined by the duty station finance number on file in the Employee Master File.

The procedure for mailing a payroll check to a terminated employee is as follows:

- a. The installation head or designee is responsible for mailing the check to the employee's address of record.
- b. Before sending the check, the installation head or designee must ensure that the employee has no unresolved employee items (e.g., stamp or cash credit shortages, travel advances, or emergency salary authorizations).
- c. The check must be sent to the employee's address on file in the Employee Master Record.
- d. Return undeliverable employee payroll checks with a buck slip or memo providing the reason for non-delivery to:  
Disbursing Officer  
Accounting Services  
2825 Lone Oak Parkway  
Eagan MN 55121-9642
- e. All other payroll questions may be directed to the Accounting Help Desk.