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January 13, 2015

TO: Non Direct Deposit Paid Employees
FROM: Tammy Reynolds, Payroll Operations Manager
SUBJECT: **MAIL DELIVERY**



Since 2012, the United States Postal Service (USPS) has instituted several initiatives aimed at reducing expenses in its mail delivery and processing networks as part of broader efforts to address its fiscal challenges and move toward financial viability. These initiatives included changing the mail delivery standards for some types of mail and consolidating many mail processing operations and facilities.

In January 2015, the USPS has again instituted further reductions in mail service. The impact of these ongoing, continuing changes will include a delay in delivery of your payroll warrant on payday. It may now take up to two or three (2-3) additional days for your check to be delivered. Unfortunately, the USPS is separate from the District and we cannot guarantee delivery dates or expedite the mail process.

This is the perfect opportunity to consider signing up for direct deposit, which guarantees that your paycheck is in your bank account on payday. The forms can be located on our website as well as in the payroll lobby.

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