MEMORANDUM

DATE: September 23, 2016

TO: State Agency CFOs and Payroll and Personnel Administrators

FROM: Ron Spilman, State Controller

SUBJECT: Termination of Printed Payroll Advices Commencing After Completion of PPE October 7

Nine months ago, DoIT successfully implemented production and storage of the employee electronic payroll advices in SHARE. To date, the DFA and DoIT payroll team has completed nineteen successful cycles of producing employee accessible pay advices. Early technology-adopting agencies consisting of the 3rd District Court, ERB, SOS, EED Spaceport, DGF, DWS, Military Affairs, DoIT and DFA, no longer have employee advices printed, meeting business and employee needs solely using the e-version of the pay advice and DOH is migrating currently. Based on the success of their effort, Financial Control Division (FCD) will extended the benefits of this “green” solution statewide and will cease producing paper advices for all agencies commencing with pay period ending after October 7.

Elimination of the printed payroll advice will save a half-million sheets of paper annually, pounds of toner and countless hours of staff time currently dedicated to sorting, releasing, receiving and delivering these advices. While FCD intends to apply this solution globally, we recognize that some agencies may have unique situations which will require continued advice production. Therefore, if you believe there is a compelling reason for continued production of printed advices, you will have until Friday, October 7 to communicate that need to FCD using the standard DFA Request for Policy Exemption Form.

Thank you in advance for quickly embracing this best practice and enabling the state to capture the cost saving benefits of the e-advice application.

Xc: Cassandra Hayne
    Pat Byrd
    Lakisha Holley
    John Martinez