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To: Adams, Chaney <ChaneyAdams@gov.sc.gov>

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Webb, Beth <BethWebb@gov.sc.gov>

Date: 12/29/2015 2:14:25 PM

Subject: FW: January 1, 2016 Payroll Distribution

All,

Please see the email below in reference to direct deposit or payroll (paper) checks for January 1, 2016.

Respectfully,

Tammy

Tammy Williamson

Administrative Coordinator I

Office of Executive Policy and Programs

The South Carolina

Department of Administration

1205 Pendleton Street, Suite 470, Columbia, SC 29201

(803) 734-3176 | (803) 734-0548 fax

Note: Act 121 of 2014 (SC Restructuring Act of 2014) abolished the Budget and Control Board. Effective July 1, 2015, the Office of Executive Policy and Programs has been transferred to the Department of Administration. **Please update your contact information.**

From: Gore, Cynthia

Sent: Tuesday, December 29, 2015 1:38 PM

To: _Admin ALL (1) of (2); _Admin ALL (2) of (2)

Subject: January 1, 2016 Payroll Distribution

Hello Everyone,

FYI - State Treasurer's Office has advised that they have arranged to release direct deposit information in time for them to transfer the information to individual banks for a January 1, 2016 posting; however, **there is no guarantee that all banks will post on that date.** It depends on your individual banking institution, as to when the direct deposit will post.

Also, for employees that receive a "live" (paper) check, please be advised that you can pick up your check on Friday, January 1st **between 10:00 am – 11:00 am only**, from the 1st floor of the Wade Hampton Building, from the general receptionist/security desk area. An HR Representative will be there to distribute checks during this **one hour timeframe only**. Checks can only be picked up by the employee. Please be prepared to show identification and sign for your check. If proper identification is not presented, the check will not be released.

Thank you,

Cynthia L. Gore

Assistant Human Resources Director, Office of Administrative Services

The South Carolina

Department of Administration

1200 Senate Street, Suite 450, Columbia, SC 29201

(803) 737-0532 | (803) 737-1880 fax

Note: Act 121 of 2014 (SC Restructuring Act of 2014) abolished the Budget and Control Board. Effective July 1, 2015, the Department of Administration has been established. **Please update your contact information.**