



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

November 23, 2015

To: Agency Payroll Officers
From: Diane Langham, OFM Director
Subject: November 30, 2015 Payroll Early Pick Up

In order to accommodate agencies that are on the early pick up schedule, BFC will be releasing the Monday, November 30, 2015 payroll checks on Wednesday, November 25th.

- Employees direct deposits will post to individual bank accounts on November 30th as scheduled.
- Paper checks should not be mailed until Saturday, November 28th.
- Vendor checks should not be issued to vendors until November 30th or after.

Each payroll officer must certify that they will comply with the bullet point above. This memo must be returned by Tuesday, November 24th with the signature of your payroll officer. If it is not returned by that date, your agency payroll checks **will not be released** on Wednesday, November 25th.

Please return to Jessica Johnson by:

Mail: DFA – Bureau of Financial Control, 701 Woolfolk Building, Suite B,
501 North West Street, Jackson, MS 39201
Fax: 601-359-6186
Email: Jessica.Johnson@dfa.ms.gov

Agencies should pick up their payroll checks no later than **11:00 am on Wednesday, November 25th**. If you cannot make that deadline, please contact Jessica Johnson at 601-359-5699 to make other arrangements.

Please note: If any payroll checks are presented to the bank prior to Monday, November 30th, your agency's early pick up privilege may be revoked. If you have any questions, please contact Jessica Johnson at 601-359-5699.

Payroll Officer Signature

Agency Number (s)