

## REMINDERS

1. Separations and leaves of absence without salary-
  - a. **Call extension 2113 to notify EDC.** Give the name, Social Security number, last day of work and vacation days due. This will enable us to prevent payment of wages that the individual is not entitled to receive. Since direct deposits are transmitted automatically to employee accounts, it is especially critical to provide Payroll with early notification.
  - b. If an employee is terminated or on leave of absence and a check arrives in your department, determine if the employee is due the payment before releasing the check. Call extension 2113 with questions.
2. Multiple account distributions on PAFs must equal annual salary.
3. Separation PDRs – A1 line, check box 07 and enter last day of work. The effective date (top right corner of form) should correspond with the last day of work. Indicate the reason by checking the appropriate box in the G1 section of this form.
4. Leave of absence (without salary) PDRs – A1 line, check box 03 and enter as effective date the first day for which no salary is to be paid. Indicate the reason by checking the appropriate box in the F1 section of the form and enter the expected date of return.
5. Call the Payroll Control Unit (extension #2879) with any questions regarding the processing or flow of PAF and PDR forms.
6. Call Employee Data Control (extension #2113) with payroll questions regarding employee types 1, 6, 7 and 9.