



**New York State Division of Military and Naval Affairs  
Office of Budget and Finance  
Accounting Bulletins**

<b>Bulletin Number:</b>	B -145-A		
<b>Date Issued:</b>	10/18/12	<b>Bulletin issued by:</b>	Tom Halabuda
<b>Bulletin Name:</b>	Mail Delivery – Direct Deposit Payroll Advices		

This bulletin provides information in relation to the distribution of state employee direct deposit payroll advices and supersedes B-145 dated August 30, 2012.

**Distribution of Direct Deposit Advices**

Effective October 24, 2012, all DMNA state direct deposit advices will be mailed by the NYS Office of the State Comptroller to employees at their home of record (HOR). Direct deposit advices will no longer be distributed at the employee's place of employment.

All state employees who utilize direct deposit must ensure that their HOR information is updated with State Human Resources. To update HOR information please contact Laurie Romer at (518) 786-4825.

**Distribution of Paychecks**

For state employees who do not utilize direct deposit, no change will occur in the distribution of paychecks. However, as always it is encouraged that those employees who do receive paychecks explore the possibility of participating in the State's Direct Deposit Program. To learn more contact Bill Bennett at (518) 786-4826.

**Other Distribution**

For individuals in State Active Duty status, no change will occur in the distribution of direct deposit advices and paychecks.

If you should have any questions regarding this bulletin please contact Jane Friess-Sherwood at (518) 786-4512.

**DISTRIBUTION:**

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