

## Payroll Check Alert to All Employees Receiving Mailed Physical Paychecks

The HR and Payroll office would like to alert those employees who receive their pay in the form of a physical mailed paycheck, that effective January 17, 2024, the check style will change. The self-sealing checks have been discontinued and replaced by a blue and yellow check to be mailed in a windowed envelope.

Always ensure that the most recent address is on file by reviewing the quick reference guide, <u>Updating</u> <u>Personal Information QRG</u>.

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