

DATE: December 12, 2006

SUBJ: Business Expenses on Separate Checks

Some employees who are paid regular pay and business expenses for a pay period receive separate paychecks:

- Employees who have direct deposit(s) set up as a **percentage** or **balance** receive two paystubs and two transmissions to their direct deposit distribution(s).
- Employees who have *any* direct deposit(s) set up as a **dollar amount** receive one paystub and one transmission to their direct deposit distribution(s).

A few employees have reported receiving one paystub when they should have received two. This was occurring for employees whose *current direct deposit record* is set up as a percentage or balance, but who had a *past record(s)* set up as a dollar amount. A modification has been made and separate check processing should now work as described above. If you start receiving a separate paystub now, but you didn't before, this is the reason.