

NOTICE: New Final Paycheck Procedure

Yanesy Rodriguez

Sent: Thursday, June 23, 2016 9:48 AM**To:** All-Fire Rescue-Users

Good morning,

The Constitutional Clerk and Comptroller has informed us final paychecks will no longer be sent through interoffice mail to payroll effective 5/31/2016. **Headquarters will no longer have final paychecks for distribution.** Those employees wishing to receive their personnel file should contact their payroll preparer (Debbie 616-6902 or Neil 616-6905) to make arrangements for pick up.

Final paychecks will automatically be mailed to the employee's address in EIS unless you contact Laurel Nagler with the Clerk and Comptroller's office at 561-355-3338. If you notify Laurel, your final paycheck can be picked up in person with a valid photo ID; to the 2nd floor Finance Department's reception area at the Governmental Center: 301 N. Olive Ave, West Palm Beach.

Thank you,

Yanesy Rodriguez

Financial Analyst 1

PBC Fire Rescue Payroll

Herman W. Brice Fire Rescue Complex

405 Pike Road

West Palm Beach, FL 33411

Ph (561) 616-6972

Fax (561) 616-7091

HIPAA NOTE: This email conforms to the rules and regulations of the **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**. This email may contain HIPAA protected health information, which may include, but is not limited to, patient name, address, billing information, examination or treatment information, or other personal identifiers. All such information must remain confidential, and may only be viewed and utilized by those legally authorized. If such message is received in error, please notify the sender and delete the original. Any other use is strictly prohibited.

PBCFR DEPARTMENT PERSONNEL: Viewing, responding to, or otherwise acting upon, department e-mail while not working regular or overtime scheduled hours is not authorized, unless you have been specifically authorized or otherwise directed to do so.