



United States Fish & Wildlife Service

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Memorandum

From AD - Budg, Planning & Hum Res
Title Printing and Mailing of Leave and Earnings Statements

The purpose of this memorandum is to inform you that, because we have reconnected to the Internet, effective pay period 10 which ends on May 1, 2004, the Service will discontinue printing and mailing leave and earnings statements to employees, except for new employees and those who were granted an exemption to our policy.

You can obtain your leave and earnings statements through Employee Express

<http://www.employeeexpress.gov>

It is very important that you review your leave and earnings statements and immediately report to your servicing human resources office or the Payroll Help Desk at 303-969-7732 any problems with your pay, deductions, and/or leave.

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.