

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**

No: 1023

Issued: 02/15/05

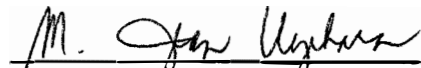
Post until: 03/15/05

DIRECTIVE

**SUBJECT: PAYROLL STATEMENT OF EARNINGS, DEDUCTIONS,
AND BENEFIT BALANCES**

This is a reminder to all employees that in accordance with the Los Angeles County Fiscal Manual Section 3.1.6, employees are advised to review their Payroll Statement of Earnings, Deductions and Benefit Balances (printed on the employee pay stub once a month on the 15th payday) and immediately report any discrepancies to their office timekeepers. The Employee Leave Balance Report and approved timecards should be used by timekeepers to investigate and resolve any reported discrepancies.

Any discrepancies that cannot be resolved by the timekeeper should be forwarded to the Central Payroll Office with supporting documentation for a determination.



M. Jean Uyehara, Personnel Officer
Personnel Services Officer

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS NOTICE WHERE APPROPRIATE