

## INFORMATIONAL BULLETIN

*Communication from the Office of the Labor Commissioner*



*Mayor Bernard C. "Jack" Young*

**Bulletin Number: 20-17**

**April 14, 2020**

### **PAYCHECK AND DIRECT DEPOSIT PAY STATEMENT DISTRIBUTION CHANGE ON APRIL 24, 2020**

In keeping with the City of Baltimore's social distancing practices, in response to the COVID-19 (coronavirus) pandemic, please be advised that effective **April 24, 2020**, City employees will no longer be able to pick up paychecks or direct deposit pay statements *in person* from Central Payroll. Rather, all paychecks and direct deposit pay statements will be sent to the employees' addresses of record on file with the City. Therefore, any changes to employees' addresses must be made by **April 21, 2020**, through the employees' agency Human Resources (HR) Representatives.

Agency HR Representatives are responsible for notifying employees within their agencies of this change, including those employees who cannot be reached via email. An employee information change form is attached, which employees can complete and return to their agency HR Representatives.

For those employees who no longer wish to receive a paper paycheck, the City's Payroll Direct Deposit form and a flyer on the Wisely Pay card also are attached. Please note that if an employee chooses to continue receiving a paper paycheck by mail, and for some reason does not receive it, Central Payroll cannot request a stop payment on the check until **seven (7) business days** after the check's mailing date.

Attachments (3):

- Employee Information Change Form
- City of Baltimore Direct Deposit Form
- Wisely Pay Card Flyer