



"Richard Sadetsky"
<Richard.Sadetsky@stonybrook.edu>

10/23/2003 11:01 AM

To "Torre,F.Jason" <FTORRE@NOTES.CC.SUNYSB.EDU>

cc

bcc

Subject Home addresses

To: All Employees

PLEASE READ THIS IMPORTANT MESSAGE REGARDING YOUR PAYROLL RELATED DATA

To ensure receipt of important information, please verify that the address which appears on your paystub or direct deposit advice is accurate.

It is important that you notify us of any updates or corrections to your address. The address on file will be used to mail important Payroll and Tax information. Please refer to the link below to obtain the proper form:

State employees - Please use the State Employee Demographic Data Form, form HRSF0019 to update your information. State forms should be sent to your Human Resources office.

Research Foundation employees - Please use the Research Foundation Employee Change Form, form HAfrm007 to update your information. All RF forms should be submitted to RF Payroll at zip 0751.

<http://naples.cc.sunysb.edu/Admin/HRSForms.nsf>

If the address that appears on your paystub or direct deposit advice is correct, no action is necessary.

Thank you.

Rick Sadetsky
Assistant Director
Human Resource Services