

**FACSIMILE COVER LETTER**

PLEASE DELIVER THE FOLLOWING PAGES

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2

COMMENTS: Holiday Paycheck Distribution (Pay period 26-97)

USPS FIN 23-9904
MINNEAPOLIS PDC
REPORT AAN800P1 SFX
B/A 1K MSC 966 SUB

DDE/DR BROADCAST MESSAGE

12/23/97 08:00 EDST

TO: DDE/DR FINANCE

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* PLEASE! GIVE A COPY OF THIS MESSAGE TO YOUR FINANCE OFFICE *
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SUBJECT: HOLIDAY PAYCHECK DISTRIBUTION (PAY PERIOD 26-97)

THE PAYDAY FOR PAY PERIOD 26-97 IS FRIDAY 12/26/97. IN THE SPIRIT OF THE SEASON, ALL AVAILABLE CHECKS AND EARNING STATEMENTS MAY BE GIVEN OUT TO EMPLOYEES AT THE CLOSE OF BUSINESS (AFTER 3:00PM) ON WEDNESDAY, DECEMBER 24.

PLEASE REMIND EMPLOYEES THAT CHECKS CANNOT BE CASHED UNTIL FRIDAY, DECEMBER 26.

PAYROLL ACCOUNTING/RECORDS WISHES YOU THE VERY BEST FOR THE HOLIDAYS AND THE NEW YEAR.

IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE,
PLEASE CALL MINNEAPOLIS ISC CUSTOMER SUPPORT AT 1-800-877-7435,
OPTION 1 -- OR - 612-725-1222.

ELIZABETH L. SMITH
MANAGER, PAYROLL ACCOUNTING/RECORDS
FINANCE
USPS-HEADQUARTERS

USPS FIN 08-9904
MINNEAPOLIS PDC
REPORT AAN800P1 SFX
B/A 1B MSC 952 SUB

PAGE 1

11/25/97 15:00 EDST

TO: DDE/DR FINANCE

Post-it* Fax Note	7671	Date	12-7-97	# of pages	▶
To	Bill Burruss	From	Steve Althouse		
Co./Dept		Co.			
Phone #		Phone #			
Fax #		Fax #	978-777-7419		

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 * PLEASE! GIVE A COPY OF THIS MESSAGE TO YOUR FINANCE OFFICE *
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SUBJECT: HOLIDAY PAYCHECK DISTRIBUTION (REVISED)

THE PAYDAY FOR PAY PERIOD 24-97 IS FRIDAY, 11/28/97 AND THE PAYDAY FOR PAY PERIOD 26-97 IS FRIDAY 12/26/97.

THE PAYDAY FOR BOTH OF THESE PAY PERIODS FALLS ON THE DAY AFTER THE HOLIDAYS, THANKSGIVING AND CHRISTMAS RESPECTIVELY.

THE CHECKS AND EARNINGS STATEMENTS WHICH ARE NORMALLY DISTRIBUTED TO TOUR ONE AND TOUR THREE EMPLOYEES ON THURSDAY NIGHT AT THE END OF THEIR TOUR, MAY BE DISTRIBUTED ON WEDNESDAY NIGHT TO THESE EMPLOYEES AT THE >> END OF THEIR TOUR, << PROVIDED THE CHECKS ARE AVAILABLE AT THE EMPLOYEE'S PAY LOCATION.

THERE WILL BE NO OTHER EXCEPTIONS TO THE DISTRIBUTION OF THE PAYCHECKS FOR THESE HOLIDAYS.

IF YOU HAVE ANY QUESTIONS REGARDING VIEW DIRECT ACCESS TO REPORTS PLEASE CALL MINNEAPOLIS ISC CUSTOMER SUPPORT AT 1-800-877-7435, OPTION 1 -- OR - 612-725-1222.

ELIZABETH L. SMITH
MANAGER, PAYROLL ACCOUNTING/RECORDS
FINANCE
USPS-HEADQUARTERS

Bill - There is no provision for people who have pre-scheduled leave on Friday.

Steve Althouse