



## MEMORANDUM

**Date:** February 12, 2010

**To:** NOWCC Enrollees

**From:** Yvonne Bolton  
NOWCC, Payroll Manager

**Subject:** Paychecks for pay date 02/11/10

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Due to the recent snow storm in the Washington, DC area, NOWCC has been closed from Monday through Thursday. The earliest we could deliver the direct deposit vouchers/live payroll checks to the U.S. Post Office was this morning. We apologize for any inconvenience caused by this delay but wanted you to be aware that the payroll checks and deposit vouchers are 'in the mail.'

If you do have a live payroll check, please consider direct deposit for the future. This will ensure any delay in payment. If you would like to sign up for direct deposit please click on this link for the form & instructions:  
<http://www.nowcc.org/enrollees/forms/ddf.pdf>

The leave balances were updated today in the ezLabor Manager Timekeeping system. The new balances can be found under the My Benefits tab in ezLabor Manager.