

**PLEASE ADDRESS QUESTIONS TO THE PAYROLL OFFICE**

**IMPORTANT PAYROLL NOTICE – UNCLAIMED PAYROLL CHECKS**

Please make sure that all unclaimed payroll checks are returned to the Payroll Office (room 221, Rollins Hall) on or before November 21, 2011. The Payroll Office needs to ensure that the earnings for all employees are properly adjusted before December 31, 2011 calendar year end.

Thank you for your prompt attention to this important matter. Please address any questions about this to the Payroll Office at 757-683-3030 (option 4).