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**PAYROLL ADMINISTRATION MEMORANDA**  
**NUMBERS 6 and 7**

Please ensure that your payroll secretary has reviewed the following Payroll Administration Memoranda, which can be accessed by clicking on the Memo Numbers below:

**[Memo #6 - Dated October 6, 2009](#)**

**Elimination of Distribution of Check Registers**

In accordance with the Mayor's "Green Initiative", please be advised that effective October 29, 2009, the Chief Financial Office Operations' Payroll Check Management Unit will no longer be distributing check registers with payroll checks. The following are the first paycheck dates this will be in effect for each payroll bank.

E745 10/29/09

H/Z 740 10/30/09

Q742/744 10/30/09

**[Memo #7 - Dated October 8, 2009](#)**

**Collective Bargaining Increase for Council of Supervisors and Administrators (CSA) Employees**

This payroll memorandum discusses the details of the implementation of the collective bargaining increase for Council of Supervisors and Administrators (CSA) employees. The increase percentage is 1.38% and was effective 9/25/09.