



Hi All,

All STX and STDA employees are encouraged to participate in the direct deposit of their paycheck funds.

Beginning with the paychecks on Friday, May 11, 2012, STX/STDA will no longer send check stubs to employees at the offices or the home addresses.

- Employees who participate in the direct deposit program can access their paycheck funds faster and print their check stubs from www.portal.adp.com
- Also, beginning Friday, May 11, 2012, STX/STDA will send all manual paychecks to the employee's home address by US mail from Houston, Texas. All changes to the home address may be entered at www.portal.adp.com
- The paychecks for working interviews and temporaries will be sent to their home addresses as well.
- We cannot guarantee delivery of paychecks because of circumstances like bad weather, address changes, etc.

If the check must be cancelled, the employee will incur the bank charges of cancelling and reissuing the check. Please note, if STX/STDA asks Regions Bank to cancel payment on the first paycheck, it takes 42 - 78 hours to reissue the second or replacement paycheck.

Employee Name

Date

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