

UNITED STATES POST OFFICE

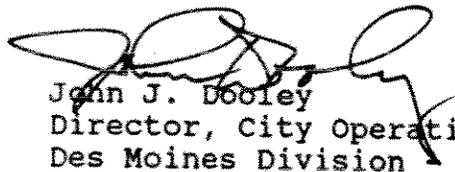
DATE: December 13, 1990

OUR REF: CED03:JDOOLEY:mne:50318-9997

SUBJECT: Paycheck confidentiality

TO: All Supervisors and Acting Supervisors

The information contained on an employee's paycheck or paystub is personal. It is extremely important that no one have access to the information contained on the paycheck or the stub except you and the employee whose name is on the paycheck. The only information that should be of any interest to you as a supervisor is the annual and sick leave balances and you should confine your attention to that information.



John J. Dooley
Director, City Operations
Des Moines Division - USPS
Des Moines, IA 50318-9997