

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF HUMAN NUTRITION AND HOME ECONOMICS

WASHINGTON, D. C.

TO : Bureau Employees

DATE: April 27, 1948

FROM : C. Hureke, Administrative Officer C.H

SUBJECT: Tax Withholdings

As you know the amount of tax withheld from your salary is reduced effective with the payment of May 13, which covers service rendered during the period April 18 to May 1, 1948.

The attached slip indicates your new normal pay beginning May 13, 1948. The slip shows, in the order named, the gross amount earned each pay day, the amount deducted for retirement, tax, and bonds, and the net amount paid. When and if other changes in your pay occur during the year you will be given a change slip to explain the change.

I am listing below the pay periods and pay days for the remaining portion of the current fiscal year and the fiscal year 1949 which may be helpful, particularly to the new employees of the Bureau:

<u>PERIOD</u>	<u>DATE PAID</u>
April 18 - May 1, 1948	May 13, 1948
May 2 - 15, 1948	May 27
May 16 - 29, 1948	June 10
May 30 - June 12, 1948	June 24
June 13 - 26, 1948	July 8
June 27 - July 10, 1948	July 22
July 11 - 24, 1948	August 5
July 25 - August 7, 1948	August 19
August 8 - 21, 1948	September 2
August 22 - September 4, 1948	September 16
September 5 - 18, 1948	September 30
September 19 - October 2, 1948	October 14
October 3 - 16, 1948	October 28
October 17 - 30, 1948	November 11
October 31 - November 13, 1948	November 25
November 14 - 27, 1948	December 9
November 28 - December 11, 1948	December 23
December 12 - 25, 1948	January 6, 1949
December 26, 1948 - January 8, 1949	January 20
January 9 - 22, 1949	February 3
January 23 - February 5, 1949	February 17

Rm 303

Alice Clark Thompson

1. Agency and organizational designations USDA Human Nutrition and Home Economics Research		2. Pay roll period 2/28-3/13/54		3. Check No. 02		4. Slip No. 260	
5. Employee's name (and social security account number when appropriate) (Mrs.) Alice L. Thompson		6. Grade and salary GPC-2 \$2,910					
PAY ROLL CHANGE DATA							
BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F.I.C.A.	NET PAY
7. Previous normal		111.92	6.72	1.50			103.70
8. New normal		111.92	6.72	1.50	4.69		99.01
9. Pay this period		111.92	6.72	1.50	4.69		99.01
10. Remarks: New bond pledge		11. Appropriation(s) 1243671 (02)		12. Prepared by TH		13. Audited by	
<input type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase		15. Date last equivalent increase		16. Old salary rate		17. New salary rate	
14. Effective date		15. Date last equivalent increase		16. Old salary rate		17. New salary rate	
18. Performance rating is satisfactory or better.		19. LWOP data (Fill in appropriate spaces covering LWOP period(s))		<input type="checkbox"/> No excess LWOP. Total excess LWOP <input type="checkbox"/> Excess LWOP. Total excess LWOP		(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.	
19. LWOP data (Fill in appropriate spaces covering LWOP period(s)) Period(s):		18. Performance rating is satisfactory or better. (Signature or other authentication)		19. LWOP data (Fill in appropriate spaces covering LWOP period(s)) Period(s):		Initials of Clerk	

PAY ROLL CHANGE SLIP — EMPLOYEE'S COPY

STANDARD FORM NO. 1126a—Revised
Form prescribed by Comp. Gen., U.S.
Nov. 8, 1950, General Regulations No. 102

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