



State of North Carolina

Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

April 21, 2004

MEMORANDUM NO. PR2004-011

TO: All Agencies Served by the State Controller's Office
Payroll Section

FROM: Roger Farmer
Payroll Administrator

SUBJECT: Central Payroll User's Forum, May 4, 2004

The Office of the State Controller has scheduled a payroll user's forum for May 04, 2004 from 1:00 PM until 3:00 PM. The forum will be held at the Department of Public Instruction located at 301 N. Wilmington Street in Raleigh. Additional directions, from Patsy Young, have been provided at the end of this memorandum. We are also attaching a copy of the minutes of the October 2, 2003 payroll forum, the agenda for the May 4, 2004 payroll forum and a listing of the six reports comprising the new Payroll Register.

Because of the many changes that are occurring in the central payroll system, we strongly encourage each agency to make plans to attend. Please provide Carol Stephenson with an e-mail notification concerning the number of attendees in your party.

In our memorandum PR2004-008 dated April 8, 2004, we notified your agency that a Test Version of the newly designed Payroll Register was being placed in X/PTR. The New Test Version of the Payroll Register consists of six different specialized reports. At that time, we also asked that your agency print a copy of the New Payroll Register Reports for each payroll run and compare them against the Old Payroll Register. In the event that there are questions concerning the new Payroll Register Reports, a copy should be brought with you to the forum.

MAILING ADDRESS
1410 Mail Service Center
Raleigh, NC 27699-1410

Telephone: (919) 981-5454
Fax Number: (919) 981-5567
State Courier: 56-50-10

LOCATION
3512 Bush Street
Raleigh, NC

Website: www.osc.state.nc.us/OSC/

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MEETING INFORMATION

All visitors must enter the Education (DPI) Building at the Wilmington Street entrance and must have a photo ID. The meeting will be in the main Conference Room on the first floor.

Visitor Parking Near the NC Education (DPI) Building

Visitor Lot #2 - 400 spaces
329 North Salisbury Street
Ground Level of Parking Lot 75
Entrances from Salisbury and McDowell Streets

Visitor Lot #3 - 95 spaces
Corner of Wilmington and Polk Streets
Entrance from Polk Street only

Visitor Lot # 4 -
Open lot across from Dept of Cultural Resources. Corner of Wilmington and Jones Street - entrance from Jones Street.

Directions to the Education (DPI) Building

FROM INTERSTATE 40

Take Exit 298-B South Saunders Street North. Follow McDowell Street in the direction of downtown. Turn right on Morgan Street and follow to Wilmington Street and make a left turn. Follow Wilmington Street four blocks. DPI is on the left. If you need public parking, follow Wilmington Street an additional block to Polk Street and make a right. Parking lot is on the left.

FROM ROUTE 70 WEST

Stay on Glenwood Avenue to Peace Street. Make a left turn onto Peace and follow to Blount Street and make a right turn. If you need public parking, follow Blount to Polk Street and make a right onto Polk and the public parking lot is on the right. If you are being dropped off or want to park at a meter, follow Blount Street to North Street and make a right turn onto North. DPI is straight ahead.

FROM ROUTE 64 EAST

Come into town on New Bern Avenue, which becomes Edenton Street. Make a right turn onto Wilmington Street and follow Wilmington for four blocks. DPI is on the left. If you need public parking, follow Wilmington Street an additional block to Polk Street and make a right. Parking lot is on the left.

FROM ROUTE 1 NORTH

Take Downtown Boulevard, which becomes Dawson Street. Turn left on Jones Street and follow to Wilmington Street and make a left turn and continue two blocks. DPI is on the left. If you need public parking, follow Wilmington Street an additional block to Polk Street and make a right. Parking lot is on the left.

A map of downtown Raleigh is available at: www.ncpublicschools.org/images/parkingmap.gif

The Jones and Wilmington Street parking lots (across from the Cultural Resources) does not show on the map.