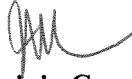


MEMORANDUM

TO: Deans, Directors and Department Heads
FROM: Jim Montgomery, Manager – Payroll Services 
SUBJECT: Relocation of Payroll Department to the Virginia Campus
DATE: November 18, 2004

Effective Monday, November 22, 2004, Payroll Services' primary office will be located at GW's Virginia Campus. **Payroll Services will, however, continue to operate a Foggy Bottom Customer Service location in the Academic Center, Rome Hall T-101.**

Please note the following with respect to this relocation:

- Telephone and fax numbers for all payroll staff will remain the same.
- **All checks will be distributed from the Foggy Bottom Customer Service Center, with the exception of checks for departments located at the Virginia Campus.** Virginia Campus departments will pick up their checks/deposit notifications at the Virginia Campus Payroll office (Building II, Second Floor, Suite 251). **This will be effective beginning with the November monthly payroll and for all future payroll cycles.**
- Documents that are currently hand delivered to the 2100 M Street office should be taken to the Academic Center Payroll Office.
- The Smartrip/Metrochek and Off Campus Parking programs will be administered from the Academic Center Payroll Office.
- **On campus correspondence directed to Payroll Services may be handled in one of two ways:**
 - Sent via campus mail to Payroll Services, Virginia Campus – Building II, Suite 251.
 - Delivered in person to the Foggy Bottom Customer Service location at the Academic Center – Rome Hall T101.
- USPS mail for Payroll Services should be addressed as follows:
 - Payroll Services
 - The George Washington University
 - 44983 Knoll Square, Suite 251
 - Ashburn, VA 20147

Please note that this change will be effective on Monday, November 22nd. If you have questions regarding GW's relocation of administrative functions to the Virginia Campus, please visit the Virginia Campus Relocation Information Center website at <http://movetoloudoun.gwu.edu>. If you have questions about Payroll Services operations, please feel free to contact the appropriate Payroll Services staff member or myself. I can be reached by email at jmontgom@gwu.edu or at 202-994-9384.

PLEASE POST THIS MEMO IN A LOCATION ACCESSIBLE TO ALL EMPLOYEES IN YOUR DEPARTMENT.