



JOINT CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 10-12-OMB/ADM	ORIGINATING AGENCIES: OFFICE OF MANAGEMENT AND BUDGET DIVISION OF ADMINISTRATION	PAGE 1 OF 4
EFFECTIVE DATE: 12-8-09	EXPIRATION DATE: INDEFINITE	SUPERSEDES: N/A
SUBJECT: PAYROLL PRINTED MESSAGE AND PAYCHECK DISTRIBUTION POLICY		
ATTENTION: ALL DEPARTMENTS AND AGENCIES		
FOR INFORMATION CONTACT: OMB - CENTRALIZED PAYROLL - EILEEN GITTINS DIVISION OF ADMINISTRATION - MICHAEL TYGER		PHONE: (609) 292-2517 (609) 633-0813

I. PURPOSE

This new circular will set forth the requirements and conditions for approval of requests to disseminate educational information, flyers, brochures, etc. in conjunction with State of New Jersey employee paychecks produced by the Office of Management and Budget (OMB) Centralized Payroll for distribution to State employees.

II. BACKGROUND

In past practice, State employee paychecks were produced by OMB Centralized Payroll for placement in a pay-envelope, and picked-up and distributed to employees by departments and agencies. There was an option for payroll inserts, also referred to as "check stuffers," as these pre-printed materials could be inserted (literally "stuffed") in check envelopes before they were distributed. As the payroll system evolved and the check creation process has become more automated, checks are printed and distributed in a pre-sealed format. While insertion is not an option with this production method, the automation does permit the printing of a message directly on the paystub. Items that are too large for a brief printed message or require a physical distribution (forms, certain official notices, etc.) are now not an actual "stuffer" or "insert," but rather are distributed in hard-copy at the same time as the paycheck.

Today, many employees have direct deposit, so the paper document that they receive on payday is just a paystub--a record of the pay, deductions and amount deposited, but not an actual check. Many of our employees getting direct deposit have also opted to participate in "paystub on the web." This feature allows the employee to go to a secure OMB site through the Internet and view the current paystub, pay history, print a W-2 etc. Employees who choose to participate in the paystub on the web program do not receive a paper check/stub on check distribution days.

The Treasurer's Office has historically served as the approving authority for payroll inserts.

III. LIMITATIONS

This policy is intended to apply to all distribution of information on or with State employee paychecks produced and distributed by Centralized Payroll. Agencies producing their own paychecks or using an outside payroll service may want to consider this policy as a guideline to establishing their own policies. Department and Agency heads have discretion on distributing materials to their own employees. This may be done with paychecks or at any other time. The scope of this policy applies only to statewide or geographic distributions requested with the official paycheck produced by Centralized Payroll.

IV. POLICY AND APPROVAL CRITERIA

We are guided by the language in statute and administrative code in establishing the policy for approval of messages to be included with the official paycheck. This includes N.J.S.A. 52:14-15.9 c. 1, the Public Employee Charitable Fund-Raising Act, and N.J.A.C. 17:28 which detail the regulations for the Public Employee Charitable Campaign. The statute seeks to provide a convenient channel through which public employees may support charitable organizations while minimizing disruption in the workplace and costs to taxpayers. The act also stipulates that the State Treasurer shall adopt the rules and regulations necessary to administer the act.

Those rules are promulgated in administrative code title 17, chapter 28. The rules include the text below:

No charitable agency, charitable fund-raising organization, or any other entity, shall be permitted to solicit funds from State employees through the use of a circular, notice, advertisement, solicitation, inquiry, or other communication of any type, purpose or design distributed with, or at the same time as, an envelope or other container having within it a State payroll check or other State official communication. The distribution of any type of printed communication with any envelope or other container having within it a State payroll check or other State official communication shall be limited to the distribution of announcements by the Governor or the head of a principal department in the Executive Branch of State Government for governmental purposes and not in conjunction with any charitable agency or charitable fund-raising organization, as approved by the State Treasurer, and to the distribution of printed materials related to the charitable fund-raising campaign, as approved by the Campaign Steering Committee.

In keeping with the intent and spirit of the rule and statute, our approval criteria are as follows:

- Requests for paycheck inserts/messages must be submitted by the Governor's Office or departments in the Executive Branch through the Commissioner's Office or the Office of the Agency Head. All requests should be submitted to the Department of the Treasury, Division of Administration, P.O. Box 210, Trenton, NJ 08625-0210, ATTENTION: PAYCHECK MESSAGE APPROVAL.
- Requests should be submitted at least one month in advance of the preferred pay date. The greater the advance notice the better, as the space to print messages on checks is limited and usually fills up quickly.
- Agency-requested messages cannot be printed on the first paycheck of a new calendar year. This check is reserved for OMB Centralized Payroll to communicate the tax and benefit deduction information for that year.

- No paycheck distribution request will be accepted or approved if made by for-profit companies or not-for-profit organizations, including charitable organizations, except for the State Employee Charitable Campaign.
- The preferred method of dissemination is a printed message on the paystub. Separate printed material distributions are reserved for very limited situations where messages are too detailed for a message on the paystub, or where a form or legal document must be conveyed. Requesters will be encouraged to use the paystub message to direct employees to websites for additional information and forms whenever this method is viable as opposed to printing forms, letters, etc.
- First priority for messages printed on a check is given to Centralized Payroll and those messages are not subject to review under this Circular Letter. The next priority is for Pensions and Benefits, Civil Service Commission, etc. for communicating information related to employee compensation, benefits, employment, retirement, etc. Other messages requested under this Circular will be included, where appropriate, as space permits.
- Requests by executive branch agencies for messages where the state agency is partnering with a not-for-profit or for-profit company will be reviewed based on the intent of the message. If the overriding message is related to government purposes and the charitable organization or for-profit is mentioned for a secondary role, the request may be approved. If the charity or for-profit appears to be the primary beneficiary of the message, those requests will be denied. For example, if an event is being held at a venue that is a privately-held business (stadium, amusement park, hotel, restaurant, caterer, etc.) and the business is mentioned because it conveys to employees receiving the message the location of the event, this would be acceptable for approval.
- A request will not be approved if it would be in violation of prohibited vendor activities under Executive Order 189 (Kean), the Uniform Code of Ethics, Department of the Treasury Code of Ethics or the requesting department's Code of Ethics, the Conflicts of Interest Law, any statutory provisions dealing with financing of an agency's activities and/or dealing with charitable activities, and the State Ethics Commission's Guidelines, including the Guidelines on the Receipt of Gifts, the Guidelines on Attendance At Events and Functions and the Guidelines Governing the Use of Official Stationary.
- The State Treasurer and the Governor will have the right to override the general criteria for approval for messages in which they are the sponsor and requester.

While we appreciate and respect the valuable contributions of the State's many charitable organizations and business and wish them success in their various endeavors, our policy is that the employee paycheck is not the appropriate place to promote these endeavors. In fact, doing so could violate the exclusive relationship conveyed by statute to the Public Employee Charitable Campaign for charitable fundraising or promotion and could give an implied "endorsement" by the State of a particular business and its products or services.

V. RESPONSIBILITIES

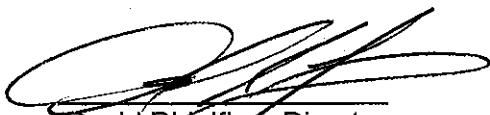

The Governor's Office or Executive Branch Departments are responsible for submitting to the Department of the Treasury requests to send messages to State employees in conjunction with paychecks. The requesting agency should submit these requests to Treasury as far in advance as possible. The space for printing on a paystub is limited, and requests related to the paycheck or

benefits are given priority for this space. In the rare instances where materials must be printed for distribution with checks, the requesting agency must handle the design, production, and delivery to Centralized Payroll of those materials upon written approval of the request.

Treasury's Division of Administration is responsible for review of requests by agencies under this Circular and approval in accordance with this policy. All requesters will be notified in writing if the request is approved or denied.

Treasury's OMB Centralized Payroll is responsible for the actual addition of messages to the paystub, and for providing estimates of the number of copies required for hard-copy distributions. Centralized Payroll will also handle the receipt of the hard copies and the distribution to agencies with paychecks.

Agency HR Officers/Payroll Managers are responsible for the actual distribution with the paycheck.


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Division of Administration
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Office of Management and Budget