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June 22, 2001

IN REPLY REFER TO:  
DBFBP 01-16

TO: Agencies Addressed

FROM: Diana Flagg, Chief  
Bureau of State Payrolls

**SUBJECT: Payroll Preparation Manual**

This is to notify you that the Payroll Preparation Manual has been improved to be more user-friendly. It is now available on our website at <http://www.dbf.state.fl.us/bosp/bsp.html>. For ease in quickly locating a particular payroll topic, the Table of Contents and key words in the Manual have "clickable" text. In addition, the payroll forms used by your agency are linked to the applicable section in the Manual. Due to the many changes resulting from the 2001 Legislative Session, a hard copy of the Payroll Preparation Manual will not be distributed until the appropriate revisions have been made. This will be the final printing of the Manual. All future revisions will be placed on the website and the agency personnel will be notified of the revisions via email.

If you have any questions concerning the Payroll Preparation Manual on the website, please contact Cindy Langley at (850) 410-9423, SUNCOM 210-9423, or email [clangley@mail.dbf.state.fl.us](mailto:clangley@mail.dbf.state.fl.us).

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