



U.S. Department of Veterans Affairs
Office of Human Resources Management

Notice to Employees

Please deliver this form immediately to your supervisor or timekeeper.

Notice to Timekeepers

Please provide the information below for all new employees. Fax the information to (512) 460-5426, or email the information to the Payroll Office Mailbox at VAFSLOCALPAYROLL@mail.va.gov in Outlook. Thank you.

Employee Name:
Work Phone:
Social Security Number:
Time & Leave Unit Number:
Effective Date:
Mail Symbol:
Timekeeper's Name:
Telephone Number:
Supervisor's Name:
Supervisor's Telephone Number:

Privacy Act Statement

This form is covered by the Privacy Act of 1974; Public Law 93-579.

