



BRC GENERAL NOTICE

#2023 – 002

Effective 0001, October 27th, 2023

To: ALL Employees

Subject: Electronic Payroll Stubs

Coming soon, Belt Railway employees will access their paystubs via email. To ensure your paystub is delivered to the correct email address, your **managers and/or department heads** will be confirming the address we have on file (currently being used for the Safety Award).

If you have not previously provided an address, you will need to provide an address at this time for paystub delivery. Belt email addresses cannot be used. Moving forward, paystubs will only be available through email. Email addresses must be provided to your **manager or department head** no later than Friday, December 1st.

The tentative start date for the paystub email program is December 13th, 2023.

No employee action is necessary at this time.

Terry Hartwig
Superintendent of Safety

BRC General Notices in Effect:

Year of Issuance	Numbers
2023	001, 002