



# United States Department of the Interior

BUREAU OF RECLAMATION  
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Denver, Colorado 80225-0007



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May 17, 2006

VIA ELECTRONIC MAIL ONLY

## MEMORANDUM

To: All Bureau of Reclamation Employees

From: Anamarie Gold /s/  
Acting Manager, Human Resources Division

Subject: Reminder – Review Leave and Earnings Statements

Employees are responsible for carefully reviewing their Leave and Earnings Statements (LES) every pay period. The LES currently includes a quarterly reminder, but the National Business Center (NBC) continues to encounter large debt situations that have existed for long periods, and which could have been corrected while the debt was relatively small if the employee had reviewed and reported a problem.

If you believe that there is an error related to your pay, withholdings, leave, or benefits, please contact your Servicing Human Resources Office or the NBC Payroll Information Line at 1-800-662-4324. Salary overpayments, including under-withholding for benefits, are generally subject to repayment by the employee, even if the error is the result of an administrative error.

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