

## 8. Postal Drafts

- 8.1 New issue for LEAPS only, covering payments up to £100 (two drafts for amounts over £50).
- 8.2 Drafts will be prepared by Samastronic printers and the Advice List of numbers and amounts will be produced as a by-product.
- 8.3 Local office action: entry of name of office of payment  
: dispatch to payee with pay advice in envelope prepared by payee.
- 8.4 Accounting procedures unchanged.
- 8.5 Possible use of LEAPS drafts in payment of BO staffs.
- 8.6 D and JA series retained for local issues.

## 9. Supplementary Payments Records (SPR)

- 9.1 This record will comprise part or all of the following information:-
  - standard data;
  - accumulations of pay and tax to date;
  - details of voluntary deductions, fund by fund;
  - supplementary earnings (Extra Duty, Sunday Duty and Intermittent Allowances) week by week, for up to 14 consecutive weeks.
- 9.2 The records will be printed out in part or in full as demanded by the following occasions:-
  - as an initial check of standard data for a new employee or on taking over a payroll on LEAPS;
  - for local office records at regular intervals of 11 weeks;
  - for local office information in cases of transfer or cessation;
  - for local office information on request.

## 10 Pre-printed lists

Each week forms will be printed with names and pay numbers of payees and will be sent to the local office where they will be used to advise LEAPS of overtime, increments, etc. in the following week.

MBD/COMB

November, 1958.