



Natural Resources Conservation Service  
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*Helping People  
Help the Land*

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“Transmitted via Email”

December 20, 2006

MN BULLETIN NO. 360-7-11

SUBJECT: PER - Final Salary Payment Report (AD-139)

Purpose. To distribute information on the AD-139.

Expiration date. September 30, 2007

The purpose of the above named form is to account for any property to be returned by the employee (ID cards, GTC, keys, etc.) and determine any debts owed and/or payments due upon the employee's separation from the agency. This includes the payment of lump-sum annual and credit leaves balances based on a leave audit.

The attached AD-139, Final Salary Payment Report, is to be initiated by the employee's supervisor and routed through the Area Office to the State Office, Human Resources. It must be accompanied by a "Leave Audit" which is a printout from WebTCAS that can be obtained by the timekeeper.

If you have any questions please contact the Human Resources Staff.

WILLIAM HUNT  
State Conservationist

Attachment

DIST: AO