

December 11, 1992

Payroll Letter 626

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of all Departments, Institutions, Boards, & Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: OCSEA/AFSCME Accidental Death and Dismemberment Policy - Premium Payment through Payroll Deduction

Starting January 1993, State of Ohio employees who are members of OCSEA/AFSCME can pay premiums through a payroll deduction for an optional Accidental Death and Dismemberment Policy. All members of OCSEA/AFSCME received information regarding the Accidental Death and Dismemberment Policy from the Union. Enclosed with the informational brochure was a card for the employee to complete to authorize a payroll deduction. Although these cards are not our normal "Authorization for Payroll Deduction" card, they are to be treated as such. Interested employees were asked to return the cards to AFSCME who will forward the cards to each agency by the end of December.

Payroll Deduction code "BA1" has been established to collect the premiums for the coverage. Payroll Officers are to post the code and amount (cost of insurance) to the Payroll Disbursements Journal or enter directly to the employee's payroll record via computer terminal the deduction code and amount (cost of the insurance). The Payroll Officer has no responsibility to determine if the amount requested to be deducted is accurate. The accuracy of the authorization form is the responsibility of the employee. The deduction will be made the second pay period of each month. The insurance company will notify employees who miss a payroll deduction and will ask them to make a direct payment to the insurance company for that months coverage. Payroll Officers will not have to do adjustments.

RLC/JAM/jam