



**Ohio Department of
Administrative Services**
DIVISION OF HUMAN RESOURCES
OFFICE OF PAYROLL ADMINISTRATION
30 EAST BROAD STREET
COLUMBUS, OHIO 43266-0405

George V. Voinovich
Governor

Sandra A. Drabik
Director

Payroll Letter 689

October 5, 1995

To: All Personnel Officers, Payroll Officers, Labor Relations Officers And Fiscal Officers Of All State Agencies, Departments, Institutions, Boards & Commissions

From: Robert L. Cruse, Administrator
Systems Administration
Office of Payroll Administration

Subject: Deferred Compensation

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Effective **Pay Period Ending October 14, 1995**, Payroll Systems will begin posting all changes to deferred compensation directly to payroll from computer updates provided by the Ohio Public Employees Deferred Compensation Program (OPEDC). This change will include new deductions, deletions, and changes in deduction amounts. With this new procedure you will no longer receive authorization cards from OPEDC for posting to the journal or for on-line entry. **Any cards you have already received for posting for the pay period ending October 14, 1995 or pay periods after that date should not be entered.**

If you believe that an error in the deduction amount has been made or that a deduction has been made for the wrong employee, please contact OPDEC Customer Service at 1-800-327-0201. If it is determined that a refund is warranted, OPEDC will return the erroneous deduction to Payroll Deductions with the Division of Human Resources. Payroll Deductions will refund the money to the employee through the normal channels and adjust the W-2 record of the employee.

If the employee receives a warrant in error, please process a "Canceled Warrant". If the employee is paid by direct deposit (electronics funds transfer), contact Chineta Cousar at 466-6510 to recover the erroneous payment. In both instances, all deductions will automatically be canceled and Payroll Deductions will return the deductions, including the deferred compensation, to your agency and adjust the W-2 record of the employee.

We believe this change in procedure will reduce your workload and provide better customer service by:

- eliminating the need for you to file and store any paperwork regarding OPDEC deductions;
- reducing the paperwork an employee needs to complete to start, change or cancel a deduction;
- initiating deductions and changes in deductions quicker;
- reducing the number of errors made and therefore the number of refunds that will have to be processed.

Should you have any other questions, please feel free to contact Sybil R. Griffin at (614)752-5393.

RLC/kch