



# Ohio Department of Administrative Services

HUMAN RESOURCES DIVISION  
30 EAST BROAD STREET, 28TH FLOOR  
COLUMBUS, OHIO 43266-0405

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BOB TAFT, GOVERNOR

C. SCOTT JOHNSON, DIRECTOR

February 23, 2000

Payroll Letter 769

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

From: Robert L. Cruse, State Payroll Administrator

Subject: New Deduction Code

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The DAS/Human Resources Division administers the Workforce Development Program. It was created by a labor agreement negotiated with the Ohio Civil Service Employees Association (OCSEA) in early 1997. The State of Ohio and the union recognized the importance of employee training and development as an element of productivity and quality improvement. One of the purposes of the Program is to “develop technical and computer skills training”.

As a part of that, a new Computer Purchase Plan has been implemented in which OCSEA members can purchase computer hardware and software from any vendor willing to accept a Workforce Development payment order and pay for it with a loan from the Workforce Development Fund. The loan can be for a minimum of \$300.00 up to a maximum of \$2,500.00 and it is interest free. It must be paid back to the State of Ohio through a payroll deduction spread over a period of up to 52 pay periods (two years).

Payments will be calculated in equal amounts based upon the employee's preference. For instance, a \$2,500.00 loan over 52 pay periods would mean a payroll deduction of \$48.08 per pay period. If an employee terminates before the loan is repaid, the entire amount outstanding will be deducted in the employee's final check. If that is not sufficient, the employee must repay any remaining amount to the State of Ohio within 90 days if the balance is \$1,250.00 or less. If more, the payment must be received within 6 months.

Each pay period the DAS/HRD Business Office will provide the Office of Payroll Administration with a database of payroll deductions that will be posted electronically to the employee's payroll record. The deduction code is PCL – Personal Computer Loan. This new deduction code was implemented pay period ending January 29, 2000 and printed on the employee's earnings statement on February 11, 2000. You will not have the capability of modifying or deleting this new deduction. If you or an employee has a question about the deduction please have them contact the Workforce Development Office at (614) 466-8252.

RLC/bc