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Ohio Department of Administrative Services  
Bob Taft, *Governor*  
Scott Johnson, *Director*

Human Resources Division  
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Columbus, Ohio 43215

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March 21, 2001

Payroll Letter 795

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: Retirement Service Credit

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We are modifying all components of the purchase of retirement service credit programs to make them more uniform. Beginning with PPE 3-10-2001 agencies will be restricted from posting deductions to purchase service credit for **any** of the Retirement Programs (pre tax or post tax). State Payroll Services will now post all deductions. This will apply to the codes listed below.

PSP	Public Employees Retirement System (pre-tax)
PSC	Public Employees Retirement System (post-tax)
TSP	Teachers Retirement System (pre-tax)
TSC	Teachers Retirement System (post-tax)
HSP	Highway Patrol Retirement System (pre-tax)
HSC	Highway Patrol Retirement System (post-tax)

If you receive notices from any of the retirement systems to either initiate or terminate participation in these programs, please forward the notices to us at the address below or fax them to us at 614-466-1565.

State Payroll Services  
Accounting Unit  
30 E. Broad St – 29<sup>th</sup> Floor  
Columbus, OH 43215-3414

In addition, we will now authorize bi-weekly deductions for the post-tax programs to make them conform to the pre-tax programs.

The pre-tax programs (PSP, TSP, and HSP) require adherence to very stringent IRS guidelines. Once the deductions begin they cannot terminate. In addition, the monthly payment must be for the same amount every month. This means we must post the deductions to commence only on the first pay period ending (PPE) of the month.

Be sure to fax any notices you receive to us by Thursday of “Pay Processing Week.” Any notifications we receive after this time will be held until the next month to initiate deductions.

The post tax program (PSC, TSC, and HSC) may begin at any time. In addition, the employee may change or terminate his/her deduction at any time. Send a payroll deduction card to the State Accounting Team at the address above to make changes to deductions for these three programs.

RLC/db