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Payroll Letter 807

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 Codes

OCSEA is introducing a new program that will allow an employee to have their home and/or auto insurance payments deducted directly from their payroll check. To process these payments, two new payroll deduction codes have been established. "BAU" for Auto and "BHM" for home. The deductions will be posted each payroll period based on a file provided by JLT Group Services. JLT Group Services will be the administrator of this program. Agency payroll officers will not have the ability to add or remove the deduction and cannot change the amount.

Additional information about this program will be distributed to eligible employees in the near future. If you have any questions regarding this new program please contact Christine Chrysler Neet of JLT Group Services at 1 (800) 366-5273 extension 3128. If JLT Group Services is unable to provide clarification, please contact Sheryl Bartolone of OCSEA at (614) 865-2649.

If you have any questions, please contact Payroll Administration at (614) 466-6915.

RLC/jam