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April 26, 2002

Payroll Letter 821

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

From: Jerry A. Miller, Acting State Payroll Administrator

Subject: Human Resources Services Fund Check-off Rate Holiday - Extension

The Department of Administrative Services is extending the rate holiday for the State's Human Resources Services Fund check-off charge (object 043-01). In February 2002, Payroll Letter 820 informed agencies that the charge of \$11.89 per payroll check was discontinued for six payroll periods for the biweekly payrolls and for three pay periods for the monthly payrolls. **The rate holiday has been extended for three (3) more pay periods.** The total rate holiday will be in effect for the following pay periods:

| <u>Payroll Type</u> | <u>Pay Period Ending Date</u> | thru | <u>Pay Period Ending Date</u> |
|---------------------------|-------------------------------|------|-------------------------------|
| Biweekly Delayed Payrolls | 01-26-2002 | | 05-18-2002 |
| Biweekly Current Payrolls | 02-09-2002 | | 06-01-2002 |
| Monthly Advanced Payrolls | 03-31-2002 | | 06-30-2002 |
| Monthly Current Payrolls | 02-28-2002 | | 05-31-2002 |

The rate holiday was made possible because the balance of this fund has grown above the amount necessary to support these services for the remainder of the fiscal year.

Any questions regarding the charge may be directed to Jerry Miller at 614-644-9151.

RLC/jam