
Ohio Department of Administrative Services
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Payroll Letter 825

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: Support Reimbursement to DAS

The Department of Administrative Services (DAS), Human Resources Division (HRD), Office of Systems Administration became aware of two separate situations in which we had not provided the notifications required by law to the County Child Support Enforcement Agencies (CSEAs). The first situation occurred when employees separated from state service in the time frame from January 1999 through December 2000 and DAS was required to issue a notice of termination to CSEAs. The second situation started in January 1998 when a law change reduced the minimum lump sum payment amount from \$500 to \$150. The change in the amount was correctly added to the system, but what we missed, was that personal leave payouts, for the first time, were to be included in the lump sum notification calculation. The personal leave issue was corrected in October 2001.

DAS worked with the Ohio Department of Job and Family Services and the different County CSEAs to identify those affected individuals that were in arrears in their support payments. In order to comply with state law, DAS has made payment on behalf of these individuals. As this was money owed by the former or current employee, not DAS, each individual was sent a letter(s) that explained the issue(s) and instructed him/her to contact DAS to work out the repayment schedule.

Current employees were provided the option to reimburse DAS directly or through payroll deduction. To facilitate collection through payroll deduction, a new payroll deduction code "SPS" has been created. The new deduction code can only be added or deleted by HRD staff. Former state employees were informed that they must reimburse DAS directly.

The reimbursement to DAS affects about 300 current and former employees. If a current or former state employee contacts you about either of these issues, please direct him/her to me. This memo is informational only.

If you have any questions concerning this issue, please contact me at (614) 644-9151.

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