



December 10, 2003

Payroll Letter 847

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

From: Dan R. Parks, State Payroll Administrator

Subject: Fringe Payroll Costs, Fiscal Year 2004 - Adjustments

The Office of Budget and Management has approved adjustments to the following fiscal year 2004 fringe payroll costs:

- 035-07 *Group Life Insurance Contribution.* Effective immediately, a rate holiday is in effect for four consecutive months (December 2003 thru March 2004). Charges are normally calculated in the pay period that includes the first day of each month.
- 035-11 *Net Accrued Leave Amount.* This charge will be decreased from 2.30% to 2.25% of gross pay of persons eligible for sick, personal or vacation leave effective pay period ending 11/29/2003.
- 043-01 *Payroll Processing.* A rate holiday will be in effect for three consecutive pay periods, beginning pay period ending 12/27/2003 through pay period ending 01/24/2004.
- 043-09 *Enterprise Services.* Effective pay period ending 11/29/03, the charge for enterprise information technology services provided by DAS will be increased from .119% to .251% of gross payroll per employee per pay period.

DRP/dp