



March 5, 2004

Payroll Letter 852

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: Payroll Processing Check-off Rate Holiday

The Department of Administrative Services is extending the rate holiday for the Payroll Processing check-off charge (object of expense 043-01). In December 2003, Payroll Letter 847 informed agencies that a Payroll Processing check-off rate holiday would be in effect for three consecutive pay periods, beginning pay period ending 12/27/2003 through pay period ending 01/24/2004. The department has since authorized the rate holiday to remain in effect thru the remainder of the 3rd quarter, FY2004. The table below list the pay periods affected:

Payroll Type	Pay Periods
Bi-weekly Delayed	02/07/2004 thru 03/20/2004
Bi-weekly Current	02/21/2004 thru 04/03/2004
Monthly Advanced	02/29/2004 thru 03/31/2004
Monthly Current	02/29/2004 thru 03/31/2004

Any questions regarding the rate holiday may be directed to the Office of Payroll Administration at (614) 466-6915.

DRP/drp