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April 22, 2004

## Payroll Letter 853

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 - Extension

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The Department of Administrative Services has extended the rate holiday for the Payroll Processing check-off charge (object of expense 043-01). In March 2004, Payroll Letter 852 informed agencies that the Payroll Processing check-off rate holiday had been extended thru the remainder of the 3<sup>rd</sup> quarter, FY2004. This letter is to inform you that the rate holiday has been extended an additional two pay periods. The table below list the pay periods affected:

| Payroll Type      | Pay Periods                |
|-------------------|----------------------------|
| Bi-weekly Delayed | 04/03/2004 thru 04/17/2004 |
| Bi-weekly Current | 04/17/2004 thru 05/01/2004 |
| Monthly Advanced  | 05/31/2004                 |
| Monthly Current   | 04/30/2004                 |

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

DRP/drp