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Payroll Letter 862

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: Reprint of Payroll Disbursement Journal Microfiche

An error was recently fixed in the Payroll Disbursement Journal relating to the printing of state share of health insurance during a second paycheck of a month payroll cycle. This would be the pay period that the remaining employee half share deduction (A_1 or J_1) was processed. The payroll deduction totals at the back of the Payroll Disbursement Journal failed to include the corresponding state share amounts (A_0 or J_0).

The printing error spanned the period of November 2003 thru April 2004, for the following pay periods: 11/15/2003, 12/13/2003, 01/10/2004, 02/07/2004, 03/06/2004, and 04/03/2004. The Office of Payroll Administration will reprint Payroll Disbursement Journal microfiche for each agency for replacement of your original copies.

Should you have questions regarding your Payroll Disbursement Journal, please contact Payroll Support at (614) 466-2944.

DRP/drp