



May 5, 2008

Clarification to Payroll Letter 914

To: Agency HR Specialists, Payroll Specialists, Budget Specialists, Benefits Specialists, Labor Relations Specialists and Regulatory Requirements Specialists of All Departments, Institutions, Boards and Commissions

From: David Holbrook, HCM Administrator

Subject: Clarification to Payroll Letter 914

In October 2007, adjustments made in OAKS HCM caused agencies to be charged certain payroll deductions for employees not receiving paychecks.

Agencies with employees in the following appointment categories were affected:

- ◆ Established Term Irregular
- ◆ Established Term Regular
- ◆ Seasonal
- ◆ Temporary
- ◆ Temporary Intermittent

Effective May 9, 2008, DAS will eliminate the following OAKS expense accounts for employees in the above categories who are not receiving paychecks:

- *503513 Liability Insurance Contribution.* Required by collective bargaining agreements to be paid on behalf of members of the unit. The following rates are per employee per month and are charged the first payroll period of each month as follows:
 - Ohio State Troopers Association (OSTA) 01 \$7.00
 - Ohio State Troopers Association (OSTA) 15 \$7.00
 - Fraternal Order of Police (FOP) 02 \$4.00
 - Fraternal Order of Police (FOP) 46 \$4.00
 - Fraternal Order of Police (FOP) 48 \$4.00
- *503515 Tuition Reimbursements.* Provides reimbursement of job/career-related tuition and seminar costs for affected employees in different collective

bargaining units. The rates are per employee per pay period and were charged as follows:

Ohio State Troopers Association (OSTA) 01 \$5.94
Ohio State Troopers Association (OSTA) 15 \$6.05
Fraternal Order of Police (FOP) 02 \$4.18
State Council of Professional Educators (SCOPE) 10 \$7.14
Ohio Health Care (1199) 11/12 \$3.36

- *504301 Human Resources Services.* This charge is for the cost of human resources services provided by DAS Human Resources Division in accordance with Sec. 124.07 of the Ohio Revised Code and the Human Capital Management (HCM) component of the OAKS Support Organization. The charge is \$16.18 per paycheck.
- *504305 Office of Collective Bargaining.* This charge is made for service performed in accordance with Sec 4117.10 (D) of the Ohio Revised Code. Charges will be computed on the head count of employees in all agencies except Judicial, Legislative, State Employment Relations Board, Attorney General, Auditor of State, Treasurer of State, Lt. Governor and Governor. The rate is \$2.00 per employee.
- *504307 Employee Assistance Program.* This charge is made for services provided by the Ohio Employee Assistance Program. Charges will be computed on salaries of employees in all agencies except Judicial-Municipal Court Judges. The rate is \$0.75 per employee.
- *504308 Equal Employment Opportunity.* This charge is made to reimburse the Equal Opportunity Division of the Department of Administrative Services for costs of administering equal employment programs in accordance with administrative rule 123:1-49. The rate is \$0.26 per employee.

A rate holiday for the Human Resources Services (\$16.18 per check) is in effect for all employees. In part, this has been provided as a financial remedy for agencies that may have incurred unexpected costs that resulted from the October adjustments in OAKS/HCM.

This rate holidays will be in effect for three consecutive pay periods:

- For biweekly payrolls, the effective date will be the pay-end date of April 26 through the pay-end date of May 24, 2008.
- For monthly current payrolls, the effective date is pay end April 30, 2008.
- For monthly advanced, the effective date is pay end May 31, 2008.

For questions, please contact DAS HRD HCM Support at 1(800) 409-1205 or e-mail DASHRD.HCMOAKSSUPPORT@das.state.oh.us.

DH/drp