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Ted Strickland, *Governor*  
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October 29, 2009

**Corrected Payroll Letter 931**  
Supersedes Payroll Letter 912

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: Janet Wampler, State Payroll Manager

Subject: Payroll Schedules

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Attached are the revised payroll schedules for fiscal years 2009, 2010, 2011 and 2012. There are no longer separate calendar year schedules, but the fiscal year schedules show the start of the calendar year.

Columns for some voluntary deductions are provided on these schedules. Due to OAKS processing of certain deductions that have a goal amount, the attached schedule may not be accurate for all employees.

If you have questions regarding this letter, please contact DAS HRD HCM OAKS Support at (800) 409-1205 or email [DASHRDOaksSupport@das.state.oh.us](mailto:DASHRDOaksSupport@das.state.oh.us).

Attachments

**STATE OF OHIO PAYROLL SCHEDULE**  
**FISCAL YEARS 2009 - 2012**

Notes: Deferred Comp, Charity, Tuition Trust and Savings Bonds are deducted every pay period. Union Dues frequency may vary based upon contract or agreement. Commuter Choice deductions are based on goal amounts and deductions are sent by a interface file.

FY PP #s	PAY PERIOD DATES		#	VOLUNTARY DEDUCTIONS				PAY DAY	Approx OAKS General Ledger Posting Date	MONTH BUDGETED	FISCAL YEAR QUARTER BUDGET	CALENDAR YEAR QUARTER	
				HEALTH CARE	FLEXSAVE & DEPENDENT CARE	VOLUNTARY INSURANCES	SUPPLE- MENTAL LIFE						
	FROM	TO											
<b>FISCAL YEAR 2009</b>													
1	06/08/08	06/21/08	2	X	1st half of August payment	X	X		07/04/08	07/01/08	JUL	F.Y. 09 FIRST	C.Y. 08 3RD
2	06/22/08	07/05/08	1	X	2nd half of August payment	X		X	07/18/08	07/15/08	JUL		
3	07/06/08	07/19/08	2	X	1st half of September payment	X	X		08/01/08	07/29/08	JUL		
4	07/20/08	08/02/08	1	X	2nd half of September payment	X		X	08/15/08	08/12/08	AUG		
5	08/03/08	08/16/08	2	X	1st half of October payment	X	X		08/29/08	08/26/08	AUG		
6	08/17/08	08/30/08	3		No deduction				09/12/08	09/09/08	SEP		
7	08/31/08	09/13/08	1	X	2nd half of October payment	X		X	09/26/08	09/23/08	SEP	F.Y. 09 SECOND	C.Y. 08 4TH
8	09/14/08	09/27/08	2	X	1st half of November payment	X	X		10/10/08	10/07/08	OCT		
9	09/28/08	10/11/08	1	X	2nd half of November payment	X		X	10/24/08	10/21/08	OCT		
10	10/12/08	10/25/08	2	X	1st half of December payment	X	X		11/07/08	11/04/08	NOV		
11	10/26/08	11/08/08	1	X	2nd half of December payment	X		X	11/21/08	11/18/08	NOV		
12	11/09/08	11/22/08	2	X	1st half of Janaury payment	X	X		12/05/08	12/02/08	DEC		
13	11/23/08	12/06/08	1	X	2nd half of January payment	X		X	12/19/08	12/16/08	DEC		
14	12/07/08	12/20/08	2	X	1st half of February payment	X	X		01/02/09	12/30/08	DEC		
<b>CALENDAR YEAR 2009</b>													
15	12/21/08	01/03/09	1	X	2nd half of February payment	X		X	01/16/09	01/13/09	JAN	F.Y. 09 THIRD	C.Y. 09 1ST
16	01/04/09	01/17/09	2	X	1st half of March payment	X	X		01/30/09	01/27/09	JAN		
17	01/18/09	01/31/09	3		No deduction				02/13/09	02/10/09	FEB		
18	02/01/09	02/14/09	1	X	2nd half of March payment	X		X	02/27/09	02/24/09	FEB		
19	02/15/09	02/28/09	2	X	1st half of April payment	X	X		03/13/09	03/10/09	MAR		
20	03/01/09	03/14/09	1	X	2nd half of April payment	X		X	03/27/09	03/24/09	MAR		
21	03/15/09	03/28/09	2	X	1st half of May payment	X	X		04/10/09	04/07/09	APR	F.Y. 09 FOURTH	C.Y. 09 2ND
22	03/29/09	04/11/09	1	X	2nd half of May payment	X		X	04/24/09	04/21/09	APR		
23	04/12/09	04/25/09	2	X	1st half of June payment	X	X		05/08/09	05/05/09	MAY		
24	04/26/09	05/09/09	1	X	2nd half of June payment	X		X	05/22/09	05/19/09	MAY		
25	05/10/09	05/23/09	2	X	1st half of July payment	X	X		06/05/09	06/02/09	JUN		
26	05/24/09	06/06/09	1	X	2nd half of July payment	X		X	06/19/09	06/16/09	JUN		

**STATE OF OHIO PAYROLL SCHEDULE  
FISCAL YEARS 2009 - 2012**

Notes: Deferred Comp, Charity, Tuition Trust and Savings Bonds are deducted every pay period. Union Dues frequency may vary based upon contract or agreement. Commuter Choice deductions are based on goal amounts and deductions are sent by a interface file.

FY PP #s	PAY PERIOD DATES		#	VOLUNTARY DEDUCTIONS				PAY DAY	Approx OAKS General Ledger Posting Date	MONTH BUDGETED	FISCAL YEAR QUARTER BUDGET	CALENDAR YEAR QUARTER	
				HEALTH CARE	FLEXSAVE & DEPENDENT CARE	VOLUNTARY INSURANCES	SUPPLE- MENTAL LIFE						
	FROM	TO											
<b>FISCAL YEAR 2010</b>													
1	06/07/09	06/20/09	2		No deduction	X	X		07/03/09	07/01/09	JUL	F.Y. 10 FIRST	C.Y. 09 3RD
2	06/21/09	07/04/09	1	X *	See PR Letter 938 for coverage rules	X		X	07/17/09	07/14/09	JUL		
3	07/05/09	07/18/09	2	X	See PR Letter 938 for coverage rules	X	X		07/31/09	07/28/09	JUL		
4	07/19/09	08/01/09	1	X	See PR Letter 938 for coverage rules	X		X	08/14/09	08/11/09	AUG		
5	08/02/09	08/15/09	2	X	See PR Letter 938 for coverage rules	X	X		08/28/09	08/25/09	AUG		
6	08/16/09	08/29/09	3	X	See PR Letter 938 for coverage rules				09/11/09	09/08/09	SEP		
7	08/30/09	09/12/09	1	X	See PR Letter 938 for coverage rules	X		X	09/25/09	09/22/09	SEP	F.Y. 10 SECOND	C.Y. 09 4TH
8	09/13/09	09/26/09	2	X	See PR Letter 938 for coverage rules	X	X		10/09/09	10/06/09	OCT		
9	09/27/09	10/10/09	1	X	See PR Letter 938 for coverage rules	X		X	10/23/09	10/20/09	OCT		
10	10/11/09	10/24/09	2	X	See PR Letter 938 for coverage rules	X	X		11/06/09	11/03/09	NOV		
11	10/25/09	11/07/09	1	X	See PR Letter 938 for coverage rules	X		X	11/20/09	11/17/09	NOV		
12	11/08/09	11/21/09	2	X	See PR Letter 938 for coverage rules	X	X		12/04/09	12/01/09	DEC		
13	11/22/09	12/05/09	1	X	See PR Letter 938 for coverage rules	X		X	12/18/09	12/15/09	DEC		
14	12/06/09	12/19/09	2	X	See PR Letter 938 for coverage rules		X		01/01/10	12/29/09	DEC	<b>CALENDAR YEAR 2010</b>	
15	12/20/09	01/02/10	1	X	See PR Letter 938 for coverage rules	X		X	01/15/10	01/12/10	JAN	F.Y. 10 THIRD	C.Y.10 1ST
16	01/03/10	01/16/10	2	X	See PR Letter 938 for coverage rules	X	X		01/29/10	01/26/10	JAN		
17	01/17/10	01/30/10	3	X	See PR Letter 938 for coverage rules				02/12/10	02/09/10	FEB		
18	01/31/10	02/13/10	1	X	See PR Letter 938 for coverage rules	X		X	02/26/10	02/23/10	FEB		
19	02/14/10	02/27/10	2	X	See PR Letter 938 for coverage rules	X	X		03/12/10	03/09/10	MAR		
20	02/28/10	03/13/10	1	X	See PR Letter 938 for coverage rules	X		X	03/26/10	03/23/10	MAR		
21	03/14/10	03/27/10	2	X	See PR Letter 938 for coverage rules	X	X		04/09/10	04/06/10	APR	F.Y. 10 FOURTH	C.Y. 10 2ND
22	03/28/10	04/10/10	1	X	See PR Letter 938 for coverage rules	X		X	04/23/10	04/20/10	APR		
23	04/11/10	04/24/10	2	X	See PR Letter 938 for coverage rules	X	X		05/07/10	05/04/10	MAY		
24	04/25/10	05/08/10	1	X	See PR Letter 938 for coverage rules	X		X	05/21/10	05/18/10	MAY		
25	05/09/10	05/22/10	2	X	See PR Letter 938 for coverage rules	X	X		06/04/10	06/01/10	JUN		
26	05/23/10	06/05/10	1	X	See PR Letter 938 for coverage rules	X		X	06/18/10	06/15/10	JUN		

\* Current coverage deductions for health care begin. Deductions will be taken EVERY pay period.

**STATE OF OHIO PAYROLL SCHEDULE**  
**FISCAL YEARS 2009 - 2012**

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FY PP #s	PAY PERIOD DATES		#	VOLUNTARY DEDUCTIONS				PAY DAY	Approx OAKS General Ledger Posting Date	MONTH BUDGETED	FISCAL YEAR QUARTER BUDGET	CALENDAR YEAR QUARTER	
	FROM	TO		HEALTH CARE	FLEXSAVE & DEPENDENT CARE	VOLUNTARY INSURANCES	SUPPLEMENTAL LIFE						
<b>FISCAL YEAR 2011</b>													
1	06/06/10	06/19/10	2	X	See PR Letter 938 for coverage rules	X	X		07/02/10	07/01/10	JUL	F.Y. 11 FIRST	C.Y. 10 3RD
2	06/20/10	07/03/10	1	X	See PR Letter 938 for coverage rules	X		X	07/16/10	07/13/10	JUL		
3	07/04/10	07/17/10	2	X	See PR Letter 938 for coverage rules	X	X		07/30/10	07/27/10	JUL		
4	07/18/10	07/31/10	3	X	See PR Letter 938 for coverage rules				08/13/10	08/10/10	AUG		
5	08/01/10	08/14/10	1	X	See PR Letter 938 for coverage rules	X		X	08/27/10	08/24/10	AUG		
6	08/15/10	08/28/10	2	X	See PR Letter 938 for coverage rules	X	X		09/10/10	09/07/10	SEP		
7	08/29/10	09/11/10	1	X	See PR Letter 938 for coverage rules	X		X	09/24/10	09/21/10	SEP		
8	09/12/10	09/25/10	2	X	See PR Letter 938 for coverage rules	X	X		10/08/10	10/05/10	OCT	F.Y. 11 SECOND	C.Y. 10 4TH
9	09/26/10	10/09/10	1	X	See PR Letter 938 for coverage rules	X		X	10/22/10	10/19/10	OCT		
10	10/10/10	10/23/10	2	X	See PR Letter 938 for coverage rules	X	X		11/05/10	11/02/10	NOV		
11	10/24/10	11/06/10	1	X	See PR Letter 938 for coverage rules	X		X	11/19/10	11/16/10	NOV		
12	11/07/10	11/20/10	2	X	See PR Letter 938 for coverage rules	X	X		12/03/10	11/30/10	NOV		
13	11/21/10	12/04/10	1	X	See PR Letter 938 for coverage rules	X		X	12/17/10	12/14/10	DEC		
14	12/05/10	12/18/10	2	X	See PR Letter 938 for coverage rules	X	X		12/31/10	12/28/10	DEC		
<b>CALENDAR YEAR 2011</b>													
15	12/19/10	01/01/11	1	X	See PR Letter 938 for coverage rules	X		X	01/14/11	01/11/11	JAN	F.Y. 11 THIRD	C.Y. 11 1ST
16	01/02/11	01/15/11	2	X	See PR Letter 938 for coverage rules	X	X		01/28/11	01/25/11	JAN		
17	01/16/11	01/29/11	3	X	See PR Letter 938 for coverage rules				02/11/11	02/08/11	FEB		
18	01/30/11	02/12/11	1	X	See PR Letter 938 for coverage rules	X		X	02/25/11	02/22/11	FEB		
19	02/13/11	02/26/11	2	X	See PR Letter 938 for coverage rules	X	X		03/11/11	03/08/11	MAR		
20	02/27/11	03/12/11	1	X	See PR Letter 938 for coverage rules	X		X	03/25/11	03/22/11	MAR		
21	03/13/11	03/26/11	2	X	See PR Letter 938 for coverage rules	X	X		04/08/11	04/05/11	APR	F.Y. 11 FOURTH	C.Y. 11 2ND
22	03/27/11	04/09/11	1	X	See PR Letter 938 for coverage rules	X		X	04/22/11	04/19/11	APR		
23	04/10/11	04/23/11	2	X	See PR Letter 938 for coverage rules	X	X		05/06/11	05/03/11	MAY		
24	04/24/11	05/07/11	1	X	See PR Letter 938 for coverage rules	X		X	05/20/11	05/17/11	MAY		
25	05/08/11	05/21/11	2	X	See PR Letter 938 for coverage rules	X	X		06/03/11	05/31/11	MAY		
26	05/22/11	06/04/11	1	X	See PR Letter 938 for coverage rules	X		X	06/17/11	06/14/11	JUN		

**STATE OF OHIO PAYROLL SCHEDULE**  
**FISCAL YEARS 2009 - 2012**

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				HEALTH CARE	FLEXSAVE & DEPENDENT CARE	VOLUNTARY INSURANCES	SUPPLE- MENTAL LIFE						
	FROM	TO											
<b>FISCAL YEAR 2012</b>													
1	06/05/11	06/18/11	2	X	See PR Letter 938 for coverage rules	X	X		07/01/11	07/01/11	JUL	F.Y. 12 FIRST	C.Y. 11 3RD
2	06/19/11	07/02/11	1	X	See PR Letter 938 for coverage rules	X		X	07/15/11	07/12/11	JUL		
3	07/03/11	07/16/11	2	X	See PR Letter 938 for coverage rules	X	X		07/29/11	07/26/11	JUL		
4	07/17/11	07/30/11	3	X	See PR Letter 938 for coverage rules				08/12/11	08/09/11	AUG		
5	07/31/11	08/13/11	1	X	See PR Letter 938 for coverage rules	X		X	08/26/11	08/23/11	AUG		
6	08/14/11	08/27/11	2	X	See PR Letter 938 for coverage rules	X	X		09/09/11	09/06/11	SEP		
7	08/28/11	09/10/11	1	X	See PR Letter 938 for coverage rules	X		X	09/23/11	09/20/11	SEP		
8	09/11/11	09/24/11	2	X	See PR Letter 938 for coverage rules	X	X		10/07/11	10/04/11	OCT	F.Y. 12 SECOND	C.Y. 11 4TH
9	09/25/11	10/08/11	1	X	See PR Letter 938 for coverage rules	X		X	10/21/11	10/18/11	OCT		
10	10/09/11	10/22/11	2	X	See PR Letter 938 for coverage rules	X	X		11/04/11	11/01/11	NOV		
11	10/23/11	11/05/11	1	X	See PR Letter 938 for coverage rules	X		X	11/18/11	11/15/11	NOV		
12	11/06/11	11/19/11	2	X	See PR Letter 938 for coverage rules	X	X		12/02/11	11/29/11	NOV		
13	11/20/11	12/03/11	1	X	See PR Letter 938 for coverage rules	X		X	12/16/11	12/13/11	DEC		
14	12/04/11	12/17/11	2	X	See PR Letter 938 for coverage rules	X	X		12/30/11	12/27/11	DEC		
<b>CALENDAR YEAR 2012</b>													
15	12/18/11	12/31/11	3	X	See PR Letter 938 for coverage rules				01/13/12	01/10/12	JAN	F.Y. 12 THIRD	C.Y. 12 1ST
16	01/01/12	01/14/12	1	X	See PR Letter 938 for coverage rules	X		X	01/27/12	01/24/12	JAN		
17	01/15/12	01/28/12	2	X	See PR Letter 938 for coverage rules	X	X		02/10/12	02/07/12	FEB		
18	01/29/12	02/11/12	1	X	See PR Letter 938 for coverage rules	X		X	02/24/12	02/21/12	FEB		
19	02/12/12	02/25/12	2	X	See PR Letter 938 for coverage rules	X	X		03/09/12	03/06/12	MAR		
20	02/26/12	03/10/12	1	X	See PR Letter 938 for coverage rules	X		X	03/23/12	03/20/12	MAR		
21	03/11/12	03/24/12	2	X	See PR Letter 938 for coverage rules	X	X		04/06/12	04/03/12	APR	F.Y. 11 FOURTH	C.Y. 12 2ND
22	03/25/12	04/07/12	1	X	See PR Letter 938 for coverage rules	X		X	04/20/12	04/17/12	APR		
23	04/08/12	04/21/12	2	X	See PR Letter 938 for coverage rules	X	X		05/04/12	05/01/12	MAY		
24	04/22/12	05/05/12	1	X	See PR Letter 938 for coverage rules	X		X	05/18/12	05/15/12	MAY		
25	05/06/12	05/19/12	2	X	See PR Letter 938 for coverage rules	X	X		06/01/12	05/29/12	MAY		
26	05/20/12	06/02/12	1	X	See PR Letter 938 for coverage rules	X		X	06/15/12	06/12/12	JUN		
27	06/03/12	06/16/12	2	X	See PR Letter 938 for coverage rules	X	X		06/29/12	06/26/12	JUN		