

June 13, 2011

MEMORANDUM NO: 049-11HR

TO: Agency Administrators

FROM: Bobbie Chappell, Director of Human Resources

VIA: Rip Colvin, Executive Director

RE: 3% Employee Retirement Contribution - Important Payroll Information

This memorandum provides important payroll information and changes regarding implementation of the 3% employee retirement contributions law, effective for **all payments warrant dated on or after July 1, 2011.**

The warrant date for the biweekly payroll previously scheduled for July 1, 2011 has been moved to June 30, 2011. This change is being made to minimize the impact of the new retirement contribution laws on biweekly paid employees. The following changes will occur as a result of the warrant date change. All times are Eastern Daylight Time (EDT).

- Any On Demand payroll transactions approved on June 29 and June 30 will be warrant dated in July, will be processed as FY 2011-12 disbursements, and will be subject to the 3% employee retirement contribution.

GENERAL INFORMATION ON 3% EMPLOYEE RETIREMENT CONTRIBUTIONS

- Employee contributions will be made on all payments warrant **dated on or after July 1, 2011.**
 - DROP participants and re-employed retirees will not be subject to the 3% contribution.
- Contribution will be pre-tax (exempt only from withholding tax)
- There will be four (4) new deduction codes associated with the Employee Contribution
 - 0080 – Regular FRS participants
 - 0082– Participants in the PEORP program (investment plan)
 - 0083 – OAP Employee contributions
 - 0084 – ORP Employee contributions

If you need additional information contact Bobbie Chappell at BobbieC@justiceadmin.org or Mary Graves at MaryG@justiceadmin.org.

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