

October 18, 2011

MEMORANDUM NO: 082-11HR

TO: Agency Administrators
FROM: Bobbie Chappell
VIA: Rip Colvin, Executive Director
RE: Urgent - Bi-Weekly Payroll – Spouse Program Issue

The Jimmy Cox, PF System Design and Support Manager with the Department of Management Services (DMS), has notified us that there was an issue with today's biweekly payroll (warrant dates for this Friday) where all spouse program dependent records (subscriber records were NOT impacted) were payroll deducted at the family rate, instead of at the spouse program rate. This issue was caused by a file error on the Pre-Tax Authorization File (Benefits file) sent to the Bureau of State Payrolls (BOSP). Jimmy's Team is working with People First to identify the exact population impacted. Once they have a complete list, it will be provided to each agency.

The Justice Administrative Commission is notifying you in the event you have an employee with a spouse on the bi-weekly payroll.

The following is a summary of the impact to employees and agencies:

- Employees were payroll deducted at the family rate for their employment status (specifically, \$90 for Career Service employees and \$15 for SES/SMS employees)
- Employers were payroll deducted at the family rate, instead of the spouse program rate (employer charge was \$531.67 and should have been \$303.34)

The Following Resolutions Will be Used to Correct this Issue:

- DMS will provide a list of impacted employees to BOSP, with the exact amount the employee was over deducted
- BOSP will use this list to create an on-demand payroll (employee refund) payment to the employee
 - Goal is to have the refund deposited Friday
 - Employees will see two separate earnings statements for this Friday
- Northgate Arinso (People First) will work to process the employer refunds as fast as possible (this process is still being developed)

We will provide additional available details when we provide the list tomorrow. If you have any questions before then, please let me know.