

OPM 00-23

DATE: April 5, 2000

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator
and Cabinet Secretary of Human Resources

RE: **Office of Personnel Management
Agency Payroll Discrepancy List**

Effective April 15, 2000, the Office of Personnel Management (OPM) will be distributing the Agency Payroll Discrepancy List to all state agencies on a monthly versus quarterly basis. Subsequent monthly reports distributed on the 15th of the month will reflect discrepancies during the previous month. This list identifies specific discrepancies that exist between the OPM Agency Payroll System and the OPM Agency Personnel System for agency-submitted personnel actions. This change in report frequency decreases the time between reports and improves both the agencies' and OPM's response time to address inaccuracies and discrepancies.

In order to carry out the provisions of 74 O.S. Section 840-2.13, OPM is sending this list to all state agency directors for review and reconciliation in order to maximize the accuracy and current status of the OPM Agency Payroll System. Please review and return these lists, with appropriate responses, no later than thirty (30) days from the date of the report generated. If you have questions concerning this request, please call David Hays at (405) 521-6329 or Jim Lippert at (405) 521-2169.