

**OPM 00-28**

**DATE:** May 11, 2000  
**TO:** Agency Payroll Coordinators  
**FROM:** Oscar B. Jackson, Jr., Administrator  
and Cabinet Secretary of Human Resources  
**RE: Delivery of Payroll Forms**

Recently a batch of Payroll Earnings Statements ended up on the desk of the wrong person in the agency that requested them. An inquiry was made as to why this happened. In light of this, it seems wise to briefly review the delivery policy of the Office of State Finance (OSF) Data Center.

OSF personnel print various payroll forms for many agencies at their Data Center (including Earnings Statements). Normally, their personnel then deliver these forms to the agencies that requested them, not to a specific individual. For most agencies, this seems to be completely satisfactory. Some agencies, however, may be more comfortable with greater specificity.

If it is of concern to your agency that only a designated individual receives payroll forms, you may request that such deliveries be addressed to that individual. OSF personnel will then clearly label each delivery with the name of the proper recipient.

To arrange this service, please send your request to:

Ken Worthen  
Office of State Finance  
2209 N. Central  
Oklahoma City, OK 73105