



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Serving Equal Opportunity Employers"

OPM 03-41

DATE: November 7, 2003

TO: All Appointing Authorities

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

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", is placed over a light gray rectangular background.

RE: Delayed Payroll Processing

While the conversion to the new CORE PeopleSoft system was successful, agency payrolls have been delayed due to the Legacy System shutdown the last week in October. It is anticipated that the backlog in payroll processing will be brought up-to-date this week. Agency Human Resource/Payroll offices are encouraged to distribute employee pay warrants and notices of deposit as soon as received. Employees with direct deposit should be advised to pay particular attention to the Notice of Deposit "Effective Date," which will indicate the date on which funds are available.

Please advise your employees that the Office of State Finance staff is working extended hours to ensure that payrolls are processed as promptly as possible, with priority processing given to main and regular supplemental payroll claims.

*"We serve the people of Oklahoma by delivering reliable and innovative
human resource services to our partner agencies to achieve their missions."*