

DATE: June 17, 2016

TO: Agency Addressed (No. 42, 2015-2016)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: PAYROLL DEDUCTION CODE INACTIVATION

The Department of Financial Services will inactivate payroll deduction code 0427 for FOCUS Credit Union on August 31, 2016. This is the result of FOCUS Credit Union recently merging with Envision Credit Union.

Agencies should notify employees using payroll deduction code 0427 that they will soon need to start using payroll deduction code 0533 for Envision Credit Union. Agencies can access RDS report Q**4 (* denotes the agency's first two digits of their OLO) titled "Miscellaneous Deduction Register By Account Code" to identify employees who are currently using deduction code 0427.

Employees should contact their human resource department with questions on changing their recurring deductions. Please direct any agency questions to the Bureau of State Payrolls at (850) 413-5513.