



CHIEF FINANCIAL OFFICER
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STATE OF FLORIDA

Date: September 22, 2011

IN REPLY REFER TO:
DFSBP 11-01

TO: Agencies Addressed

FROM: John Bennett, Chief
Bureau of State Payrolls

SUBJECT: **Retirement Variance Invoices for 3% Employee Contribution Adjustments**

As a result of the new retirement contribution changes that require employees to contribute three percent of all retirement eligible payments warrant dated on or after July 1, 2011, the Bureau of State Payrolls (BOSP) has identified a need to manually process adjustments related to Variance Invoices received by agencies from the Division of Retirement. This manual adjustment process is necessary in order to properly reflect the taxable amounts for the impacted employees and issue accurate W-2 forms. The following procedures must be followed until further notice when processing these invoices:

1. Agencies should review all Retirement Variance Invoices to determine whether any adjustments (collection or refund) to employee contributions are necessary. If no adjustments are required, continue processing the invoices according to current procedures.
2. If adjustments are required, agencies must exclude the adjustment amounts (employer and employee) on Retirement Variance Invoices and then process the remaining items using current procedures. The agency must fax a copy of the invoice and backup documentation to BOSP, attention Kelly Hand or Yvette McCullough at (850) 413-5552. After the documentation is received, BOSP will process either the collection or refund for both the employer and employee portions as well as adjust the employee's record accordingly.

Special Note: If collection of an employee contribution is necessary, BOSP will collect the net amount owed from the employee's agency. BOSP will determine the amount owed and the agency should collect the amount from the employee.

3. Use Object Code 152000 to process all Retirement Variance Invoices.

Please contact Kelly Hand at (850) 413-5723, Kelly.Hand@myfloridacfo.com, or Yvette McCullough at (850) 413-5786, Yvette.McCullough@myfloridacfo.com if you have any questions or need assistance.

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