



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT
DIVISION OF THE OFFICE OF STATE FINANCE**

Dear Sir/Madam:

The employees of the Office of State Finance are being transitioned from a monthly payroll schedule to a bi-weekly payroll schedule effective January 1, 2013.

As part of the transition, employees are encouraged to review personal bill due dates and to develop new household budgets based on a bi-weekly pay schedule. It may be necessary for employees to adjust the due dates for monthly obligations such as mortgage payments, auto loans, credit card payments and utilities.

The employee presenting this letter to you has determined that it will be necessary to change the monthly due date for payments to your organization. Please assist him/her to facilitate a smooth transition to this new pay schedule. We thank you in advance for your understanding and cooperation.

If you have questions or need additional information, please contact a member of the Human Resources team at (405) 521-2177.

Respectfully,

Carrie Towery
Human Resources Director
Office of State Finance