



**State of Oklahoma**  
Office of Management and Enterprise Services

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Dear Sir/Madam:

The employees of the Office of Management and Enterprise Services are being transitioned from a monthly payroll schedule to a bi-weekly payroll schedule effective July 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 Capital Management team at (405) 521-2177.

Respectfully,

Carrie Towery  
Human Resources Director  
Human Capital Management Division  
Office of Management and Enterprise Services