



**Retirement and Insurance Service
Payroll Office Letter**

Number: P-00-19

Date: August 22, 2000

SUBJECT: HB-PC MESSAGE ON EARNINGS AND LEAVE STATEMENT

We understand the many competing demands being placed on agency payroll offices at this time. However, we believe it would greatly benefit the employees you serve if you could insert a message onto your earnings and leave statements prior to the effective date of Federal Employees Health Benefits (FEHB) Program Premium Conversion. If feasible, we suggest a message be inserted no later than the pay date associated with the pay period ending September 9, 2000.

If you can place a message on your earnings and leave statements within these timeframes, please work with your personnel office counterparts to develop one that is appropriate to your agency and meets your spatial constraints. A brief message you may want to consider is:

“As an FEHB enrollee, your take-home pay will go up in October. Under Premium Conversion, your FEHB premiums will be withheld on a pre-tax basis. For further information contact.....”

If you have any questions, please contact us on (202) 606-0666, or via email at finance@opm.gov.

A handwritten signature in black ink, appearing to read "Robert A. Yuran".

**Robert A. Yuran, Chief
Financial Policy Staff
Retirement and Insurance Service**