



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

TO: All AASIS Participating State Agency Human Resources Representatives

**FROM: Vicki Mills
Assistant State Personnel Administrator**

SUBJECT: Furloughed Employee Benefits

DATE: October 24, 2013

Employee Benefits Division is in the process of identifying employees who missed all or part of their health insurance premium deduction on payroll #21, 09/29/2013 – 10/12/2013. Shortages will be entered into the EBD system and uploaded to AASIS to be deducted on payroll #22, 10/13/2013 – 10/26/2013. Payroll #22 will be a 'free' health deduction pay period, therefore only the arrears balances will be withheld.

There are five other deductions that are affected.

1. Health Savings Account, HSA
 - a. The system will auto adjust. No further action will be required.
2. Flexible Spending Accounts
 - a. The system will auto adjust. No further action will be required.
3. Life Insurance
 - a. The system will auto adjust. No further action will be required.
4. Vision Care
 - a. These deductions will NOT auto adjust. Agency personnel must make the changes in AASIS to catch up on these deductions.
5. Delta Dental
 - a. Information will be forthcoming.

If you have questions or need additional information, please contact Employee Benefits Division at 501-682-9656.