



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

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TO: Personnel/Payroll Representatives

FROM: Vicki Mills
State Payroll Administrator

DATE: January 9, 2009

SUBJECT: Missed Merit Administrative Errors

In an effort to expedite the processing of missed merit payments, a new form, spreadsheet, and procedures have been developed for agency use. The **Missed Merit** Administrative Error form and the **Missed Merit Recalculation** worksheet must be completed for each employee who has not received a merit increase on his or her designated merit increase date. A detailed explanation of the Missed Merit Administrative Error form and Missed Merit Recalculation worksheet is attached for your convenience. *The worksheet must be included with the form to ensure the payments can be processed.*

This process is only for those missed merit payments that have exceeded two payroll cycles from the merit eligibility date.

Completed Missed Merit Administrative Error forms and Missed Merit Recalculation worksheets should be completed and sent to Jeannie McCarroll in OPM Payroll via email or fax no later than the Tuesday prior to the Monday payroll processing date to ensure inclusion of the missed merit payment in that payroll period. The following is an initial listing of 2009 deadline dates.

Pay Period Number	Missed Merit Processing Deadline Date
3	Tuesday, January 20, 2009
4	Tuesday, February 3, 2009
5	Tuesday, February 17, 2009

If you have any questions, please feel free to contact me at 682-5111 or vicki.mills@dfa.state.ar.us, or Jeannie McCarroll at 682-5082 or jeannie.mccarroll@dfa.state.ar.us or Edith Crowell at 682-5138 or edith.crowell@dfa.state.ar.us.