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DANA WEBB
ADMINISTRATOR
HUMAN CAPITAL MANAGEMENT

MEMORANDUM

HCM 2017-06

Date: September 6, 2017

To: All Appointing Authorities

From: Dana Webb, OMES HCM Administrator

Re: Voluntary Payroll Deduction (VPD) Vendor Expo

OMES has scheduled a one-day Voluntary Payroll Deduction (VPD) Vendor Expo to assist state agencies in meeting statutory requirements. The event is scheduled from 9:00 a.m. to 2:00 p.m., Tuesday, September 12, 2017, at the State Capitol 1st floor Rotunda. Agencies in the State Capitol Complex and Oklahoma City metropolitan area may choose to use the Expo as their one-day benefits information meeting.

Each agency is responsible for advising vendors of the date, time and location of their one-day benefits information meeting, whether the agency utilizes OMES's VPD Vendor Expo or conducts its own informational meeting on a different date. Vendor contact information may be accessed on the OMES web site at [HCM Voluntary Payroll Deduction Program](#).

74 O.S. 1344 (G) State Employees Flexible Benefits Act requires agencies to invite vendors that have approved voluntary payroll deduction status to employee benefits information meetings and mandates that the information meetings be held no less than 30 working days prior to the annual deadline for making changes to state employees' benefits packages. Furthermore, agencies are required to allow each active employee a minimum of 60 minutes during the work day to attend the information meetings.

Please note that OMES will include links to the Voluntary Payroll Deduction (VPD) vendors' websites under the [Benefits](#) tab of the website.