

DENNIS MILLIGAN  
Auditor



230 State Capitol  
Little Rock, AR 72201

## State of Arkansas

January 30, 2024

Dear Auditor of State Payroll Recipient,

This letter is to update you on the status of the payroll conversion and to remind you what to expect going forward.

The first two bi-weekly payroll cycles have been successfully processed. You were paid on January 12th and January 26<sup>th</sup>. The next payday will be Friday, February 9<sup>th</sup>.

The next phase of the conversion will be the switch from current time to payment in arrears. At this time, even though we have changed to bi-weekly payroll you are still being paid "currently". This means that you are being paid for the Friday of pay day. In order to switch to AASIS payroll processing, pay cycles have to be aligned. Pay days in an arrear cycle are paid on the Friday following the previous 80-hour pay period. To begin this alignment, there will be a 40-hour pay period (February 26 – March 2) paid on Friday, March 8<sup>th</sup>. After this one-time adjustment the Auditor's Office pay cycles will be fully aligned with AASIS and will return to 80 hours.

To lessen the financial impact of a shortened pay cycle, my office has been working with Office of Personnel Management (OPM), Employee Benefits Division (EBD), and Arkansas State Employees Benefit Advisors (ARSEBA) on a plan to not withhold certain benefit premiums from that paycheck. Instead, the deductions will be withheld from the May 31st paycheck, which for other state employees is a deduction free paycheck. I appreciate the willingness and cooperation of these divisions in making this possible. I will update you when the list of benefit premiums that will not be deducted has been finalized.

**Again, please note that the paycheck you receive on Friday, March 8, 2024, will be for 40 hours.**

If you have any questions or concerns, please contact Chief of Staff Melissa Corrigan or Assistant Chief of Staff/Accounting Department Manager Kristina Duke at 501-682-6000.

Sincerely,

A handwritten signature in cursive script that reads "Dennis Milligan".

Dennis Milligan  
Auditor of State