



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Serving Equal Opportunity Employers"

OPM 05-37

**TO: All Appointing Authorities
All Approved Voluntary Payroll Deduction Entities**

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration 

DATE: August 29, 2005

SUBJECT: Voluntary Payroll Deduction Program Agency Access Reminder

This memorandum serves as a reminder to all involved parties of the rule framework that governs the State of Oklahoma's voluntary payroll deduction program. It is very important that product vendors comply with every statute and rule with regard to the program, as well as any internal agency policies that may be applicable. Failure to comply with "all applicable laws, rules and policies of the state agencies" may result in a product vendor being "denied access by the Appointing Authority to the employees of the state agency for 1 calendar year." *VPD Rule 530:15-3-16.*

Please note that product vendors are required to "identify 1 contact through which state agencies can arrange access." *VPD Rule 530:15-3-16(c).* Vendors are limited to contacting agencies only through the identified contact person. Agencies are not required to communicate with any other individual within the vendor's organization, or any other third party. **Vendor contacts are listed on the OPM website at <http://www.opm.ok.gov> (see "Voluntary Payroll Deduction").**

In turn we are requesting that agencies provide contact information for the individual authorized to schedule VPD meetings for your agency. This information will also be made available to VPD vendors on the OPM website at:

[http://www.ok.gov/opm/Voluntary Payroll Deduction/index.html](http://www.ok.gov/opm/Voluntary_Payroll_Deduction/index.html)

This contact information should assist in alleviating intrusive calls to persons not involved in the scheduling process. It will be your agency's responsibility to keep this office advised of any changes in this information. **Please e-mail the name and telephone number of your agency's contact person to marsha.reeder@opm.state.ok.us no later than September 9, 2005.**

Also, once a vendor requests access, an Appointing Authority must grant access "within 1 year from the date of request." *VPD Rule 530:15-3-16(a).* Vendors should not expect immediate access unless an Appointing Authority chooses to provide it.

If you have further questions regarding the voluntary payroll deduction program, please do not hesitate to contact Marsha Reeder at (405) 521-2269.