HUMAN CAPITAL MANAGEMENT
2401 N. Lincoln Blvd., 1st Floor
Oklahoma City, OK 73105
Office: 405-521-2177
Fax: 405-522-1120

PRESTON L. DOERFLINGER
DIRECTOR
SECRETARY OF FINANCE, ADMINISTRATION, AND INFORMATION TECHNOLOGY

LUCINDA MELTABARGER
ADMINISTRATOR
HUMAN CAPITAL MANAGEMENT

# MEMORANDUM

HCM 2016-10
Date: August 31, 2016

To: All Appointing Authorities

From: Lucinda Meltabarger, OMES Human Capital Management Administrator

Re: Voluntary Payroll Deduction (VPD) Vendor Expo

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.

To assist state agencies in meeting the statutory requirements, OMES has scheduled a one-day Voluntary Payroll Deduction (VPD) Vendor Expo from 9:00 a.m. to 4:00 p.m., Tuesday, September 20, 2016, 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.

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

Employee Benefits

Thrive, formerly OK Health, will have a table at the Vendor Fair this year and we have invited the health, dental and vision providers to answer questions regarding your benefits offered through OMES.

SoonerSave/Pathfinder

A Great West Financial representative will be available to provide information on SoonerSave and Pathfinder.