



**State of Oklahoma**  
Office of Management and Enterprise Services

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**HCM 14-08**

**DATE:** August 20, 2014

**TO:** All Appointing Authorities

**FROM:** Lucinda Meltabarger, HCM Administrator

**SUBJECT: Voluntary Payroll Deduction (VPD) Expo – September 4, 2014**

The State Employees Flexible Benefits Act, statutorily cited as 74 O.S., § 1344 (G), 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, the Human Capital Management Division of OMES has scheduled a one-day Voluntary Payroll Deduction (VPD) Vendor Expo from 9:00 a.m to 4:00 p.m. on Thursday, September 4, 2014, in the State Capitol first floor rotunda. Agencies in the state capitol complex and Oklahoma City metropolitan area may choose to utilize 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 Vendor Expo or conducts its own informational meeting on a different date. Vendor contact information may be accessed on the Human Capital Management website at:

[HCM Voluntary Payroll Deduction Program](#)

Please note that the Employee Benefits Department will include VPD material in the 2014 enrollment guide.

Questions or requests for additional information may be addressed to Lyndsey States at (405) 521-6292 or [Lyndsey.States@omes.ok.gov](mailto:Lyndsey.States@omes.ok.gov).