



**Retirement and Insurance Service  
 Payroll Office Letter**

**Number: P-00-18** **Date : August 11, 2000**

**SUBJECT: PAYROLL INFORMATION IMPROVEMENTS**

As you know, we currently rely on the mail as our primary method of delivering Payroll Office and Financial Management Letters. This does not allow us to get often time-sensitive information to you as quickly as you need it. To address this, we will soon implement a new approach to deliver payroll and financial management information about the Federal employee benefit programs.

Effective on *January 1, 2001*, our Payroll Office and Financial Management Letters will be replaced by a new letter called "Payroll and Financial Management Guidance." "Payroll and Financial Management Guidance" will be issued as a Benefits Administration Letter in the 300 Series. Thus, the first issuance of "Payroll and Financial Management Guidance" will be Benefits Administration Letter No. 01-301.

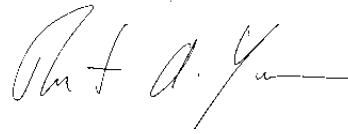
For your information, the chart below shows the Benefits Administration Letter structure:

SERIES	SUBJECT
100	Retirement Policy and Process Issues
200	Insurance Policy and Process Issues
300	<i>Payroll and Financial Management Guidance</i>
400	FEHB Open Season Guidance
500	Reserved for Future Use
600	Reserved for Future Use
700	Miscellaneous Issues

On January 1, 2001, we will also implement what we plan to be our primary method of delivering "Payroll and Financial Management Guidance": the Financial and Payroll Information ["FIN-PAY"] online "mailing list." FINPAY will automatically e-mail "Payroll and Financial Management Guidance" to those who subscribe to it. Subscribers will be able to choose to receive only "Payroll and Financial Management Guidance" or to receive all Benefits Administration Letters. We will provide information about how to subscribe to FINPAY in a future Payroll Office Letter. "Payroll and Financial Management Guidance" will also be posted to the OPM website at <http://www.opm.gov/asd/htm/bal-1.htm>.

Initially, we will continue to mail "Payroll and Financial Management Guidance" to all of the names on our Payroll Office and Financial Management Letter mailing lists. We plan, however, to stop mailing it as soon after January 2001 as practicable. We will base our decision on your feedback as to your ability to obtain the information from FIN-PAY.

If you have any questions regarding this matter, please contact us via email at [finance@opm.gov](mailto:finance@opm.gov). or on (202) 606-0606.



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Retirement and Insurance Service**

*Civil Service  
Retirement  
System*

*Federal Employees  
Group Life  
Insurance*

*Federal Employees  
Health Benefits  
Program*

*Federal Employees  
Retirement  
System*