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**THOMAS B. STEPHENS
SECRETARY**

MEMORANDUM

PERSONNEL MEMO 16-18

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

FROM: Thomas B. Stephens, Secretary *TBS*

DATE: April 29, 2016

RE: Payroll Deferral

The 2016-2018 Budget Bill mandates that the June 30, 2016 regular payroll shall not be issued before July 1, 2016. **As a result, please be advised that the June 30, 2016 payroll will be issued on FRIDAY, JULY 1, 2016.**

Detailed information has been prepared which explains this payroll delay and provides specific information about the potential impact on employees. Information will be distributed to all employees on May 2, 2016.

Please note that county fees (sheriff's and clerk's offices) employees are NOT impacted by this budget bill and will receive their pay based on the regular schedule.

HR Administrators will receive detailed guidance about the handling of payroll and specific issues following the distribution of this memo.

For any questions related to this policy, please contact Commissioner Mary Elizabeth Bailey, Department of Human Resources Administration, via email at MaryE.Bailey@ky.gov or by phone at 502-564-7571. Thank you.