



DELAWARE STATEWIDE BENEFITS OFFICE

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SBO MEMORANDUM

TO: Human Resource, Benefit and Payroll Managers and Specialists in Merit and Merit Comparable Organizations

FROM: Brenda Lakeman
Director, Human Resource Management and Benefits, OMB

DATE: October 5, 2016

SUBJECT: October 25, 2016 Wage & Benefits Paying and Repayment Workshop

The following workshop is sponsored by the Wage & Benefits Paying and Repayment Committee (WBPRC). The committee consists of representatives from the Statewide Benefits Office (SBO), Insurance Coverage Office (ICO), Division of Accounting (DOA), PHRST, Human Resources Management (HRM) and the Pension Office.

Wage & Benefits Paying and Repayment Workshop
Date: Tuesday, October 25, 2016
Time: 8:30 AM – 3:30 PM
Location: Delaware State Fire School, Classrooms 5 & 6
1461 Chestnut Grove Road Dover, DE 19904

Important: *This workshop is designed for Merit and Merit Comparable Organizations. Human Resource, Benefit and Payroll Representatives within the same organization should attend this workshop together. Each attendee should bring a calculator with them to this workshop.*

To support our representatives in paying Short-Term Disability (STD) wages, Workers' Compensation (WC) benefits, the salary supplement, leave and donated leave, the Committee created wage & benefit paying, data entry and repayment *flowcharts*, calculation worksheets, job aids, new and updated policies and procedures with step-by-step instructions. At this interactive workshop, we will review these materials and incorporate real-life scenario exercises giving representatives an opportunity to work together individually and in groups.

Call To Action

↳ **Register today** - Sign up at <http://10-25-16wbprworkshop.eventbrite.com>. Seating is limited, so reserve your spot today! Online registration ends on October 21.

Have Questions?

Please contact the Statewide Benefits Office Customer Service Team by phone at (302) 739-8331 or (800) 489-8933, or by email at benefits@state.de.us.