**Delivery Method: eNews?**

**To:** Agency Payroll Partners
**Subject:** OSGP Loan Payment Error

Hello Payroll Partners,

OSGP has identified that approximately **41 participants will be receiving a refund** via a check on loan payments that were made in error due to the transition to Workday Payroll. Currently, Payroll Partners **do not need to take any action** for this refund.

OSGP has also identified that approximately **140 participants that have missed a loan payment**. OSGP will be meeting to discuss options for the missed loan payments so that it will not impact the terms of the loans. OSGP will be sending loan memos to payroll partners to restart the loan payments in PPE January 31, 2023. Payroll Partners **will need to manually enter** the loan memos (please see the attached OSGP-Pay Input Instructions on how to perform this action).

DAS Workday Payroll and Time Tracking Team

Attachment:

1. OSGP-Pay Input Instructions