**SAMPLE Communication to impacted employees**

Good afternoon,

This is a follow up about changes to your Oregon Savings Growth Plan (OSGP) scheduled to be activated in Workday for the March 1, 2024 pay.  These changes are now set to start on your April 1, 2024 pay.  The integration has been fixed and additional steps have been added to ensure this error does not happen again.

If you took one of the following actions in the OSGP system in January and would like to either request a refund or make an additional contribution, please contact your agency payroll office at *(insert agency payroll office email and phone number)*.

* **Starting or increasing OSGP contribution**
* You may request an additional contribution to be deducted during the March payroll run for the payment that was missed.
* If you would like your contribution to be deducted in March or April, please reach out to your agency payroll office and identify how much the contribution amount is for and when you would the contribution to be deducted.
* **Reducing or ending OSGP contribution**
* You may request a refund for the contributions that were deducted on your March 1 pay.
* If you would like a refund, please reach out to your agency payroll office and identify how much you would like to be refunded and when you would like your refund.

If you would like a calculation to determine gains and losses on the late March 2024, contribution posting to OSGP, please email Dee Monday at dee.Monday@pers.oregon.gov. OSGP will perform the calculation and update your account. Please note: Once you have made the calculation request it is irrevocable. You must accept the gains as well as the losses, whichever the case may be. There is no withdrawing your request if the calculation is a loss.

If you had one of the following changes, please note the following.

* Starting an OSGP loan repayment:  Loans were adjusted to start in March 2024 that you will see a deduction on your April 1 pay.
* Stopping an OSGP loan repayment:  Loans were stopped in February 2024

We apologize for any inconvenience,

Agency Payroll Office