
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: FELICIA GAVIN
FROM: HOWARD
SUBJECT: GOV. MUSGROVE'S PAYROLL
DATE: 8/14/2001

Below are the following payroll items that Gov. Musgrove might need to address. I have included a copy of his current profile followed by the necessary forms to make changes. Monthly payroll will be processed for August on August 21. (August payroll includes premiums for Sept. insurance.)

- 1) W-4 – Federal income tax
- 2) MS income tax
- 3) MS state employee health insurance
- 4) MS state employee life insurance
- 5) Cafeteria plan
- 6) PERS enrollment and beneficiary

There are other items we need to address:

- 1) two (2) cell phones assigned to Melanie Musgrove
- 2) two (2) Bell South dial-up accounts for Jordan and Carmen Rae

Attached is the Cobra form for Melanie Musgrove.