



**MEMORANDUM**

**TO:** Temporary Solutions Customer Contacts  
**FROM:** Lou Kost, HR Manager  
**DATE:** September 10, 2010  
**RE:** Rate Increase

This is to follow up the September 9, 2010 memorandum from State Personnel Director Linda Coleman ([copy attached](#)) announcing the **temporary solutions** administrative fee rate increase. The purpose of this memorandum is to provide information about when the new rate will be reflected on invoices.

The last invoices under the old rate, covering the pay period September 18 to October 1, 2010 will be sent after the pay date for that period, which is October 15. The invoices are typically ready within one week after each pay date, so it is anticipated that the last invoice under the old administrative rate will be sent on or about October 22, 2010. The new rate will be applied to all time worked from October 2, 2010 forward. The pay date for the first pay period under the new rate is October 29, 2010, so the first invoices reflecting the new rate should be mailed on or about November 5, 2010.

Please note that Director Coleman's memorandum states that exceptions to the rate increase for certain existing grant funded jobs may be allowed. In order to request an exception, documentation reflecting the amount of the grant and the amount projected for the position must be submitted before October 2, 2010. Please forward it to my attention at the address below or via email to [lou.kost@osp.nc.gov](mailto:lou.kost@osp.nc.gov), and I will coordinate communications.

If there are questions or concerns you wish to discuss, I may be reached at (919) 733-5025.

Attachment