



**CITY OF HOLLYWOOD, FLORIDA
POLICE OFFICERS' RETIREMENT SYSTEM**

**4205 Hollywood Boulevard, Suite 4
Hollywood, Florida 33021**

Telephone: (954) 967- 4395 Fax: (954) 967- 4387 Toll Free: (866) 738- 4776

**December 15, 2015
ATTENTION: R-PRB MEMBERS**

I learned this morning that the City of Hollywood – HR Department did not notify City of Hollywood – Finance Department in time to meet the payroll cutoff date. As such, you will apparently see 8.0% pension contribution in your next check. The forms were sent by our office via FedEx to the City of Hollywood – HR on November 16, 2015 (the final day to sign-up) and the delivery was on November 17, 2015.

From: Ernie Acosta
Sent: Monday, December 14, 2015 4:28 PM
To: Janet Clarke; Tomas Sanchez; Matthew Lalla; Tammie Hechler
Cc: Christine Blanthorn; Christine Schiff; Jessica Skidmore; Maria Mesa
Subject: FW: Notice of Intent & Agreement to Participate in the Reformed Planned Retirement Benefit - 1 of 3

Hi Janet;

Sorry, these changes have missed the **December 9, 2015 cutoff** and will not be processed until the first pay in January 2016. Please advise personnel involved of the delay.

Ernie

Ernesto Acosta
Division Director, General Accounting
Financial Services Department
City of Hollywood, Fl
(954) 921-3228

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Ship date: Mon 11/16/2015	 Delivered Signed for by: T.GORDON 	Actual delivery: Tue 11/17/2015 10:17 am
Hollywood Police Retirement Dave Williams Suite 4 4205 Hollywood Blvd. Hollywood, FL US 33021 954 967-4395		City of Hollywood, Human Resources Tammie Hechler 2600 HOLLYWOOD BLVD HOLLYWOOD, FL US 33020 954 967-4395

Respectfully, David M. Williams

e-mail: info@hollywoodpensionfund.com

**CITY OF HOLLYWOOD, FLORIDA
INTEROFFICE MEMORANDUM
DEPARTMENT OF FINANCIAL SERVICES**

DATE: October 15, 2015

FILE: FI-16-014

TO: Tammie Hechler
Director, Human Resources

FROM: Matthew Lalla 
Financial Services Department Director

SUBJECT: Biweekly Payroll Procedures – Pay Date December 23, 2015
Christmas Eve and Christmas Holidays – December 24 and 25, 2015

ISSUE:

Change in processing date for personnel action forms and miscellaneous file maintenance, for the pay date of December 23, 2015.

EXPLANATION:

In order to complete processing and distribution of the biweekly payroll for pay date December 23, 2015, it will be necessary for personnel action forms and miscellaneous changes to be received in the Department of Financial Services **no later than 10:00 A.M., Wednesday, December 9, 2015.** The Payroll Office will hold all data submitted after December 9, 2015 until the next payroll cycle.

RECOMMENDATION:

For your information.