

**TO:** All Human Resource Directors for  
Agencies Serviced by the  
Bureau of Commonwealth Payroll Operations (BCPO)

**FROM:** Stephen R. Burns  
Director  
Bureau of Commonwealth Payroll Operations

**DATE:** December 4, 2023

**RE:** BCPO Payroll Memo #23-04, Maintenance Charges for Employees Residing in  
Commonwealth Facilities - 2024

In June 2008, Executive Board Resolution (EBR) MC-08-086 was approved. It stipulates that maintenance charges will be increased each January for Commonwealth employees who are residing in Commonwealth facilities. The increase in maintenance charges is effective the first full pay period in **January 2024**. The increase is based on the percentage change in Consumer Price Index for All Urban Consumers (CPI-U) for the Pennsylvania, New Jersey, Delaware, and Maryland area for the most recent 12-month period for which figures have been officially reported by the United States Department of Labor, Bureau of Labor Statistics immediately prior to **January 1, 2024**.

For your information, we have provided you with a copy of the Schedule of Maintenance Charges and a report listing employees in your agency who had maintenance charges as of **November 30, 2023**. As part of your review of the report, please verify that you are using the correct deduction amounts for your maintenance charge calculations.

Please remember, if you make a late change to the biweekly deduction you must manually calculate the additional charge. However, if a deduction has been taken in error, SAP will refund the over-deduction once you have made the correction.

Per Management Directive 315.14, employees living in Commonwealth facilities for personal convenience who are not required to do so by the responsibilities of their jobs are required to enter into leases through the Department of General Services (DGS).

**The Schedule of Maintenance Charges for 2024** can also be found on the Office of the Budget website on the [Tax Information page](#) in the Helpful Links section.

Human Resource (HR) related questions should be directed to the HR Service Center at (877) 242-6007, while payroll and tax questions related to the charges should be directed to Sandra Colantuono at (717) 783-9055. We are requesting that you do not refer employee calls directly to BCPO.



## Attachments

cc: Brian T. Lyman, Chief Accounting Officer, Office of the Budget  
Jason Swarhout, Acting Deputy Secretary for Human Resources and Management  
Lisette Lindsay, IES Business Operations Manager, Office of Administration  
Bureau Directors (5)