



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

July 8, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-05

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Teacher's Retirement Return to Work Input File for 2004-2005

According to the TRSL Employer Procedures Manual, Index 15, Page 2, Item 1 states: "Employers must report to TRSL by August 15 all earnings of all persons paid in the prior fiscal year, including disability retirees, even if those earnings are for part-time, substitute, temporary, or contract employment." Item 2 states: "In order to help employers report all retirees who return to work, TRSL requests that each employer submit a file on diskette or via the internet. The file should include all employees paid by that employer, whether on salary or by single payment."

Agencies should run the Employee YTD Wage Type Results Report (ZF73) to gather the data needed for the TRSL reporting requirement. Selection criteria should include:

Date Parameter: As of other date: "06/30/2005"
Fiscal YTD (not the default, Calendar YTD)
Selection Criteria: Personnel Area
Wage Type /101
Status Criteria: All Employees

The report will display the fiscal year to date gross earnings for **all** employees within the agency selected. Show an additional column, Social Security Number, in the report layout by manual selection. Upon execution of the report, agencies should export the information into Excel and format the spreadsheet based on TRSL requirements, available from their procedures manual at <http://trsl.org/ezedit/pdfs/ndx182.pdf>. Agencies should also follow TRSL requirements for adding other payments made to retirees (e.g. paid by agency through AFS).

Refer to TRSL Memo dated July 1, 2005 and Louisiana Revised statute 11:710(C) for further detail on reporting requirements in order to comply with TRSL's reporting requirements.

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For questions regarding submission of this information to TRSL, please contact their Accounting Department at (225) 925-6556. For questions on executing the Employee YTD Wage Type Results Report or any additional questions, contact a member of the OSUP Wage and Tax Administration Unit at (225):

Rachel Bryant	342-1651	Tiko Ary	342-1652
Wendy Eggert	219-0191	Rhonda Desselle	219-0338
Chelette Jarrett	342-0714		

JWC/RB/kmb

c: Sylvia Miller, TRSL
Emma Webb, TRSL