



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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October 7, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-19

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: OSUP Policy on Retirement Contribution Adjustments

The Office of State Uniform Payroll (OSUP) is instituting a policy requiring that all adjustments relative to retirement wage types must be processed through ISIS HR. Therefore, agencies are not to remit payments via check directly to any retirement system for employee/employer contributions. Agencies must make adjustments in ISIS HR for administrative errors, retirement system invoices and/or credit memo corrections.

Agencies should never send employee/employer contributions directly to the retirement system, unless instructed by OSUP in unusual circumstances. **Retirement payments/adjustments must be processed through ISIS HR.** Actuarial costs and/or interest charges assessed by the retirement system must be paid directly to that retirement system. Agencies should contact the appropriate retirement system to make payment arrangements. These additional charges are the only payments that should be made outside of ISIS HR.

When processing adjustments, the employee's master data in ISIS HR must be properly maintained. Accurate employee master data will ensure the correct wage and contribution amounts are sent to the retirement system and the employee's W-2 information is updated with any tax deferral benefit. The reporting of employee information through ISIS HR will also aid retirement systems in correctly calculating employee benefits and/or service credit.

If there are any questions please contact a member of OSUP's Wage and Tax Administration Unit at (225):

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