



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

August 28, 2006

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2007-07

TO: All ISIS HR Paid Agencies
FROM: Jena W. Cary
Director
SUBJECT: Agency Contact Information for OSUP Duties

The Office of State Uniform Payroll (OSUP) will be combining our agency contacts with the Office of Information Services' (OIS) contact list that is available on the internet. OSUP will discontinue the use of form OSUP/F26 (EFT Contact Information). A new form, OSUP/F71 (Agency Contact Setup/Change Form), has been designed to request agencies' designated EFT Contact, as well as additional contacts OSUP will need.

Agencies must complete the attached "OSUP Contacts" form by September 30, 2006, providing a contact for each duty listed. This form is also located on OSUP's website and can be completed in Microsoft Word, printed and signed. Up to two contacts for each duty at each agency (personnel area) will be allowed, and **two contacts must be provided for the "Direct Deposit/EFT" duty**. All information requested on the form must be completed. Contacts must be authorized by your agency's Undersecretary/Appointing Authority. Changes to any current contact information (name, email address, phone number, etc), as well as additions or deletions to contacts, must be submitted on this form indicating what action should be taken in the Add, Change, Delete column. If you are not sure who is currently listed as OSUP's EFT Contact for your agency, you may contact Kathy Bates at (225) 342-0713 or Laurie Lee at (225) 342-5377.

If you have any questions about the contacts form, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Laurie Lee	342-5377	Orneatha Wright	342-5357
Penny Jones	342-5354	Angela Woods	342-5345
Angel Vernon	342-5344		

JWC:PAR/kmb

Attachment: [OSUP Contacts Form \(OSUP/F71\)](#)