

**CHAPTER 3**  
**OSUP SUPPORT**  
**SECTION 3.1**  
**Office of State Uniform Payroll**

**3.1.1 INTRODUCTION**

The mission of the Office of State Uniform Payroll is to administer and facilitate services in a timely, accurate and professional manner, and to give quality service to agencies and vendors on the Uniform Payroll System (ISIS HR) in accordance with executive policy and federal and state mandates.

The goal of the Office of State Uniform Payroll is to provide and maintain payroll information and services to user clients which are timely, consistently integrated, easily accessible and accurate.

Office of State Uniform Payroll responsibilities and business practices will change somewhat under the new Human Resources System (ISIS HR) being implemented. The Office of Statewide Information Systems (OSIS) under the DOA will become responsible for Help Desk responsibilities as related to system operations, testing of system changes, etc.

**3.1.2 OSUP CHANGE RESPONSIBILITIES UNDER NEW HR SYSTEM**

**Garnishment** – Garnishment payments, documents (interrogatories,etc.), print and distribution of garnishment notifications, system input, system security, legal requirements, refunds, research, vendor updates will be centrally handled through OSUP. Agencies will no longer have responsibility in this area.

**Federal and State Tax Reporting** – Federal Employer Identification number (FEIN) and State Employer Identification Number (SEIN) will be reduced from 111 numbers currently assigned to agencies to one FEIN and one SEIN assigned to OSUP. OSUP will become the official employer for reporting taxes to Federal and State government on one 941 report and one L-3 report for all agencies on UPS/HRS. Agencies will no longer have to report. Also, OSUP will become responsible for W-2c reporting. OSUP will forward W - 4's and L - 4's to IRS and Department of Revenue for exempt employees and those with 10 or more withholdings.

**Financial Payroll Clearing Funds** – All payroll clearing fund accounts will be assigned to OSUP under Fund K99. The 111 clearing funds currently assigned to agencies on UPS will be eliminated. OSUP will reconcile the one fund for all payroll liabilities and agencies will no longer need to reconcile or report unpaid balances.

**Agency Requests for Payments** – Agencies will no longer have to request payroll liability payments from OSUP such as: garnishments, tax levies, meal, housing, uniforms, consolidated payments, etc. OSUP will automatically generate all these payments through ISIS HR.

## CHAPTER 3 OSUP SUPPORT

### SECTION 3.1 Office of State Uniform Payroll

#### 3.1.3 OSUP SUPPORT AREAS

**Financial** - Process transactions associated with state payroll liabilities, reporting, bank reconciliation, ledgers, adjustments, stop pays and CAFR reporting.

**Payroll Deduction "Rule"**– Assure all vendors on payroll system are in compliance with payroll deduction rule. Assist Employee Benefits Payroll Committee on their selection or deletion of vendors from the payroll system. Review all vendor applications for payroll deductions. Investigate vendor problems reported by agencies, employees, and Benefit Committee. Report results of committee to the Commissioner of Administration for his approval or disapproval of current or new vendors.

**Policy and Procedure Manual** – Maintain and update policy and procedure manual to assist agency with stop pays, voiding checks, aged outstanding check reporting, federal and state regulations, reimbursements, unclaimed property, refunds, memos, etc.

**Federal and State Mandates** – Be aware of and investigate any changes to laws that may impact reporting or calculation of payroll. Keep DOA and agencies informed of changes.

**Training** – Conduct training classes that are associated with office policies and procedures, cafeteria plan, benefit areas and federal/state reporting requirements.

**System Upgrades** – Report and request system upgrades to OSIS staff when deemed appropriate to improve system operations or when required by changes in federal or state legislation.

**Help Desk** – Maintain an OSUP help desk to address vendor problems, policy questions, federal and state laws, garnishment questions, payment methods, EFT corrections/deposits/reversals, questions pertaining to memos, lost payroll checks and other general questions related to payroll operations.

**OSUP Help Desk number is (225) 342-8928.**

**Maintain all Payables through SAP FI Accounts Payable System** - OSUP will review remittance reports, reconciliations and possible corrections before third party remittances and tax payments are remitted. OSUP will input payment parameters, block or cancel payment, schedule payment run and establish new deductions. In most cases remittance and back up detail will be accomplished through Financial Electronic Data Interchange (EDI) with the vendor. Payments not accommodate via EDI will be printed at OSUP and distributed accordingly.

**WEB Site** – OSUP will maintain a WEB site on Internet to provide important information to agencies in regard to memos, policies, manuals, and updates on personnel, etc.

**[www.osup.state.la.us](http://www.osup.state.la.us)**

**CHAPTER 3**  
**OSUP SUPPORT**  
**SECTION 3.1**  
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**Direct Deposit** – OSUP will monitor participation in direct deposit and review and approve employee waiver forms. OSUP will coordinate these functions with agencies.

**Payroll Production** - OSUP will review financial postings to AFS, financial results before check and direct deposit creation, payroll reports, and interfaces. Off cycle processing (supplemental checks) will be printed and distributed by OSUP. If volume of Payroll checks is substantially reduced, they will also be printed at OSUP.

EFTPS and EFT Backup – Provide a means for back up payments of EFTPS (Taxes) and EFT (employee pay) through One-Connection or Hyper terminal or other means.

**3.1.4 PRE-IMPLEMENTATION**

OSUP will be assisting agencies in various areas to assure a smooth transition to the new ISIS HR System. OSUP will assist agencies with problems associated with refunds and W-2 reconciliations between UPS and ISIS HR and resolving balances in agency clearing funds. OSUP staff will be available to assist in any other areas, as they become evident in moving from UPS to ISIS HR payroll processing.