



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. AMIKE® FOSTER, JR.
GOVERNOR

May 23, 2001

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-61

TO: All ISIS HR Paid Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Payroll Checks and Direct Deposits

Changes to how employee payments are processed in ISIS HR were identified in OSUP Memorandum #2001-53 dated March 22, 2001. OSUP would like to further clarify how payroll checks and direct deposits for regular and off-cycle payrolls are being processed.

Off-cycle payments are processed the working day after the agency enters an off-cycle payment in the Off-cycle Work Bench. Off-cycle check payments are printed and mailed by OSUP this same day. Off-cycle direct deposits are transmitted by OSUP this same day. Direct deposits are available the next banking day after the direct deposit is sent. Employees should have direct deposit funds available to them 2 banking days after agency off-cycle processing is complete.

OSUP will continue to mail regular payroll checks on payday. The only change to this policy is that all checks will be mailed, including checks for terminated employees and patients/clients. Agencies must verify addresses for all employees to assure that checks and earnings statements are mailed to the correct address. A stop payment should be requested by an agency for any employee payroll or off-cycle check issued through the ISIS HR system that has been lost, stolen, or destroyed. **OSUP can authorize the bank to stop payment on a check no earlier than the 10th mailing day after the check was mailed.**

If an agency needs information on how an employee was paid (check or direct deposit) or the date of an off-cycle payment they must follow on-line help, ISIS HR system task "Display Payroll History" for Off-Cycle Workbench, transaction code **PUOC_10**. Under normal circumstances the off-cycle checks will be mailed and direct deposits will be transmitted the working day after the **Payment Date** for the transaction on the Off-Cycle Workbench.

All employee questions in regards to the status of their checks or direct deposits must be handled by their agency. Employees should not call OSUP or OSIS to seek information on their payroll checks or direct deposits. These calls will be directed back to the agency Employee Administration office. OSUP should only receive telephone calls from employees about Garnishment questions.

OSUP will call agencies daily if any of their employees have payroll checks and/or earning statements returned through the mail. Agencies must contact their employees about returned mail to correct employees' records to prevent additional returns.

If you have any questions, please contact Penny Jones at (225) 342-5354.

RSM:PFJ/kmb