



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

December 17, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-29

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Miscellaneous Insurance Deductions Not Taken

Miscellaneous insurance deductions are taken when payroll processes if there is enough money to take the deduction in the system. Miscellaneous insurance deductions that are not taken due to an agency input or system error should be one timed (through eEnrollment) the following pay period after the employee is notified. The Deductions Not Taken Report (ZP102) is a report agencies are advised to run on Tuesdays of payroll week to determine all deductions not taken from employees' checks for the current pay period. **NOTE: Correction checks do not take miscellaneous deductions since the miscellaneous wage types are not retro relevant for deductions.**

Miscellaneous insurance deductions that are not taken due to an employee being on LWOP, not being due any wages, or not being paid enough wages to take the deduction are the employee's responsibility to pay directly to the insurance vendor. Insurance payments made outside of the payroll system are not pre-taxed.

In the situation when an agency receives an SED-4 payroll deduction form after the effective date, agencies are not required to make one time deductions to give an employee insurance coverage. Employees are responsible for working with the vendor on coverage related matters.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at (225):

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

JWC:SKG