



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-25

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Social Security Protection Act of 2004

The Federal Social Security Protection Act of 2004 (Public Law 108-203) was recently signed into law by President Bush. As provided on the Social Security Administration's website:

"Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset to employees hired on or after January 1, 2005, in jobs **not** covered by Social Security. The law requires newly hired public employees to sign a statement that they are aware of a possible reduction in their future Social Security benefit entitlement."

The Social Security Administration has provided Form SSA-1945 to be used to meet the requirements of this law. However, retirement systems may have developed their own specific form using Form SSA-1945 as a guide. Agencies should contact the appropriate retirement system for their form and instructions to follow.

The following link to the Social Security Administration website provides details regarding this requirement and an electronic copy of Form SSA-1945.

<http://www.socialsecurity.gov/form1945>

Beginning January 1, 2005, agencies must include this form in the orientation process for new hires. Additionally, the following steps must be taken to meet the requirements of the law:

- Give Form SSA-1945 to the new employee prior to employment.
- Have the employee sign the form.
- Maintain the original form in the employee's personnel file.
- Give a copy of the form to the employee.
- Forward a copy of the form to the retirement system in which the employee has been enrolled.

If you have any questions, please contact Andrea Hubbard at (225) 342-0715.

JWC:APH