



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

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COMMISSIONER OF ADMINISTRATION

December 20, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-28

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Recoupment of Overpayments – Notice of Intent

In accordance with LA Revised Statute 42:460, the Office of the Governor, Division of Administration, Office of State Uniform Payroll (OSUP) is proposing to adopt a rule governing recoupment of overpayments to state employees. The purpose of the rule is to establish procedures for state agencies to follow when state employees have been overpaid. State agencies are to develop specific policies regarding recoupment of overpayments incorporating these procedures into their policy.

Note: This rule applies to all agencies within the 20 major departments of state government and any subdivision thereof and any other entity paid through one of the 20 major departments of state government.

The Notice of Intent to adopt the proposed rule was published on page 2904 of the December 20, 2004 edition of the [Louisiana Register](#). Any comments regarding the contents of the proposed rule may be submitted in writing to the Office of State Uniform Payroll, Attention: Jena Cary, at P.O. Box 94095, Baton Rouge, LA 70804-9095. All comments must be received no later than 5:00 p.m., January 20, 2005. All comments received will be reviewed and considered prior to adopting the final rule which is scheduled to be effective March 20, 2005.

Questions from agency Employee Administration offices should be directed to Andrea Hubbard at (225) 342-0715.

JWC:APH/kmb