



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

December 23, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-31

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Worker's Compensation Leave Without Pay Wage Type

Beginning January 2005, ISIS HR wage type 673 (Worker's Compensation Leave Without Pay Reimbursement) will be replaced with wage type 674. This wage type is used to pay an employee when a Worker's Compensation check is received for a period that the employee had been coded as LWOP in ISIS HR. **The change in wage type has been made so that retirement contributions will no longer be withheld from this payment.**

If an employee on Worker's Compensation - LWOP chooses to pay retirement contributions on the LWOP hours, the employee and employer contributions must be paid and reported outside of ISIS HR. Agencies should contact each applicable retirement system for their rules on retirement contributions for Worker's Compensation - LWOP.

The following guidelines must be used for processing and dating the Worker's Compensation LWOP reimbursements:

- If a Worker's Compensation - LWOP reimbursement must be processed prior to the end of this year, wage type 673 must be used and a correction check must be processed prior to 12/29/04. Review OSUP Memo #2005-14 for the holiday off cycle processing dates.
- Worker's Compensation - LWOP reimbursements processed after 12/28/04, must be processed using the new wage type 674.
 - If the adjustment is for a period prior to 2005, agencies should enter wage type 674 on IT 15 using 12/20/04 as the date of origin. Text should be added to the infotype to identify the actual period being corrected.
 - If the adjustment is for a period for calendar year 2005 or later, agencies should enter wage type 674 on IT 15. The date of origin should be the last day of the pay period that is being corrected.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-31

December 23, 2004

Page 2

Questions regarding entry in ISIS HR should be directed to the ISIS HR Help Desk at (225) 342-2677. Updated Worker's Compensation help scripts will be available on December 29, 2004. Appropriate retirement systems should be contacted with questions regarding contributions being paid outside ISIS HR. All other questions should be directed to a member of the OSUP Wage and Tax Administration Unit at (225):

Chelette Jarrett
Wendy Eggert
Rachel Bryant

342-0714
219-0191
342-1651

Rhonda Desselle
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