



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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September 20, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-17

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Update to OSUP Memorandum #2003-33
Garnishments and Off Cycle Processing

This memorandum is being issued as an update to OSUP Memorandum [#2003-33](#) regarding garnishments and off cycle processing. Agencies were advised in OSUP Memorandum [#2003-33](#) to contact the Office of State Uniform Payroll (OSUP) Garnishment Administration Unit prior to running an off cycle payment for an employee with an active federal tax levy or creditor garnishment. Agencies are now required to contact the Garnishment Administration Unit prior to running any off cycle payment for an employee who has an active garnishment record in the ISIS HR system regardless of the garnishment type.

Failure to notify OSUP of this situation prior to running the off cycle may result in employees and/or vendors being paid incorrectly. **Any liability incurred through the agency's failure to notify OSUP will be charged to the agency's appropriation.**

Prior to running off cycle payments, agencies must:

- Review the employee's List Garnishment Document screen following instructions in State of LA Help "Display Garnishment".
- Determine if any records on the List Garnishment Document screen are currently active. These records will have a status of "1" and an end date of 12/31/9999.
- Contact OSUP's Garnishment Administration Unit at (225) 342-5332 prior to running the off cycle payment if the employee has an active garnishment record.

OSUP will:

- Review the employee's records to determine the appropriate actions necessary prior to running the off cycle payment.

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- Notify the agency when the off cycle can be run.

If you have any questions concerning this matter, please contact a member of the OSUP Garnishment Administration Unit at (225) 342-5332.

JWC:CS