



State of Louisiana  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-32

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Employee Transfer Deduction Authorization Report, ZP165

A new report has been developed to identify all voluntary deductions (IT0014 recurring deductions and all benefit module deductions) for employees that have a Z9, Gaining Paid to Paid, action during the selection period(s). Since these voluntary deductions will automatically continue to be withheld from the employee's pay in the gaining agency, the **Employee Transfer Deduction Authorization report, ZP165**, can be used as authorization to continue those voluntary deductions by having the employee verify the deductions, sign and date the report. It is recommended that the ZP165 report be signed during the employee orientation with the gaining agency.

**The Office of State Uniform Payroll (OSUP) has established a policy that the ZP165 report once verified, signed, and dated by the employee, can replace the State of Louisiana Employee Payroll Deduction Authorization form (SED-4), signed by the employee, that is required for statewide vendor deductions per the Payroll Deduction Rule. Gaining agencies will no longer be required to obtain a copy of the SED-4 form from the losing agency or the vendor. If the statewide vendor deduction amount requires a change, then an updated SED-4 form from the vendor, signed by the employee, will be required.**

The ZP165 report is in compliance with the Office of Group Benefits (OGB) and Flexible Benefits Plan (FBP) forms required for ISIS HR paid to paid employee transfers. Agencies can establish an internal policy for all other deductions reflected on this report.

Please refer to on-line help for assistance and further information on this report. For all other questions or comments, contact a member of the Benefits and Financial Administration unit at (225):

Orneatha Wright	342-5357	Angel Vernon	342-5344
Angela Woods	342-5345	Penny Jones	342-5354
Laurie Lee	342-5377		

JWC: ACV