



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2008-09

TO: All ISIS HR Paid Agencies
FROM: Jena W. Cary
Director
SUBJECT: Update to OSUP Memorandum #2005-55
Office of Risk Management - Worker's Comp Report

The Leave Buy Back Report was established by the Office of Risk Management (ORM) to identify worker's comp payments to employees. The report identifies the name of the injured worker, agency of employment, amount of worker's comp check, average weekly wage (AWW) and payment period for the check. Agencies should use the report to assist with the leave buy back process. The Leave Buy Back Report **replaces** the Indemnity Benefit Report introduced in OSUP Memorandum [#2005-55](#).

Previously ORM was forwarding the Indemnity Benefit Report to agencies via electronic mail; however, agencies now must access STARS, ORM's claims management system to generate the Leave Buy Back Report. If your agency would like to sign up for STARS online reporting, please contact the ORM Help Desk at (225) 219-0401. ORM will need the name, title, email address, phone number, and location code of the agency requesting access.

Contact the Office of Risk Management with questions pertaining to accessing STARS and information being supplied on this report. If you have questions and/or need assistance on how to process the necessary worker's compensation entries in ISIS HR contact the ISIS Help Desk at (225) 342-2677. All other questions should be directed to a member of the Wage and Tax Unit within the Office of State Uniform Payroll at _DOA-OSUP-WTA@La.gov or (225):

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JWC:THA