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GOVERNOR



ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

April 16, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2008-35

TO: ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Non-Compliance with Mandatory Direct Deposit

Effective immediately, any employee who is active at any point during the pay period, who has a bank detail (IT0009) payment method of "check", and who has no active direct deposit waiver (IT9009) will be locked from processing through payroll. This action is in response to checks being created in error due to a recent change in how separated employee's Main Bank record (IT0009) is automatically changed to a "check" effective 30 days after separation. Please refer to OSUP Memo [#2008-16](#) for more information about this change.

Agencies with a valid business reason for issuing a paper check to an employee must contact the OSUP Benefits and Financial Administration Unit (BFA Unit) for instructions prior to changing the employee's IT0009 record.

**NOTE: This change does not affect paper checks being issued on behalf of deceased employees or employees with an approved direct deposit waiver.**

If you have any questions about this procedure please contact a member of the BFA Unit at [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov) or (225):

Brandy Boyd	342-5354	Desiree Jefferson	342-5377
Michelle Richmond	342-5357	Jodi Bullock	342-5345
Angel Vernon	342-5344		

JWC:PAR/ral