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GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration

Office of State Uniform Payroll

October 30, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-15

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Employee Claims – September 2008 Quarter

The Office of State Uniform Payroll (OSUP) is reporting claims (overpayments) that have been cleared in ISIS HR for the quarter ending September 2008 for separated employees to reflect correct earnings on the employee's W-2. The taxable income on the W-2 was increased to reflect the portion of the original overpayment that was not recovered. These claims will no longer be identified on the Payroll Reconciliation Report (ZP145) that agencies use in identifying existing claims. However, agencies should still follow agency procedures on the recoupment of these overpayments. Refer to the following ISIS HR Bulletin Board for more information about claims:
http://www.doa.louisiana.gov/ois/Service/Bulletin_Boards/HR/04_11_03.htm.

The spreadsheet, if one is attached, provides the personnel area, personnel number, employee name, and gross claim amount for each separated employee claim. All employees listed are separated and a payroll block has been placed on the employee's record. If an ISIS HR paid agency rehires the employee, this block must be removed by ISIS HR staff in order for the employee to process through payroll. The Potential/FI Error Audit Report (ZP45) will notify agency staff of the block at the time of the rehire. The agency is then requested to contact the ISIS HR Helpdesk at OIS Web Helpdesk Ticket or call (225) 342-2677. Once notified, ISIS HR staff will re-establish the claim (status will become Active) and delete the payroll block. For more information on claim (wage type /561) status, review OSUP Memo #2003-53.

NOTE: Each year, OSUP will distribute to agency/department undersecretaries a detailed listing of claims that have not been resolved. This listing will provide your agency with the total dollar amount of non-budgeted expenditures charged to your agency's appropriation(s) during the fiscal year.

If there are any questions, contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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

JWC/BPB/ral

cc: Yvonne Rheams, Legislative Auditor

Attachment: (Agency Specific)