BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration

Office of State Uniform Payroll

March 26, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-38

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Acting Director

SUBJECT: Report of ISIS HR Aged Outstanding Payroll Checks

Attached is the ISIS HR Aged Outstanding Check Report for period ending 12/31/08. This report lists the outstanding ISIS HR payroll checks (regular and off-cycle) for your agency dated through 12/31/08 that have not been paid as of 02/28/09.

By June 30, 2009, each agency must:

1. Make a reasonable effort to locate as many employees having outstanding amounts over $50.00 as possible. It should be noted that the State Treasurer's Office is not required to publish notice of any items which are less than $50.00, and agencies are **NOT REQUIRED** to clear these checks.

   a. If the payee finds the check, request that he/she deposit it with his/her bank or negotiate with JPMorgan Chase (bank on which the check is drawn) immediately.

   b. If the payee cannot find the check, a stop pay request, and a Replacement or Reversal request will be required. See OSUP Memorandums #2001-52, 2003-40, and 2007-12.

   c. If the payee cannot be located after reasonable effort by the agency, **retain the unclaimed check(s) with the agency's copy of the report**. Any checks that have remained unclaimed by the employee for more than one (1) year are presumed abandoned and will be remitted to the State Treasurer's Office Unclaimed Property Division. Per R.S. 9:173, the retention schedule for unclaimed checks shall be ten years after the filing date. For more information on retention schedules, contact your State Archives representative.

2. Indicate in the Status Code column on the report the status of each check by using the following codes:

Code A = Payee has the check and will negotiate it promptly.

Code B = Payee has misplaced the check; a stop pay request, replacement or reversal request will be submitted to OSUP.

Code C = Payee cannot be located after reasonable effort by the agency.

Code D = Status of check fits none of the above. State the reason on the report.

3. Submit one copy of the completed Aged Outstanding Check Report and signed letter of Certification (OSUP/F25) for each agency to the Office of State Uniform Payroll before the established deadline. **NOTE:** Letter of Certification must be signed by your department head.

4. Retain one copy for agency use.

DO NOT forward to OSUP aged checks issued to employees who are unable to be located. Any checks issued to employees in error should be voided (reversed) per instructions in OSUP Memorandum #2007-12, dated October 24, 2006.

Any check dated prior to July 1, 2008 that remains outstanding after the June 30, 2009 deadline will be remitted to Unclaimed Property in October 2009.

For additional information, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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

APH:BPB/ral

Attachments:

Aged Outstanding Check Report (Agency Specific)
Letter of Certification (OSUP/F25) (Agency Specific)