



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

November 24, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-21

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard  
Director

SUBJECT: Outstanding Employee Claim/Overpayment Balances as of  
September 30, 2010 for Separated Employees

The Office of State Uniform Payroll (OSUP) is reporting the total outstanding employee claim/overpayment balances for your agency from 2003 through the quarter ending September 30, 2010. The spreadsheet, **if one is attached**, provides the personnel area, personnel number, personnel name and the gross claim/overpayment amount for each separated employee claim. Each entry indicates in which quarter the claim/overpayment was created as well as any payments made on this balance as of October 8, 2010. If you contacted the ISIS HR Help Desk after October 8, 2010 to report any changes or funds collected on this outstanding balance, then that information will not be reflected on this spreadsheet. All employees listed are separated and a payroll block has been placed on the employee's record. These amounts are no longer reflected on the Payroll Reconciliation Report (ZP145).

You are not required to report any information/resolution of this claim back to OSUP. However, all claims must be researched. If it is determined that the claim amount is incorrect or repayment has been made (full or partial), contact the [ISIS HR Help Desk](#) to record the payment in ISIS HR. If the claim is correct and repayment has not been received you must contact the employee to attempt to recoup these overpayments pursuant to the [Rule on Recoupment of Overpayments](#) (see page 20 of Title 4).

OSUP is aware that some agencies may have made the decision to write off a claim balance, however, these claims will continue to be reported as outstanding on the quarterly and annual claims reports. If the employee returns to work for an ISIS HR Paid agency, the outstanding claim amount will be re-established in ISIS HR and will be deducted from the employee's next payment. OSUP is also aware that some of these

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employees are deceased. For those employees that are marked as “deceased” in ISIS HR, OSUP will no longer report these items as outstanding on the quarterly and annual claims reports. If an agency is aware that an employee is deceased and they are still listed as outstanding on the report, please contact OSUP and that item will be removed from the next report.

Agencies are reminded that there are many tools available to them to review their payroll results. A list of recommended reports can be found on the “[Agency’s Critical Reports Calendar](#)” located on the OIS Website. Please refer to OSUP Memo [#2010-50](#) for more information about claims processing.

If there are any questions, please contact a member of the OSUP Benefits and Financial Administration 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

APH/BPB:ral

cc: Yvonne Rheams, Legislative Auditor

Attachment:  
Agency Specific Spreadsheet