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PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

January 20, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-38

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: 403(b) Tax Shelter Annuity Program – Notice of Intent

In accordance with LA Revised Statute 42:455(A), the Division of Administration through the Office of State Uniform Payroll (OSUP) is proposing to adopt a rule governing the 403(b) Tax Shelter Annuity Program for ISIS HR Paid state employees. The purpose of the rule is to provide for the establishment of a formally administered written 403(b) program. Each eligible agency, with oversight and approval of the Commissioner of Administration through the Office of State Uniform Payroll, shall develop a written 403(b) plan covering all qualified education employees according to this rule.

Note: This rule applies to the ISIS HR Paid agencies specifically cited in Section 901.A. of the rule. Only employees of education related agencies are allowed to contribute to 403(b) plans. Any additional eligible agency wanting to establish a plan for their employees should contact OSUP for assistance.

The Notice of Intent to adopt the proposed rule was published on page 366 of the January 20, 2011 edition of the [Louisiana Register](#). Any comments regarding the contents of the proposed rule may be submitted in writing to the Office of State Uniform Payroll, Attention: Andrea Hubbard, at P.O. Box 94095, Baton Rouge, LA 70804-9095. All comments must be received no later than 5:00 p.m., February 20, 2011. All comments received will be reviewed and considered prior to adopting the final rule which is scheduled to be effective April 20, 2011.

Questions from agency Employee Administration offices should be directed to Lawanna Green at (225) 342-5333.

APH:GMB/ral