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GOVERNOR

KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration

Office of State Uniform Payroll

August 16, 2013

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-06

TO: LaGov HCM Paid Agency Human Resources and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Outstanding Employee Claim/Overpayment Balances as of June 30, 2013 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 June 30, 2013. This claims report 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 June 30, 2013. If you contacted the LaGov HCM Help Desk after June 30, 2013 to report any changes or funds collected on this outstanding balance, then that information will not be reflected on this report. 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).

Each agency's claims report will be sent separately from this memo directly to the HR Personnel listed on ZP200 (Agency Contacts for HR Director and HR Employee Administrator).

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 LaGov HCM Help Desk to record the payment in LaGov HCM. 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 21 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 a LaGov HCM Paid agency, the outstanding claim amount will be re-established in LaGov HCM and will be deducted from the employee's next payment. OSUP is also aware that some of these employees are deceased. For those employees that are marked as "deceased" in LaGov HCM, 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 review 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 or (225):

Desiree Jefferson	342-5377	Jessamye Charette	342-5344
Brandy Boyd	342-5354	Michelle Richmond	342-5357
Jodi Bullock	342-5345		

APH/DWJ:pbh

cc: Micheal Ullo, Legislative Auditor
Yvonne Rheams, Legislative Auditor

Attachment:
Agency Specific Spreadsheet