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STAFFORD OLIVIA PALMIERI
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 12, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-21

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Outstanding Employee Claim/Overpayment Balances as of September 30, 2015
for Separated Employees Including IMPORTANT Changes to Processing -
Immediate Action Required

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, 2015. Each agency's claims report will be sent separately from this memo directly to the HR Personnel listed on LaGov HCM report ZP200 (Agency Contacts for HR Director and HR Employee Administrator).

Important Changes/Immediate Action Required

In accordance with [Act 399](#) of the 2013 Legislative Session, all debts owed to the state shall be referred to either the Office of the Attorney General or the Department of Revenue's Office of Debt Recovery (ODR) for collection. **OSUP, ODR, and the Office of the Attorney General have developed a plan for reporting payroll claims to ODR for collection and are ready to move forward with the plan. This requires immediate agency action. OSUP's procedures on Employee Claims Processing have changed significantly. Please refer to the [OSUP Procedures](#) page for specific information about claims and to review the immediate action that must be taken by your agency.**

Note: As part of the updated procedures, your agency will send up to two, separate letters to the overpaid employee before the debt is turned over to ODR for collection. These letters are available through the procedure document on the OSUP website.

If there are any questions, please contact Jessamy Charette at (225) 342-5344 or Jessamy.Charette@la.gov.

APH/JC:par

cc: Micheal Ullo, Legislative Auditor
B.J. Meche, Office of Debt Recovery
Stacey Landry, Office of the Attorney General

Attachment: Agency Specific Spreadsheet