

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

May 20, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-48

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Updated Procedures for Direct Deposit (EFT) Bank Reversals

Due to changes in the National Automated Clearing House Association (NACHA) Rules and bank processing, the Office of State Uniform Payroll (OSUP) has made changes to the Direct Deposit Bank Reversal procedures.

Effective immediately, reversal requests submitted after **12:00 p.m.** on Wednesday of payroll week will only be accepted for the following reasons:

- Overpayment of at least 80 hours
- Overpayment on a separated employee's last payment
- Overpayment on an employee that will remain on LWOP in the subsequent pay period(s)
- Payments made via EFT to a deceased employee
- Bank account information entered incorrectly by the agency

Please refer to the [Direct Deposit \(EFT\) Bank Reversal](#) procedure document found on the [Procedures](#) page of the [OSUP Website](#) for more information about submitting bank reversal requests.

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

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|------------------|----------|-------------------|----------|
| Jessamy Charette | 342-5344 | Brandy Boyd | 342-5354 |
| Jodi Bullock | 342-5345 | Desiree Jefferson | 342-5377 |
| Kenya Warren | 342-5357 | | |

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