



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

September 18, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-15

TO: All ISIS HR Paid Agencies  
FROM: Jena W. Cary  
Director  
SUBJECT: OSUP Policy on Direct Deposit Setup

**Please be advised, that an employee's direct deposit *cannot* be set up to go to another person's account to pay them back for money owed.** This was confirmed with the Southern Financial Exchange and is now an **OSUP policy** to not allow this type of setup. Agency personnel must audit any new direct deposit enrollment documents to assure compliance with this policy.

If you have any questions, please contact a member of the Benefits and Financial Administration Unit at (225):

Paula Rotolo	342-5357	Christi Sanchez	342-5345
Penny Jones	342-5354	Angel Vernon	342-5344
Ralph Noland	342-5377		

JWC:ACV:kmb