



State of Louisiana
Division of Administration
Office of State Uniform Payroll

October 31, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-16

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Review of Tax Shelter Year-to-Date Deductions

This is a reminder to agencies that the balances of tax shelter deductions for employees must be monitored to determine if calendar year limits have been or will be exceeded. In ISIS HR, execute transaction code ZP68 to monitor deferred compensation §457 amounts. Execute ZP119 to verify §403(b) amounts. Refer to OSUP Memorandum #2008-38 for calendar year 2008 limits. Agencies must review these reports to avoid possible W-2c's.

Deferred Compensation Plan: If an employee's deduction amount for a §457 plan has exceeded or will exceed the maximum prior to the end of the year; the deduction should be stopped or changed as necessary. **Agencies must contact the Louisiana Deferred Compensation Office and the employee to make changes to the deduction amount.** Any refunds due to the employee will be processed by the Louisiana Deferred Compensation Office. Refer to OSUP Memorandum #2005-07 regarding on-line enrollment and deduction changes.

403(b) Plan: If an employee's deduction amount for a §403(b) plan has exceeded or will exceed the maximum prior to the end of the year, the deduction should be stopped or changed and if necessary, a refund processed. **Agencies must contact the vendor prior to stopping a deduction or refunding a prior deduction for a §403(b) plan. OSUP must also be notified before refunding any deductions for this plan.**

For questions regarding ZP68, ZP119, or how to issue a refund, refer to On-line Help or contact the ISIS HR Help Desk using the Web Ticket located on the following website http://www.doa.louisiana.gov/ois/Service/User_Support/Helpdesk/helpdesk.htm. Questions regarding §457 maximums and refunds should be directed to Louisiana Deferred Compensation at (225) 926-8082 or toll free at (800) 345-4699. Questions about maximums and refunds for §403(b) tax sheltered amounts should be directed to the specific vendor. Any additional questions should be directed to a member of the OSUP Compliance and Research Unit at _DOA-OSUP-COMP@la.gov or (225):

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