



State of Louisiana
Division of Administration
Office of State Uniform Payroll

March 16, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-36

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Acting Director

SUBJECT: Act 396 of the 2008 Regular Session, Louisiana Withholding Table Changes

The Stelly Plan (Act 51 of the 2002 Regular Legislative Session) was amended by Act 396 during the 2008 Regular Legislative Session. Although the tax bracket changes were effective January 1, 2009, the tax tables will not be available for use until after July 1, 2009, in accordance with the Act.

To determine if the new tax brackets will result in tax savings, employees should be referred to the Louisiana Department of Revenue website www.revenue.louisiana.gov/sections/eservices/withestimatorinfo.aspx for a 2009 State Income Tax Estimator. Additional information regarding the new tax brackets is also available on the Department of Revenue's web-site.

Employees may want to take advantage of the tax reduction prior to the July 1 tax table implementation. A temporary reduction to state tax withholding can be entered through Louisiana State Employees Online (LEO). Employees should follow LEO on-line help in regards to updating tax withholding information. **When entering the reduction to state tax withholding, a negative sign must be entered, along with the amount.** The temporary reduction can also be made by agency EA staff via the additional withholding field on IT0210. The temporary reduction is reflected on Line 8 and 9 on the "temporary" L-4 (R-1300T) revised in January 2009. This form is only in effect from January 1, 2009 through June 30, 2009. Agencies should advise employees of this information.

Agencies will be notified when the ISIS HR system has been updated with the new Louisiana tax tables. A check message will appear on the first check/earning statement in which the new Louisiana tax tables are used. The system will ignore negative additional withholding records active on July 1, 2009.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-36

March 16, 2009

Page 2

If you have any questions about the information in this memorandum, contact a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Wendy Eggert	342-0714	Cindy McClure	342-5346
Tiko Ary	342-1651	Tracy Smith	219-0191
Gary Bennett	342-1652		

APH:WRE:ral