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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

September 24, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-09

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Outstanding Employee Claim/Overpayment Balances as of June 30, 2014
For Separated Employees and Office of Debt Recovery Questionnaire

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 June 30, 2014. Please refer to the revised [Employee Claims Processing Procedures](#) on the [OSUP Procedures](#) page for specific information about claims. 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).

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 is working with ODR and the Office of the Attorney General to determine the best plan for reporting payroll claims to ODR for collection.

To assist with this initiative, OSUP is asking agencies to complete the attached questionnaire regarding your current claim collection process. Please complete the questionnaire linked below and return it to OSUP via fax at (225) 219-4432 by October 8, 2014. In addition, OSUP is asking agencies to research and report back to OSUP the disposition of each claim listed on your individual spreadsheet(s). Refer to the instructions on the spreadsheet and return the completed spreadsheet via email to _DOA-OSUP-BFA@LA.GOV by October 31, 2014.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-09

September 24, 2014

Page 2

If there are any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Jessamye Charette	342-5344	Desiree Jefferson	342-5377
Brandy Boyd	342-5354	Michelle Richmond	342-5357
Jodi Bullock	342-5345		

APH/JC:ral

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

Attachment:
Agency Specific Spreadsheet
[Questionnaire](#)