

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

April 1, 2009

ISIS Memorandum 09-023

To: Human Resources Directors
Employee Administrators

Subject: Retroactive Processing for the American Recovery and Reinvestment Act of 2009

Due to some changes necessary to improve fiscal year reporting, OIS will force retroactive processing back to the first pay period of fiscal year 2009 during pay period 8/2009. Both active employees and separated employees who were active at any point after 06/16/2008 will retro. This retro will likely create longer run times for payroll processing. However, we are anticipating system availability by noon on Tuesday, April 7, 2009.

In pay period 7/2009, the American Recovery and Reinvestment Act of 2009 tax changes were applied. As these tax changes impacted pay periods 5/2009 and 6/2009 as well, this retro will grant the full tax advantage to all employees for the unprocessed tax change periods in the form of a tax refund for the majority of employees. Employees who do not see this tax refund most likely:

- 1) already retroed into this period (pay periods 5/2009 and 6/2009)
- 2) were not impacted by the tax changes
- 3) have changed their withholdings
- 4) or have an outstanding claim to which the refund will be applied

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