



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. AMIKE@FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

January 30, 2002

«Vendor_Name», Vendor No. «Vendor»
«Address»
«City», «ST» «Zip»

Dear Sir or Madam:

In accordance with Louisiana Revised Statute 42:455, the Office of the Governor, Division of Administration, Office of State Uniform Payroll (OSUP) is proposing to adopt a rule regarding the direct deposit of vendor payments and the electronic receipt of supporting data. The Notice of Intent to adopt the proposed rule was published in the January 20, 2002, edition of the Louisiana Register. **The final rule is scheduled to be effective July 1, 2002.** All vendors with payroll deductions through the statewide ISIS Human Resource System (ISIS HR) should refer to page 174 of the January 20, 2002 edition of the Louisiana Register for a complete copy of the proposed rule (<http://www.state.la.us/osr/reg/regs2002.htm>). Copies may also be obtained from the State Register's Office.

The purpose of the rule is to set requirements for vendors paid through ISIS HR for direct deposit of vendor payments and electronic receipt of supporting data, to establish waivers (exceptions to the rule), and to establish guidelines for enforcement of the rule. Beginning July 1, 2002, all vendors having either voluntary or involuntary payroll deductions through ISIS HR must accept payments for deductions via direct deposit or other approved electronic means and must accept supporting data via an approved electronic means (ex. FTP - file transfer protocol). Vendors receiving payments for garnishments are exempt from the requirements of this rule.

To expedite this process, please complete the attached form and return it to the Office of State Uniform Payroll (OSUP) at P.O. Box 94095, Baton Rouge, LA 70804-9095 or by fax to (225) 342-1650. Any comments or questions regarding the proposed rule must be submitted in writing to my attention at the same address. All comments must be received no later than 5:00 p.m. March 20, 2002.

Sincerely,

Jena W. Cary
Director

JWC:APH/kmb

Attachment

c: Reading File