

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

August 25, 2022

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2023-05

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Offset and Recoupment of Overpaid Wages, Annual Leave Buy Back, and  
Annual Leave Paid in Error Processing

As a reminder, the Office of State Uniform Payroll Garnishment Administration Unit is responsible for creating all offsets and recoupments for the following types of overpaid wages:

| WAGE TYPE | TEXT                |
|-----------|---------------------|
| 0266      | Recoup RegEarns O/P |
| 0286      | Recoup SpecPay O/P  |
| 0296      | Recoup TermPay O/P  |
| 0306      | Recoup OT for O/P   |

Follow the **revised** [Requests for Offsets and Recoupments](#) procedure, which now includes information about employee consent and a new deadline, to request the OSUP Garnishment Administration unit to process offsets or recoupments. Requests must be received by 2:00 PM on non-payday Friday.

The OSUP Garnishment Administration Unit is also responsible for creating recoupments for annual leave buy back and annual leave paid in error. Follow the [Annual Leave Buy Back](#) procedure and the [Annual Leave Paid in Error](#) procedure to request the OSUP Garnishment Administration unit to process the annual leave repayments / recoupments.

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Questions regarding offsets and recoupments may be directed to a member of the OSUP Garnishment Administration Unit at [\\_DOA-OSUP-GARN@la.gov](mailto:_DOA-OSUP-GARN@la.gov) or 225.342.5332:

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