



BOBBY JINDAL
GOVERNOR

PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

January 5, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-29

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

FROM: Andrea P. Hubbard
Director

SUBJECT: FARA Workers' Comp Check Pay Schedules

F. A. Richard & Associates (FARA) is the third party claims administrator handling workers' comp claims on behalf of the State of Louisiana's Office of Risk Management (ORM). Currently, the coverage dates for FARA workers' comp checks are different from the LaGov HCM pay periods, and these checks include future dates. Agencies have advised OSUP that this is problematic in handling the leave buy back process.

FARA has agreed to change the coverage dates of checks to coincide with LaGov HCM pay periods to resolve agency issues. **This change will only apply to employees using leave.** This change will be effective for the second pay period of 2012 (01/09/2012 to 01/22/2012). Once in effect, checks will no longer be issued for future periods for employees who are using leave.

There will be no change to the workers' comp coverage dates on checks for employees who have exhausted their leave or choose not to use leave. For this reason, **it is imperative that agencies notify their FARA adjuster immediately** when an employee has exhausted all applicable leave. FARA will then change the pay schedule and issue checks directly to the employee.

In order to transition to the new payment schedule, checks for employees currently using leave and who are buying leave back will be issued as follows:

- the final indemnity check for 2011 will cover dates 12/17/2011 to 12/30/2011;
- the first indemnity check for 2012 will cover dates 12/31/2011 to 01/08/2012, a nine (9) day period;
- checks will be issued on a bi-weekly basis beginning with the period 01/09/2012 through 01/22/2012, and will continue until the employee either returns to work or exhausts all applicable leave.

January 5, 2012

Page 2

It is also imperative that agencies notify FARA immediately when an employee returns to work. This will enable FARA to discontinue issuance of checks to the employee.

Finally, agencies have advised that they have had problems obtaining the endorsed check timely from employees to use to buy back leave. OSUP is recommending that agencies consult with their legal counsel regarding depositing the checks without the employee's endorsement. Agencies could create a standard document which includes a sworn statement by the agency that it is the authorized representative of the payee. As representative, the agency can deposit the funds into the State's account. In order to do this, the employee would have to sign the form to authorize the agency to endorse the workers' comp check on his behalf and to deposit it into the State's account.

Questions regarding the issuance of workers' comp checks should be directed to FARA. For questions on LaGov HCM entry refer to On-line Help or contact the LaGov HCM Help Desk via [LaGov HCM web ticket](#). All other questions should be directed to a member of the OSUP Wage and Tax Unit at _DOA-OSUP-WTA@la.gov or (225):

Tiko Ary	342-1651	Penny Jones	342-2053
Gary Bennett	342-1652	Cindy McClure	342-5346
Wendy Eggert	342-0714	Tracy Smith	219-0191

APH:THA/ral