

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

April 21, 2025

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-47

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Report of LaGov HCM Aged Outstanding Payroll Checks

The Office of State Uniform Payroll is distributing the annual LaGov HCM Aged Outstanding Payroll Checks Report for the period ending 12/31/2024. This report lists the outstanding LaGov HCM payroll checks (regular and off-cycle) dated through 12/31/2024 that have not been paid as of 4/15/2025. Each agency's Aged Outstanding Payroll Checks 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).

Refer to the [Aged Outstanding Payroll Checks](#) procedure on the [OSUP Procedures](#) page for further instructions. Report the required information back to OSUP by Sept. 2, 2025. **Any check dated prior to July 1, 2024 that remains outstanding after the Sept. 2, 2025 deadline will be remitted to the State Treasurer's Office Unclaimed Property Division in October 2025.**

Direct questions regarding Aged Outstanding Payroll Checks to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@la.gov or (225):

Angela Collins

342.5354

Jodi Bullock

342.5377

APH:AC/ke

Attachments:

Aged Outstanding Check Report (Agency Specific)