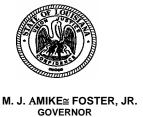
## State of Louisiana DIVISION OF ADMINISTRATION



## OFFICE OF STATE UNIFORM PAYROLL

February 22, 2002

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

«Coordinator»

«VendorName», «PayrollCode»

«C Address»

«C Address2»

«C\_CityStateZip»

Dear «Salutatorian»

This letter is to provide further clarification of what is expected of vendors approved for a payroll deduction with the Office of State Uniform Payroll (OSUP). Communication between the designated Coordinator, OSUP and state agency personnel is critical for accurate and efficient processing of employee deductions for all parties involved.

The Payroll Deduction Rule states certain conditions a vendor must meet to be approved for a payroll deduction. One such condition is that a vendor provide policy information and detail employee/client participation in response to requests from OSUP. These requests may come throughout the plan year and may necessitate different requirements for the input/output requested (e.g. specific criteria for information, specific report formatting). These requests must be responded to in a timely manner in order to continue the flow of processing.

Another critical area of communication is between the designated Coordinator and state agency personnel. Timely resolution of deduction problems is a must. Coordinators are responsible for assuring that both verbal and written correspondence is provided to state agency personnel in a variety of situations, some of which include incorrect deduction codes, incorrect deduction amounts, lapsed policies, and other noted discrepancies.

Following these guidelines will promote a professional relationship between everyone involved in the deduction process. If you have any questions as to what is expected of a vendor approved for payroll deduction through the State Uniform Payroll Office, you may contact Stacey Guilbeau at (225) 342-5337.

Sincerely,

Jena W. Cary Director

JWC:ACV

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