

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

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October 29, 2024

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-20

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: New Procedure - EFT Return/Correction Report

The Office of State Uniform Payroll - Benefits and Financial Administration Unit is responsible for running the EFT Return/Correction Report and notifying each agency included on the report daily. These notifications are sent, via email, to the agency's OSUP Direct Deposit/EFT primary and alternate contacts listed in the ZP200 Agency Contacts report.

A new procedure has been published outlining each agency's responsibilities once the notification is received. Refer to the new OSUP procedure, [EFT Return/Correction Report](#), located on the [OSUP Procedures](#) page for additional information regarding this process.

Direct questions to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov) or (225):

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