OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-15

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Medical Support Orders and Changes in the LaGov HCM System
Update to OSUP Memorandum #2005-10

Effective immediately, in order to accommodate the tracking of employees with Medical Support Orders (MSO), the Office of Technology Services (OTS) has modified infotype 21 (Family Member/Dependents) in the LaGov HCM system to include a field to add the medical support order begin and end dates. The Office of State Uniform Payroll (OSUP) Garnishment Administration Unit will be responsible for maintaining information in these fields.

Please refer to the Medical Support Enforcement Notice Procedure on the OSUP Procedure Page. These procedures outline the necessary steps that agencies must take when processing medical support orders on employee records.

If you have any questions, contact a member of the OSUP Garnishment Administration Unit at _DOA-OSUP-GARN@la.gov or (225) 342-5332.

APH:CS/mgc

cc: Tommy Teague, OGB