Office of State Uniform Payroll

Procedure Title: Agency Contact Report

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Unit: Benefits and Financial Administration Unit

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It is very important that agencies maintain and update their contact information in LaGov HCM via transaction ZP200, as this contact list is used frequently by OSUP and other agencies. **Contacts must be set up for each personnel area.** Transaction ZP200 (Agency Contacts) update access is limited to those positions that have the Enhanced EA/TA role.

Agencies should run ZP200 and make necessary changes to the contact types below:

- **HR ACA Contact** – Persons responsible for monitoring, evaluating, and maintaining correspondence related to employee ACA reporting.
- **OSUP Statewide Vendors** – Persons responsible for the processing of Statewide Vendor deductions.
- **OSUP Travel Administrators** – Persons responsible for the processing of employee Travel payments.
- **OSUP Budget** – Persons responsible for interpreting the effects of legislative changes that impact the agency’s organizational or payroll structure on the LaGov HCM system.

For Direct Deposit/EFT and AFS J5 Reject contacts, run ZP200 to review the current contacts and submit an **OSUP/F71, Agency Contact Setup/Change Form**, to add or delete contacts. Only OSUP has security to make changes to these contact types in LaGov HCM, since these duties require an Undersecretary or Appointing Authority signature. The **OSUP/F71** form should be completed in Microsoft Word, printed, signed, and faxed to (225) 219-4432.

- **OSUP Direct Deposit/EFT** – Persons responsible for receiving EFT Correction Report from OSUP. **Note:** If there are Travel payment EFT corrections, both the Travel Administrator and the Direct Deposit/EFT contacts will be notified.
- **OSUP AFS J5 Rejects** – Persons responsible for correcting J5 Rejects on SUSF in AFS.

Primary designations are limited to one employee per personnel area. One additional employee can be assigned the **Alternate** designation. **Two contacts must be designated for the “Direct Deposit/EFT” contact type.** The Agency Division Field should be utilized to identify different facilities, regions, etc. within the same personnel area that are under the responsibility of a particular contact. Contact email addresses and work phone numbers for all contacts must be entered correctly in LEO under the “My Work” tab.