OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2021-31

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Update to Reverse and Replace Employee Check/EFT Procedures

The Office of State Uniform Payroll (OSUP) has updated the Reverse Employee Check/EFT and Replace Employee Check/EFT procedures. These updated procedures can be found on the Procedures page of the OSUP website.

The Benefits and Financial Administration (BFA) Unit will be enforcing daily deadlines for processing employee reversals and replacements in LaGov. Forms OSUP/F2, Replace Employee Check/EFT, and OSUP/F3, Reverse Employee Check/EFT, received by 3:00 p.m. will be processed the same day. Any forms received after 3:00 p.m. will be processed the next business day. Since reversals and replacements cannot be processed when the off-cycle workbench is closed, any documents received during an off-cycle workbench closure will be processed the next business day the off-cycle workbench is open.

Any questions concerning these procedures or the deadlines being established should be directed to the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

- Suezett Blanton 342-5354
- Shaneen Watson 342-5345
- Jodi Bullock 342-5377
- Shanna Batiste 342-5344
- Kenya Warren 342-5357

APH: PAR/JAW