

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

July 12, 2023

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2024-01

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Teachers' Retirement and Louisiana School Employees' Retirement  
Annual Salary File for 2022-23 (Retirement Return to Work Input File)

Applicable employers must report to Teachers' Retirement System of Louisiana and Louisiana School Employees' Retirement System by Aug. 15 all earnings of all persons paid in the prior fiscal year. This includes payroll, accounts payable and 1099 payments. **Notifications will be sent by TRSL and LSERS to agencies required to submit the report.** Refer to the [TRSL and LSERS Annual Salary File Procedures](#) on the [OSUP Procedures](#) page for details on information that should be included on the file.

Direct questions regarding submission of the TRSL information to Ashton Bellelo, at 225.925.6446 extension 4844 or via e-mail at [ashton.stewart@trsl.org](mailto:ashton.stewart@trsl.org), or Anne Rombach, at 225.925.6446 extension 6927 or via e-mail at [anne.rombach@trsl.org](mailto:anne.rombach@trsl.org) with the TRSL Audit Department. Contact LaQuinta Jordan, Internal Auditor, at 225.925.7492 or via e-mail at [ljordan@lsers.net](mailto:ljordan@lsers.net) for all LSERS questions.

Direct LaGov HCM entry and report questions to the [LaGov HCM Help Desk](#). Direct all other questions to a member of the OSUP Wage and Tax Administration Unit at [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

Trenisha Blue 342.0714 Tracy Smith 219.0191

APH:TLB/kme

cc: Ashton Bellelo, TRSL  
Anne Rombach, TRSL  
LaQuinta Jordan, LSERS