



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

September 24, 2003

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-10

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Joint Payroll Workshop

The Office of State Uniform Payroll (OSUP) will conduct an informative payroll workshop **November 4th, 5th, and 6th**, in conjunction with the Internal Revenue Service (IRS), the Social Security Administration (SSA), the State of Louisiana's Social Security Administrator (Linda Yelverton), LASERS, and TRSL.

Tentative topics to be discussed at the workshop include:

**IRS compliance audits
Independent Contractor vs. Employee
Taxable and Non-taxable Fringe Benefits
Retirement vs. Social Security
Rehired Retirees
Retirement Eligibility Requirements
Preparing for W-2 Reporting**

**Medicare Laws
§218 agreements
W-4's
Deceased Employee Reporting
Importance of Correct SSN's
Tax Models in ISIS HR**

There will be a discussion on how these topics interact/impact the ISIS HR system.

The workshop is geared toward HR and Employee Administration Offices; at least two employees (HR Director and EA Manager) from each ISIS HR Paid agency (personnel area) will be required to attend. Any remaining slots available may be filled with other paid agency and non-paid agency personnel. Employee attendance certificates will be sent to the HR Director of each agency in attendance.

The workshop will be held in Baton Rouge at 1201 North Third Street, in the Claiborne Building Room 1-136 (Thomas Room). Workshop registration will be from 8:00 a.m. to 8:30 a.m. of each day with the workshop hours of 8:30 a.m. through 4:30 p.m. Parking is available in the North and South parking lots. The parking garage is for building tenants only.

Please complete the attached registration form, selecting one of the three dates, and return by email to Kathy Bates at kbates@doa.state.la.us or by US postal at P.O. Box 94095, Baton Rouge, LA 70804-9095 by October 10, 2003. Also, contact Kathy Bates or Andrea Hubbard at (225) 342-0713 if you have any questions.

JWC:APH:kmb

Attachment: [Joint Payroll Workshop Registration Form](#)

**JOINT OSUP, IRS, SSA, RETIREMENT
INFORMATIVE PAYROLL WORKSHOP**

November 4th, 5th, and 6th, 2003

Registration 8:00 a.m. – 8:30 a.m.

Workshop: 8:30 a.m. – 4:30 p.m.

1201 North Third Street, Suite 1-136 (Thomas Room)

AGENCY NAME: _____

PERSONNEL AREA: _____

| | | |
|---|----------------|-------------|
| Address: | | |
| City: | State: | Zip: |
| Name of Participant: | | |
| Title of Participant: | | |
| Phone #: | E-mail: | |
| Choose the Date of Attendance: <input type="checkbox"/> November 4 th <input type="checkbox"/> November 5 th <input type="checkbox"/> November 6 th | | |
| Name of Participant: | | |
| Title of Participant: | | |
| Phone #: | E-mail: | |
| Choose the Date of Attendance: <input type="checkbox"/> November 4 th <input type="checkbox"/> November 5 th <input type="checkbox"/> November 6 th | | |

Attendance certificates will be mailed to the address listed above. Following is a listing of tentative topics for the workshop:

| | |
|------------------------------------|---------------------------------------|
| IRS Compliance Audits | Taxable & Non-Taxable Fringe Benefits |
| Employee vs Independent Contractor | W-4's |
| Deceased Employee Reporting | Importance of Correct SSN's |
| Section 218 Agreements | Retirement vs Social Security |
| Medicare Tax | Retirement Eligibility Requirements |
| Tax Models in ISIS HR | Rehired Retirees |
| Preparing for W-2 Reporting | |

Please return this completed form to Kathy Bates by email to kbates@doa.state.la.us or by mail to: State Uniform Payroll, PO Box 94095, Baton Rouge, LA 70804-9095 no later than October 10, 2003. Add additional pages as necessary.

Workshop dates will be filled in the order received. You will be notified if the date you have chosen is not available.

If you require special accommodations in accordance with the Americans with Disabilities Act (ADA), please contact Kathy Bates at (225) 342-0713 before October 23, 2003.