



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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April 6, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-44

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Reminder of Policy on Credit Union Deductions

Agencies were advised in June of 2003 of a change in policy on credit union deductions. **All credit union deductions will automatically be delimited as of June 20, 2004.** Agencies should have run ZP74 Recurring/Additional Payments/Deds Detail Report to identify those employees with recurring credit union deductions that need to be notified of this change. Please refer to [OSUP Memorandum #2003-67 – Policy on Credit Union Deductions](#) for a report description. Any employees that want to continue having a portion of their payroll sent to a credit union account would need to complete a direct deposit form and have this set up as a direct deposit on Infotype 0009.

Exception: Employees with an active federal tax levy will not have their credit union deductions delimited until after the tax levy has been settled. However, agencies will no longer be able to make any changes to credit union deductions after June 22, 2004. Agencies will need to contact a member of the OSUP Garnishment Administration Unit for any changes that need to be made to an employee's credit union deduction after June 22, 2004. After the tax levy has been settled, agencies will be contacted by OSUP to let them know when the deduction can be delimited. Agencies will then have one month to work with the employee to get their deduction converted to an ACH transfer. One month after the levy has been settled, the employee's deduction will automatically be delimited if it has not been already.

Credit unions were also notified of this change in June of 2003. Three of these credit unions, LADAI Federal Credit Union, LAWILIFIE Federal Credit Union, and South LA Highway Federal Credit Union have notified OSUP that they are not currently able to accept ACH transfers. LAWILIFIE and South LA Highway are working to see if they will be able to accept ACH in the near future. Employees with a deduction for any of these credit unions need to be notified that they need to contact their credit union to make other arrangements to have funds deposited to their accounts after the June 25, 2004 payday.

Agencies should review the following OSUP Memorandums concerning this policy prior to changing any employee deductions.

[OSUP Memorandum #2003-67 – Policy on Credit Union Deductions](#)
[OSUP Memorandum #2004-12 – Update to OSUP Memorandum #2003-67, Policy on Credit Union Deductions](#)

If you have any questions, please contact Paula Rotolo at (225) 342-5377.

JWC:PAR/kmb