State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-16

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: June 2005 Quarterly Update - Employee Claims

The Office of State Uniform Payroll (OSUP) is reporting claims (overpayments) that have been cleared in ISIS HR for quarter ending June 2005 for separated employees to reflect correct earnings on the employee's W-2. The taxable income on the W-2 was increased to reflect the portion of the original overpayment that was not recovered. These claims will no longer be identified on the Payroll Reconciliation Report (ZP145) that agencies use in identifying existing claims. However, agencies should still follow agency procedures on the recoupment of these overpayments. Refer to the following ISIS Bulletin Board for more information about claims: http://www.doa.state.la.us/ois/Service/Bulletin_Boards/HR/04_11_03.htm

The spreadsheet, if one is attached, provides the personnel area, personnel number, employee name, and gross claim amount for each separated employee claim. All employees listed are separated, and a payroll lock has been placed on the employee's record. If an ISIS HR paid agency rehires the employee, this lock must be removed by ISIS HR staff in order for the employee to process through payroll. The Potential/FI Error Audit Report (ZP45) will notify agency staff of the lock at the time of the rehire. Once notified, ISIS HR staff will re-establish the claim (status will become Active) and delete the payroll lock. For more information on claim (wage type /561) status, review OSUP Memo #2003-53.

NOTE: Each year, OSUP will distribute to agency/department undersecretaries a detailed listing of claims that have not been resolved. This listing will provide your agency with the total dollar amount of non-budgeted expenditures charged to your agency's appropriation(s) during the fiscal year.

If there are any questions regarding claims, please submit them via email only to: DOA-OIS-HRHELPDESK@LA.GOV. If there are any other questions, contact a member of the OSUP Benefits and Financial Administration Unit at (225):

Orneatha Wright	342-5357	Angel Vernon	342-5344
Laurie Lee	342-5377	Angela Woods	342-5345
Penny Jones	342-5354		

JWC/OSW

Attachment: (Agency Specific)