



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

THIS MEMO HAS BEEN REPLACED BY MEMO# 2011-40
November 21, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-30

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Retroactive Pay Wage Types

Retroactive pay wage types allow agency personnel to make master data changes for UPS (Pre-ISIS) activity and/or retro closed years in the ISIS HR System which will no longer be processed automatically. Permissibility for maintenance of these wage types on Infotype 0014 will be removed effective November 21, 2005. **Effective November 22, 2005, these wage types will be maintained only on Infotype 0015.**

The wage type descriptions for these retro pay adjustments are being changed as follows:

<u>From</u>	<u>To</u>
0206 adj for retro pay-special	0206 retro closed pay-special
0207 adj for retro pay-ot	0207 retro closed pay-ot
0208 adj for retro pay-term pay	0208 retro closed pay-term pay
0209 adj for retro pay-reg pay	0209 retro closed pay-reg pay

Agencies **must** contact the Office of State Uniform Payroll (OSUP) Wage and Tax Unit prior to using these wage types if the pay adjustment is not covered by the existing adjustment wage types. OSUP will determine if a new adjustment wage type should be created.

Agencies are responsible for maintaining supporting documentation for usage of the retroactive pay wage types. OSUP will monitor retroactive pay activity to assure that these wage types are used appropriately.

If you have any questions regarding these wage types, please contact a member of the OSUP Wage and Tax Unit at (225):

Rachel Bryant	342-1651	Tiko Ary	342-1652
Wendy Eggert	219-0191	Rhonda Desselle	219-0338
Chelette Jarrett	342-0714		

JWC/cdm/kmb