



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

June 14, 2006

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-58

TO: All ISIS HR Paid Agencies and Fiscal Officers

FROM: Jena W. Cary
Director

SUBJECT: Medicare and Social Security State Share Distribution Corrections

Effective for pay period 13, which runs Monday June 19, 2006, the Office of Information Services (OIS) will be implementing a major costing change for the **state share of Medicare and Social Security** in ISIS HR. In order to implement this feature, OIS will be selectively forcing retroactive processing back to pay period 18 of 2005 for approximately 17,000 employees.

Currently, when any retroactive processing is performed, the system distributes the state share of Medicare and Social Security incorrectly to the current pay period distribution. For example, if for the current pay period, the employee now works in a different agency than where the retroactive pay was due, the retro pay will be charged correctly, but the corresponding state share of Medicare and Social Security will be charged to the current pay period agency.

Last fall, a significant amount of work related to the hurricanes was entered retroactively (hours coded to KATR and RITA). Therefore, every employee who had cost assigned to these activities and pays Medicare and/or Social Security will be retroactively processed. This process will create the respective journal vouchers for AFS. Your agency may see debits to activity code KATR and RITA and credits to what was originally charged for the Medicare and Social Security. **It is critical that your fiscal staff be informed of this change.**

Because of the significant amount of retroactive processing, please note that ISIS HR will be closed at 2:00 p.m. on Monday, June 19, 2006 to begin payroll processing early.

Questions regarding the retroactive processing should be directed to the ISIS HR Help Desk at (225) 342-2677.

Questions regarding the AFS journal vouchers should be directed to 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:APH/kmb