OSUP/F25 Agency \_\_\_\_\_\_\_

R 05/12/2015

 CERTIFICATION OF AGED OUTSTANDING

 ISIS HR PAYROLL CHECK REPORT

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

TO: Andrea P. Hubbard, Director

Office of State Uniform Payroll

Division of Administration

PO Box 94095, Claiborne Bldg, Suite 3-210

Baton Rouge, Louisiana 70804-9095

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency

Per OSUP Memorandum No.      , attached is our Report of Aged Outstanding Payroll Checks as of         , stating the status of each outstanding check issued for our Agency Number.

A reasonable effort has been made by this agency to locate each employee on the Outstanding Check Report.

I hereby certify that the information submitted is correct per our records and that all exceptions have been noted.

Sincerely,

Department Head

Attachments