

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

July 18, 2022

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2023-02

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Teachers' Retirement and Louisiana School Employees' Retirement
Annual Salary File for 2021-22 (Retirement Return to Work Input File)

Applicable employers must report to Teachers' Retirement System of Louisiana and Louisiana School Employees' Retirement System by Aug. 15 all earnings of all persons paid in the prior fiscal year. This includes payroll, accounts payable and 1099 payments. **Notifications will be sent by TRSL and LSERS to agencies required to submit the report.** Refer to the [TRSL and LSERS Annual Salary File Procedures](#) on the [OSUP Procedures](#) page for details on information that should be included on the file.

Direct questions regarding submission of the TRSL information to Kyle Farrar, at 225.925.6446 extension 7882 or via e-mail at kyle.farrar@trsl.org, or Anne Rombach, at 225.925.6446 extension 6927 or via e-mail at anne.rombach@trsl.org with the TRSL Audit Department. Contact LaQuinta Jordan, Internal Auditor, at 225.925.7492 or via e-mail at ljordan@lsers.net for all LSERS questions.

Direct LaGov HCM entry and report questions to the [LaGov HCM Help Desk](#). Direct all other questions to a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Trenisha Blue	342.0714	Michelle Richmond	342.2053
Tiko Ary	342.1651	Tracy Smith	219.0191
Myrtle Cain	342.5346	Courteney Young	342.1652

APH:TLB/kme

cc: Kyle Farrar, TRSL
Anne Rombach, TRSL
LaQuinta Jordan, LSERS