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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

March 27, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-39

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Update to OSUP Memorandum #2006-09
OSUP Policy on Worker's Compensation

The Office of State Uniform Payroll (OSUP) issued memorandum [#2006-09](#) on July 27, 2005. This memorandum included a copy of the OSUP Worker's Compensation Workshop Manual, which provided instructions for calculating leave buy back and depositing "excess funds" for worker's compensation payments not due to the employee. At that time, agencies were instructed to deposit these excess funds as **Income Not Available** (see page 16 of the manual and scenario #1 from the workshop).

Excess funds calculated on payments received for worker's compensation coverage for pay period 07/2012 (03/19/12 – 04/01/12) and later are due and payable to the employee and should not be deposited into Income Not Available (please make a note of this change in your agency's copy of the Worker's Compensation Manual and your agency's worker's compensation policy). When this occurs, a manual adjustment for the excess funds must be processed in LaGov HCM on IT 15 using wage type 0674. This will generate a payment to the employee; however, taxable wages will not be increased by this payment.

Note: Refer to the [workshop and training material](#) section of OSUP's website to view the training manual and memos issued since the manual's last revision.

Questions regarding workers compensation checks should be directed to FARA. For questions on LaGov HCM entry refer to On-line Help or contact the LaGov HCM Help Desk via [LaGov HCM web ticket](#). All other questions should be directed to a member of the OSUP Wage and Tax Unit at _DOA-OSUP-WTA@la.gov or (225):

Tiko Ary	342-1651	Penny Jones	342-2053
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APH:THA/pbh