

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

December 11, 2020

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2021-31

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Update to Reverse and Replace Employee Check/EFT Procedures

The Office of State Uniform Payroll (OSUP) has updated the [Reverse Employee Check/EFT](#) and [Replace Employee Check/EFT](#) procedures. These updated procedures can be found on the [Procedures](#) page of the [OSUP website](#).

The Benefits and Financial Administration (BFA) Unit will be enforcing daily deadlines for processing employee reversals and replacements in LaGov. Forms [OSUP/F2](#), Replace Employee Check/EFT, and [OSUP/F3](#), Reverse Employee Check/EFT, received by 3:00 p.m. will be processed the same day. Any forms received after 3:00 p.m. will be processed the next business day. Since reversals and replacements cannot be processed when the off-cycle workbench is closed, any documents received during an off-cycle workbench closure will be processed the next business day the off-cycle workbench is open.

Any questions concerning these procedures or the deadlines being established should be directed to the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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APH:PAR/JAW