

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

July 7, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-02

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Teachers' Retirement Annual Reporting of Sick Leave

Teachers' Retirement System (TRSL) requires the certification of sick leave used during the prior fiscal year on all employees that are members of TRSL. The required certification for fiscal year 2016-2017 will be submitted by the Office of Technology Services (OTS), via data file, to TRSL by August 31<sup>st</sup>. Please refer to the [Annual Reporting of Sick Leave to Teachers' Retirement Procedures](#) on the [OSUP Procedures](#) page for details on what is included on the file, how to review the information in LaGov HCM, and agency responsibilities.

If you have any questions on how to update LaGov HCM or run the LaGov report, contact the LaGov HCM Help Desk via [LaGov HCM web ticket](#).

If you need TRSL technical assistance, contact TRSL's Help Desk via email at [helpdesk@trsl.org](mailto:helpdesk@trsl.org) or (225) 925-6460. For TRSL general sick leave reporting questions, contact Jeff George at [jeffrey.george@trsl.org](mailto:jeffrey.george@trsl.org) or (225) 925-1887.

All other questions should be directed to a member of the OSUP Wage and Tax Administration Unit at [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

Michelle Richmond	342-2053	Tracy Smith	219-0191
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APH:MFR

cc: Jeff George, TRSL