

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

July 10, 2024

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-02

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 2023-24 (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 Allison Spera, at 225.925.6446 extension 6798 or via e-mail at allison.spera@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 Chenfei Zhou, Assistant Director, at 225.925.6492 or via e-mail at czhou@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):

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|---------------|----------|---------------|----------|
| Myrtle Cain | 342.5346 | Jamie Douglas | 342.2053 |
| Trenisha Blue | 342.0714 | Wendy Eggert | 342.1652 |

APH:MGC/kme

cc: Allison Spera, TRSL
Anne Rombach, TRSL
Chenfei Zhou, LSERS