

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

January 09, 2020

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-35

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Affordable Care Act (ACA) Workshop/Training Course

The Office of State Uniform Payroll (OSUP) is offering ACA Workshop/Training Courses in April of 2020. LaGov HCM Paid agency human resources staff can pre-book this course through LEO under Statewide Courses > Office of State Uniform Payroll > OSUP Affordable Care Act- Training/Wkshp.

The course is designed as a follow up to the training OSUP provided to agencies in August of 2015, and will give a refresher on ACA Rules as well as provide hands-on training on ACA IT9004 entry, running reports, and researching errors. This is the same workshop/training that OSUP provided to agencies in the August 2019 ACA Workshop. The class is designed as an all-day class, with a lecture in the morning and a workshop in the afternoon. The afternoon session includes some instruction at the beginning and then a work at your own pace afterwards with assistance from the OSUP Benefits and Financial Administration (BFA) Unit analysts.

There will be 4 dates available on Wednesday's and Thursday's of non-payroll weeks during April. The class dates will be released in order beginning with April 1, and additional class dates will open as each class is filled. Each class has 18 spots available, and agencies are encouraged to send employees who have not been trained before and employees who need additional assistance with ACA entries.

Contact the [LaGov HCM Help Desk](#) for assistance with booking this course. Questions about the course should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV).

APH/PAR:JAW