

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

April 5, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-47

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Report of LaGov HCM Aged Outstanding Payroll Checks

The Office of State Uniform Payroll (OSUP) is distributing the annual LaGov HCM Aged Outstanding Payroll Checks Report for the period ending 12/31/2017. This report lists the outstanding LaGov HCM payroll checks (regular and off-cycle) dated through 12/31/2017 that have not been paid as of 02/28/2018. Each agency's Aged Outstanding Payroll Checks Report will be sent separately from this memo directly to the HR Personnel listed on LaGov HCM report ZP200 (agency contacts for HR Director and HR Employee Administrator).

Please refer to the [Aged Outstanding Payroll Checks](#) procedure on the [OSUP Procedures](#) page for instructions on working this report and reporting the required information back to OSUP by July 13, 2018. Any check dated prior to July 1, 2017 that remains outstanding after the July 13, 2018 deadline will be remitted to Unclaimed Property in October 2018.

For additional information, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

Shaneen Watson	342-5345	Shanna Batiste	342-5344
Brandy Boyd	342-5354	Jodi Bullock	342-5377
Kenya Warren	342-5357		

APH:SW/mgc

Attachments:

Aged Outstanding Check Report (Agency Specific)