

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

October 30, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-14

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Fringe Benefits Reporting for Calendar Year 2018

As a reminder, agencies are required to report certain information about employee fringe benefits to the Commissioner of Administration annually. **All** fringe benefits (cash, non-cash, taxable and non-taxable) must be entered in LaGov HCM. Taxable fringe benefits are reportable on employees' Forms W-2, therefore, agencies must ensure that the appropriate fringe benefit wage types are used in LaGov HCM to reflect the correct information on the employee's Form W-2. Refer to the [Procedures](#) page on the Office of State Uniform Payroll (OSUP) website for the [Annual Fringe Benefits Reporting](#) procedures.

**All fringe benefits for 2018 must be entered by Monday, December 17, 2018 with a date of origin no later than December 16, 2018 or W-2c's will be required.**

Contact the Office of Statewide Reporting and Accounting Policy (OSRAP) at (225) 342-0708 for questions about PPM 73 reporting requirements. Please share this memorandum and procedures with fiscal staff responsible for OSRAP reporting. It is important to assure that the information reported to OSRAP by fiscal staff is also captured/reported in LaGov HCM.

All other questions 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) or (225):

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APH:SB /mgc