

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

July 6, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-01

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 2017-2018 will be submitted by the Office of Technology Services (OTS), via data file, to TRSL by August 31st. 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 or (225) 925-6460. For TRSL general sick leave reporting questions, contact Jeff George at 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 or (225):

Michelle Richmond	342-2053	Lauri Lee	342-5346
Tiko Ary	342-1651	Tracy Smith	219-0191
Wendy Eggert	342-0714	Courteney Young	342-1652

APH:MFR/mgc

cc: Jeff George, TRSL