

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

July 16, 2021

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2022-01

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 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 2020-2021 will be submitted by the Office of Technology Services, via data file, to TRSL by Aug. 31. 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.

TRSL has advised employers not to report Emergency Paid Sick Leave paid under the Families First Coronavirus Response Act provision as sick leave days used. If the employee uses sick leave from their own leave balance, employers should report those days as sick leave usage. With this guidance, new absence types LACV, LBCV, LSCV, LSQT, LSPH, and L SVC will not be included on the report. LBIF, Sick Leave for Immediate Family, will be included on the report.

Direct LaGov HCM entry or report questions to the [LaGov HCM Help Desk](#).

Contact TRSL's Help Desk for technical assistance via email at helpdesk@trsl.org or 225.925.6460. Direct TRSL general sick leave reporting questions to Jeff George at jeffrey.george@trsl.org or 225.925.1887.

Direct all other questions to a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Trenisha Blue	342.0714	Michelle Richmond	342.2053
Tiko Ary	342.1651	Tracy Smith	219.0191
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APH: TB/JAW

cc: Jeff George, TRSL