



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. AMIKE ≅ FOSTER, JR.
GOVERNOR

February 22, 2002

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

«Coordinator»
«VendorName», «PayrollCode»
«C_Address»
«C_Address2»
«C_CityStateZip»

Dear «Salutatorian»

This letter is to provide further clarification of what is expected of vendors approved for a payroll deduction with the Office of State Uniform Payroll (OSUP). **Communication between the designated Coordinator, OSUP and state agency personnel is critical for accurate and efficient processing of employee deductions for all parties involved.**

The Payroll Deduction Rule states certain conditions a vendor must meet to be approved for a payroll deduction. One such condition is that a vendor provide policy information and detail employee/client participation in response to requests from OSUP. These requests may come throughout the plan year and may necessitate different requirements for the input/output requested (e.g. specific criteria for information, specific report formatting). These requests must be responded to in a timely manner in order to continue the flow of processing.

Another critical area of communication is between the designated Coordinator and state agency personnel. Timely resolution of deduction problems is a must. Coordinators are responsible for assuring that both verbal and written correspondence is provided to state agency personnel in a variety of situations, some of which include incorrect deduction codes, incorrect deduction amounts, lapsed policies, and other noted discrepancies.

Following these guidelines will promote a professional relationship between everyone involved in the deduction process. If you have any questions as to what is expected of a vendor approved for payroll deduction through the State Uniform Payroll Office, you may contact Stacey Guilbeau at (225) 342-5337.

Sincerely,

Jena W. Cary
Director

JWC:ACV

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