

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

July 10, 2024

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-01

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 2023-24 will be submitted by the Office of Technology Services, via data file, to TRSL by Aug. 31. 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.

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):

Myrtle Cain	342.5346	Jamie Douglas	342.2053
Trenisha Blue	342.0714	Wendy Eggert	342.1652

APH:MGC/kme

cc: Jeff George, TRSL