

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

November 3, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-15

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Medical Support Orders and Changes in the LaGov HCM System  
Update to OSUP Memorandum #2005-10

Effective immediately, in order to accommodate the tracking of employees with Medical Support Orders (MSO), the Office of Technology Services (OTS) has modified infotype 21 (Family Member/Dependents) in the LaGov HCM system to include a field to add the medical support order begin and end dates. The Office of State Uniform Payroll (OSUP) Garnishment Administration Unit will be responsible for maintaining information in these fields.

Please refer to the [Medical Support Enforcement Notice Procedure](#) on the [OSUP Procedure Page](#). These procedures outline the necessary steps that agencies must take when processing medical support orders on employee records.

If you have any questions, contact a member of the OSUP Garnishment Administration Unit at [\\_DOA-OSUP-GARN@la.gov](mailto:_DOA-OSUP-GARN@la.gov) or (225) 342-5332.

APH:CS/mgc

cc: Tommy Teague, OGB