

Office of State Uniform Payroll

Procedure Title: Off-cycle Payments and Active Garnishments Records	Revision Date:
Unit: Garnishment Administration Unit	Issue Date: 09/20/2005
Contact: _DOA-OSUP-GARN@la.gov	Page Number: 1 of 1

Agencies are required to contact the [Garnishment Administration Unit](#) prior to running any off cycle payment for an employee who has an active garnishment record in the LaGov HCM system regardless of the garnishment type.

Failure to notify OSUP of this situation prior to running the off cycle may result in employees and/or vendors being paid incorrectly. **Any liability incurred through the agency's failure to notify OSUP will be charged to the agency's appropriation.**

Prior to running off cycle payments, agencies must:

- Review the employee's List Garnishment Document screen (IT 0194) following instructions in State of LA Help "[Display Garnishment](#)".
- Determine if any records on the List Garnishment Document screen are currently active. These records will have a status of "1" and an end date of 12/31/9999.
- Contact OSUP's Garnishment Administration Unit at (225) 342-5332 or via email to _doa-osup-garn@la.gov prior to running the off cycle payment if the employee has an active garnishment record.

OSUP will:

- Review the employee's records to determine the appropriate actions necessary prior to running the off cycle payment.