

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-42

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Update to OSUP Memoranda #2016-57 and #2017-06 - Employees Receiving
Lump-Sum Payments with Active Child Support

This memorandum updates the information previously reported in [OSUP Memoranda #2016-57](#) and [#2017-06](#) regarding employees receiving lump-sum payments with active child support.

Agencies were advised in OSUP Memoranda [#2016-57](#) and [#2017-06](#) of the Louisiana requirement to report lump-sum payments to the Department of Children and Family Services. In addition to the Louisiana legislation, there are statutes in place for other states which require reporting of lump-sum payments. Those states have different requirements as it relates to lump-sum reporting; therefore, OSUP will monitor all records in order to be in compliance with the statutes of each state.

Effective **immediately**, prior to issuing lump-sum payments of **any amount** to employees with an active child support record for any child support vendor, agencies must follow the updated procedures for [Employees Receiving Lump-Sum Payments with Active Child Support](#) on the [OSUP Procedures Page](#) to notify the Office of State Uniform Payroll (OSUP). The "Lockable Support Garnishments" report option on ZP67 in LaGov HCM has been enhanced to lock all lump sum payments for all child support vendors.

Questions concerning this matter should be directed to a member of OSUP's Garnishment Administration Unit at _DOA-OSUP-GARN@la.gov or (225) 342-5332.

APH:KH/mgc