

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 #2018-14

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Fringe Benefits Reporting for Calendar Year 2017

As a reminder, agencies are required to report certain information about employee fringe benefits to the Commissioner of Administration annually. **All** fringe benefits (cash, non-cash, taxable and non-taxable) must be entered in LaGov HCM. Taxable fringe benefits are reportable on employees' Forms W-2, therefore, agencies must ensure that the appropriate fringe benefit wage types are used in LaGov HCM to reflect the correct information on the employee's Form W-2. Refer to the [Procedures](#) page on the Office of State Uniform Payroll (OSUP) website for the [Annual Fringe Benefits Reporting](#) procedures.

**All fringe benefits for 2017 must be entered by Monday, December 18, 2017 with a date of origin no later than December 17, 2017 or W-2c's will be required.**

Contact the Office of Statewide Reporting and Accounting Policy (OSRAP) at (225) 342-0708 for questions about PPM 73 reporting requirements. Please share this memorandum and procedures with fiscal staff responsible for OSRAP reporting. It is important to assure that the information reported to OSRAP by fiscal staff is also captured/reported in LaGov HCM.

All other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov) or (225):

Shanna Batiste	342-5344	Desiree Jefferson	342-5377
Kenya Warren	342-5357	Brandy Boyd	342-5354
Shaneen Watson	342-5345		

APH:SB /mgc