

Office of State Uniform Payroll
State of Louisiana
Division of Administration

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GOVERNOR



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COMMISSIONER OF ADMINISTRATION

July 31, 2025

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2026-06

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Act 340 of the 2025 Regular Legislative Session – Updates to Separation Notice
Requirements

Effective Aug. 1, 2025, [Act 340](#) of the 2025 Regular Legislative Session extends the deadline for Louisiana employers to submit employee separation notices LWC (Form 77) to the Louisiana Workforce Commission (LWC) from three calendar days to ten calendar days. The ten-day period begins on the employee's separation date and applies to all employees covered under the state's unemployment insurance law. Refer to the LWC [website](#) for more information about the form requirements.

Additionally, all separation notices must now be submitted electronically through the [LWC website](#). Non-electronic submissions will no longer be accepted.

Direct questions related to separation notice requirements to the Louisiana Workforce Commission at employerservices@lwc.la.gov. For any additional questions, contact a member of the OSUP Garnishment Administration Unit at _DOA-OSUP-GARN@la.gov or (225) 342.5332.

APH:KEH/kme