

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 8, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-17

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Review of IRC §457 and §403(b) Year-To-Date Deductions

This is a reminder to agencies that the balances of IRC §457 and §403(b) deductions for employees must be monitored to determine if calendar year limits have been or will be exceeded. Refer to OSUP Memorandum [#2017-32](#) for calendar year 2017 limits. The procedure for [IRC §457 and §403\(b\) Voluntary Retirement Savings Contributions](#) on the [OSUP Procedures](#) page provides instructions on reports to execute and steps necessary to monitor these limits. **Corrections must be made prior to 12/18/2017 to ensure accurate W-2 reporting; therefore, it is imperative that agencies contact OSUP in order for manual corrections to be made before pay period 26 payroll processes.**

For questions regarding LaGov HCM reports refer to On-line Help or contact the LaGov HCM Help Desk via [LaGov HCM web ticket](#). Questions regarding §457 maximums and refunds should be directed to Louisiana Deferred Compensation at (225) 926-8082 or toll free at (800) 937-7604. Questions regarding §403(b) maximums should be directed to the specific vendor. Any additional questions should be directed to a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Wendy Eggert	342-0714	Michelle Richmond	342-2053
Tiko Ary	342-1651	Tracy Smith	219-0191
Lauri Lee	342-5346	Courteney Young	342-1652

APH:WRE/mgc