



State of Louisiana
Division of Administration
Office of State Uniform Payroll

March 26, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-38

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Acting Director

SUBJECT: Report of ISIS HR Aged Outstanding Payroll Checks

Attached is the ISIS HR Aged Outstanding Check Report for period ending 12/31/08. This report lists the outstanding ISIS HR payroll checks (regular and off-cycle) for your agency dated through 12/31/08 that have not been paid as of 02/28/09.

By June 30, 2009, each agency must:

1. Make a reasonable effort to locate as many employees having outstanding amounts over \$50.00 as possible. It should be noted that the State Treasurer's Office is not required to publish notice of any items which are less than \$50.00, and agencies are **NOT REQUIRED** to clear these checks.
 - a. If the payee finds the check, request that he/she deposit it with his/her bank or negotiate with JPMorgan Chase (bank on which the check is drawn) immediately.
 - b. If the payee cannot find the check, a stop pay request, and a Replacement or Reversal request will be required. See OSUP Memorandums #2001-52, 2003-40, and 2007-12.
 - c. If the payee cannot be located after reasonable effort by the agency, **retain the unclaimed check(s) with the agency's copy of the report.** Any checks that have remained unclaimed by the employee for more than one (1) year are presumed abandoned and will be remitted to the State Treasurer's Office Unclaimed Property Division. Per R.S. 9:173, the retention schedule for unclaimed checks shall be ten years after the filing date. For more information on retention schedules, contact your State Archives representative.
2. Indicate in the Status Code column on the report the status of each check by using the following codes:

