

State of Louisiana  
Office of State Uniform Payroll

Jeff Landry  
Governor

Taylor F. Barras  
Commissioner of Administration



Division of Administration  
P.O. Box 94095  
Baton Rouge, Louisiana 70804-9095  
Phone (225) 342-0713  
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January 20, 2026

Via email only

Senator Cameron Henry  
President of the Senate  
State Capitol Building  
Post Office Box 94183  
Baton Rouge, LA 70804  
[apa.senatepresident@legis.la.gov](mailto:apa.senatepresident@legis.la.gov)

Representative Phillip R. DeVillier  
Speaker of the House  
State Capitol Building  
Post Office Box 94062  
Baton Rouge, LA 70804  
[apa.housespeaker@legis.la.gov](mailto:apa.housespeaker@legis.la.gov)

Re: 2025 Rulemaking Summary Report – R.S. 49:966K

Dear President Henry and Speaker DeVillier:

The Division of Administration, Office of State Uniform Payroll (OSUP) hereby submits its report of rulemaking and fee adoptions in calendar year 2025 to the Speaker of the House and the Senate President, in accordance with R.S. 49:966(K). Specifically, we report as follows:

1. Rule Review:
  - a. In 2025, OSUP published the final rule to amend the payroll deduction rule contained in LAC 4:III.Chapter 1. (Payroll Deductions). The information for this was submitted in our 2025 report to you, dated January 24, 2025. See the attached copy of the 2025 report for details of the purpose of this rule.
  - b. In 2025, OSUP reviewed the mandatory direct deposit rule contained in LAC 4:III.Chapter 3 (Direct Deposit of Employee Pay) and LAC 4:III.Chapter 5. (Direct Deposit of Vendor Payment and Electronic Receipt of Supporting Data).
2. The rules contained in Chapter 3 are promulgated in accordance with R.S. 39:247, which directed the Commissioner of Administration to develop and implement a uniform system for electronic direct deposit of state employee payroll for the purpose of creating a more efficient payment method and, further, gave the Commissioner the authority to adopt standards and guidelines related to such. The rules contained in Chapter 5 are promulgated in accordance with R.S. 42:455, which covers our payroll deduction vendors. The rules contained in both Chapter 1 and Chapter 5 are necessary to ensure efficient and timely payment to employees and vendors via direct deposit. Further, the provisions of the rules support OSUP's mission to administer and facilitate payroll services in a timely, accurate, and

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Speaker DeVillier  
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professional manner, and to give quality service to agencies and vendors on the LaGov HCM system in accordance with executive policy and federal and state mandates.

3. The rules benefit both employees and vendors by ensuring they receive their payments in a timely, consistent manner. The rules do allow for exceptions to the mandate, where necessary.
4. We have identified some non-substantive changes, as well as a few technical changes needed to the rules contained in Chapter 3 and Chapter 5. These changes will be completed in 2026.
5. For the five-year review period of 2024 – 2028, we have now reviewed the following 3 of our 7 total rules (43%) during this period.
  - a. LAC 4:III.Chapter 1. (Payroll Deductions)
  - b. LAC 4:III.Chapter 3. (Direct Deposit of Employee Pay)
  - c. LAC 4:III.Chapter 5. (Direct Deposit of Vendor Payment and Electronic Receipt of Supporting Data)
6. OSUP did not propose any fee adoption, increase, or decrease in 2025.
7. OSUP did not receive any petition or submission pursuant to R.S. 49:964 in 2025. Accordingly, no agency responses by OSUP were needed.
8. In accordance with La. R.S. 49:964B, OSUP conducted a public hearing in the Thomas Jefferson Room, 1-136C, First Floor of the Claiborne Building, 1201 N. Third Street, Baton Rouge, Louisiana, on October 28, 2025, at 4:00 p.m. OSUP received no comments at the hearing or during the comment period.

Sincerely,



Andrea P. Hubbard  
State Uniform Payroll Director

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## **Andrea Hubbard**

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**From:** Andrea Hubbard  
**Sent:** Friday, January 24, 2025 3:23 PM  
**To:** 'apa.senatepresident@legis.la.gov'; 'apa.housespeaker@legis.la.gov'  
**Cc:** Angela McCulloch; Nancy Keaton; Lawanna Green; LeKiesha James  
**Subject:** R.S. 49:966K Report: DOA Office of State Uniform Payroll  
**Attachments:** OSUP.pdf

Good afternoon. Please see attached 2024 report of rulemaking and fee adoptions for the Division of Administration - Office of State Uniform Payroll. Please advise if you have any questions or seek OSUP's participation in a public hearing to review this report.

Thank you.

**Andrea P. Hubbard, Director**  
**Louisiana Office of State Uniform Payroll**  
**225.342.0713**

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Division of Administration

JEFF LANDRY  
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TAYLOR F. BARRAS  
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Re: 2024 Rulemaking Summary Report – R.S. 49:966K

Dear President Henry and Speaker DeVillier:

The Division of Administration, Office of State Uniform Payroll (OSUP) hereby submits its report of rulemaking and fee adoptions in calendar year 2024 to the Speaker of the House and the Senate President, in accordance with R.S. 49:966(K). Specifically, we report as follows:

1. In 2024, OSUP reviewed the payroll deduction rule contained in LAC 4:III.Chapter 1. (Payroll Deductions).
2. This rule is required by R.S. 42:455 and is necessary for properly handling voluntary payroll deductions for supplemental insurance vendors. The provisions of the rule support OSUP's mission to administer and facilitate payroll services in a timely, accurate, and professional manner, and to give quality service to agencies and vendors on the LaGov HCM system in accordance with executive policy and federal and state mandates.
3. The rule benefits supplemental insurance vendors and state human resource staff by providing a fair, consistent method for selecting and administering payroll deduction vendors.
4. In 2024 OSUP issued a Notice of Intent amending LAC 4:III.Chapter 1 (Payroll Deductions). The NOI was published in the November 2024 Louisiana Register, and the final rule will be published in the February 2025 Louisiana Register. The rule is being changed to streamline the process for across-the-board policy/rate changes for statewide/supplemental insurance vendors who have payroll deductions in LaGov HCM. Currently, proposed and approved across-the-board policy/rate changes to statewide/supplemental insurance vendor products do not become effective to the policyholder/employee until they express their acceptance of the change, in writing, or they advise they would like to terminate their policy/payroll deduction,

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in writing, to their payroll office or to the statewide/supplemental insurance vendor. The amendment allows approved across the board policy/rate changes to statewide/supplemental insurance vendor products to become effective to the policyholder/employee unless they express, in writing that they would like to terminate their policy/payroll deduction. This brings the implementation more in line with how the Office of Group Benefits (OGB) handles rate/policy changes. This change is located in §112 of the rule. There were additional technical changes for formatting purposes only. Finally, §119 was removed in its entirety because it was a transitional rule for vendors in 2005, and it is no longer applicable.

5. This is the first rule reviewed in the five year period of 2024 – 2028. With this review, we have now reviewed 1 of our 7 total rules (14%) during this period.
  6. OSUP did not propose any fee adoption, increase, or decrease in 2024.
  7. OSUP did not receive any petition or submission pursuant to R.S. 49:964 in 2024.
- Accordingly, no agency responses by OSUP were needed.

Sincerely,



Andrea P. Hubbard

State Uniform Payroll Director