

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
Fax (225) 342-1650

October 20, 2026

Office of State Uniform Payroll Memorandum #2027-19

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

From: Andrea P. Hubbard
Director

Subject: Notice of Intent – Changes to the Mandatory Direct Deposit Rule

The Office of State Uniform Payroll is proposing a change to the Mandatory Direct Deposit rule for employee pay. These changes are technical and do not modify the intent of the rule, which is to require all LaGov HCM paid employees to receive wage payments via direct deposit unless an exception is granted.

Agencies must notify all state employees of this proposed change by Oct. 27, 2026. Agencies can use this [sample communication](#) to notify their employees.

OSUP has issued a Notice of Intent of these proposed changes to the Mandatory Direct Deposit Rule (LAC Title 4, Part III, Chapter 3). It has been published in the October 2026 edition of the Louisiana Register, which can be found at this website: <https://www.doa.la.gov/doa/osr/louisiana-register/>. Comments, if any, should be made in writing to the Office of State Uniform Payroll, ATTN.: Paula Rotolo, P.O. Box 94095, Baton Rouge, LA 70804 or via fax to 225.342.1650. The deadline for receipt is Tuesday, Nov. 10, 2026 by 4:30 p.m.

Direct questions regarding this Rule change to the [OSUP Benefits and Financial Administration Unit](#). Contact information can be found on the [staff directory page](#).

APH:PAR/tlb