

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

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GOVERNOR



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COMMISSIONER OF ADMINISTRATION

February 18, 2025

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-39

TO: LaGov HCM Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Final Rule - Changes to the Payroll Deduction Rule

The Office of State Uniform Payroll sent notification in [OSUP Memorandum #2025-24](#), dated Nov. 19, 2024, regarding proposed changes to the Payroll Deduction Rule (LAC Title 4, Part III, Chapter 1). No comments were received regarding these changes, and all changes have now been adopted. The Final Rule has been published in the February 2025 edition of the Louisiana Register, which can be reviewed on their website at: <https://www.doa.la.gov/doa/osr/louisiana-register/>.

Agencies must notify all state employees by February 28, 2025, that the Rule has been adopted. Agencies can use this [sample letter](#) to provide to employees.

Direct questions to the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV).

APH:PAR/kme