TO: All Employees of Louisiana Community & Technical College System Office, La. Delta Community College, Louisiana Technical College, Nunez Community College, River Parishes Community College, and South Louisiana Community College

FROM: Walter G. Bumphus
System President

DATE: April 23, 2002

RE: Conversion to LCTCS Centralized Payroll utilizing PeopleSoft

Important Reminders:

1) The Division of Administration has determined, due to the timing of the payroll system conversion and the benefits open enrollment period, that state medical and life insurance deductions only will not be taken out of the June paychecks and will therefore have to be collected in an amount equal to three (3) payperiods of deductions from the first paycheck in July. You will need to place this money aside and not spend it so that you will have the funds available to cover the larger than normal benefit deductions from the first paycheck in July. We have pursued avenues to avoid this inconvenience and have not been successful. Should matters change, you will be informed at that time.

2) Everyone must complete new withholding forms for federal tax (W-4), state tax (L-4), and direct deposit. Please date these forms June 24, 2002 as they will be effective with the first pay of July. For your convenience, I have again attached these forms so you are able to print them and return the completed forms to your HR representative.

3) All employees will receive a paper check for the first pay of July 2002 while your banking institution confirms your direct deposit account information. The second pay of July will be sent to your banking institution as a direct deposit.

Credit Unions:

La Capitol Federal Credit Union and St. Bernard School Employees Federal Credit Union will be the only credit unions that will be supported for payroll deductions through the LCTCS Centralized PeopleSoft Payroll. Other credit unions will be supported only as direct deposits, with the last payroll deductions being the final ISIS-HR pay check of June 28, 2002, and will require completion of a form electing direct deposit to that credit union.
Bank One and Direct Deposit:

Bank One will be the banking institution for the centralized payroll. Bank One has agreed to waive requirements for all LCTCS employees paid through the centralized payroll when a checking account is utilized for direct deposit. We are pursuing with Bank One an “employee check cashing card” for those employees who are approved for a hardship waiver. Bank One will provide information for distribution at a future date.