



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM 2016.13

*Changing Lives,
Creating Futures*

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TO: All Human Resources and Accounts Payable departments of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

FROM: Sharon Dunham
Senior Payroll Manager
LCTCS Centralized Payroll

DATE: May 23, 2016

RE: Annual Reminder LASERS Reporting of Leave Balances

LASERS has requested an interface providing the annual and sick leave balances in our payroll system for all members who resigned or retired their position with your college.

LCTCS Centralized payroll has provided a monthly leave balance file beginning July 1, 2015. As a reminder, your status changes within the Banner payroll system must be entered timely on PEAEMPL.