



# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

## PAYROLL MEMORANDUM 2016.18

### *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  
LCTCS Payroll, Senior Payroll Manager

**DATE:** August 22, 2016

**RE:** **Employees Receiving Lump-Sum Payments with Active Child Support**

In accordance with ACT 102 of the 2016 Regular Legislative Session, effective August 1, 2016, employers are required to notify the Department of Children and Family Services (DCFS) of employees who owe child support payments and will be receiving a lump-sum payment (term pay, retirement incentive, k-time payout, etc.) of \$300 or more.

All institutions are advised to notify the LCTCS Centralized Payroll prior to issuing any lump-sum payment of any type to an employee who has an active child support record in the Banner HCM system to determine whether an additional child support amount must be withheld from the lump-sum payment. These payments shall not be made until after LCTCS has first notified DCFS and either received a response back from DCFS or fifteen days has elapsed. LCTCS will notify the college once the lump-sum payment can be made.

Prior to issuing lump-sum payments in the amount of \$300 or more to employees with an active child support record, institutions must follow the procedures for "Employees Receiving Lump-Sum Payments with Active Child Support."

If you have any questions concerning this matter, please contact LCTCS Centralized Payroll.