



# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

## PAYROLL MEMORANDUM 2017.15

*Changing Lives,  
Creating Futures*

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**TO:** All Banner HR Users

**FROM:** Sharon Dunham  
Senior Payroll Manager  
LCTCS Centralized Payroll

**DATE:** June 2, 2017

**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.