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DEPARTMENT OF CULTURE, RECREATION & TOURISM  
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## **HUMAN RESOURCES MEMORANDUM NO. 04-033**

**June 14, 2004**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary V. Gloston  
Human Resources Director

**SUBJECT:** LAST REMINDER - Credit Union Deductions

Effective July 1, 2004, the Office of State Uniform Payroll is changing the policy on credit union deductions to require that payments to credit unions be processed through direct deposit by Electronic Funds Transfer (EFT). Credit Unions have been informed about this upcoming change.

We still have a few employees that have **NOT** made the switch to have their credit union payments electronically transferred to bank accounts. **If you do not establish a Secondary Bank record for your credit union payment, the payment will be stopped by State Payroll and you will be responsible for making your payment to the credit union outside of your payroll check.**

The reason for this change is to provide a method for returning monies to the State when deductions are paid in error due to overpayments or reversal situations. Through direct deposit records, credit unions can now appropriately return incorrect deductions to the state automatically.

If your credit union deduction is going to the same bank as your already established direct deposit and going into the same account number, an Other Bank Form (Secondary Account) must be completed and returned to Human Resources; it does not require bank signature or approval. If your credit union deduction is going to a different bank and has a different account number from your existing direct deposit, an Other Bank Form must be completed and signature/approval must be obtained from your bank.

Forms must be submitted to Human Resources no later than 6/18/04 close of business. After 6/18/04, the State Payroll Office will automatically stop credit union deductions that are not reassigned as direct deposits. You will be responsible for making payments directly to your credit union effective with the July 9, 2004 paycheck.

Any questions regarding this matter should be directed to Human Resources at 342-0880.

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