



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM

2017.16

*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: June 12, 2017

RE: TRSL (RET) Annual Salary File

Louisiana Revised Statute 11:710(D) requires employing agencies to report to TRSL within 45 days after June 30, information on all payees paid by the employing institution including social security numbers, positions, designation as part-time or full-time and the amount of their earnings for each position held during the fiscal year ending June 30, 2017.

Centralized Payroll will submit the annual report for fiscal year 2016-2017 on July 21, 2017. This includes all persons paid through payroll and/or accounts payable and 1099 payments, even if they are working as an independent contractor or through a third-party corporate contract with the employer.